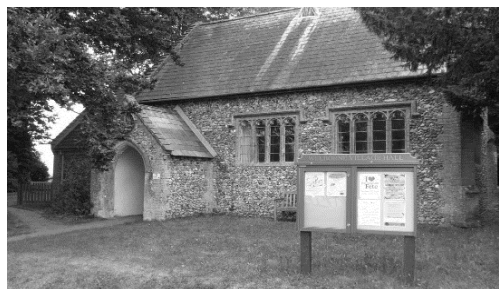


Welborne Village Hall Events Committee



Minutes: WVHEC M008

Date: 4 June 2019

Location: Welborne Village Hall

Version: 0.1

Members Present: Sharon Ferguson, Chair (SF), Nigel Shed, Secretary (NS), Ian Ferguson (IF), Dave Redshaw, (DR) , Karen & Kevin Rumsey (KR), Colin Butcher (CB), Liz Whitaker (LW)

Apologies: Andrew Egerton-Smith (AES), Brian Hancock (BH)

Minutes

1.0 Matters arising from previous minutes

Minutes of previous meeting (M007 - April 2019) approved and signed.

2.0 Treasurers Reports

2.1 SF Reported that the Dining Out night raised £379.32

3.0 Lettings

3.1 Nothing to report

4.0 Village Events

4.1 Past Events

4.1.1 SF reported on recent success of the "An Evening with David Palmer" Night which had 53 attendees, several of whom were villagers who did not normally attend village hall events. Noted that feedback indicated that it was a very successful evening.

Also noted that the event raised £372 which, after expenses, meant a profit in the region of £154.

4.2 Setting Future Calendar Events

Date	Event	Lead(s)	Action/Comments
24 th May.	An Evening with David Palmer	BH	BH to advise on assistance required Actions: NS: to create poster and newsletter item BH: to consider use of church if event proves popular
22 nd June.	Family Fun Day/BBQ*	All	Format of event to be confirmed Action: All: Volunteers to lead/run this event
July.	No Event		No event due to larger June BBQ fun day
Aug.	No Event		Traditionally no event due to holiday period
4 th Oct..	Late Summer Quiz & Supper		Volunteers (SF/IF/NS will run if required)
18 th Oct.	Village Film Night	IF/CB	
8 th Nov.	Village Film Night	IF/CB	
7 th Dec.	Welborne Christmas Fair	SF (+ all)	

* Notes

1) Family Fun Day/BBQ

The list of actions discussed and agreed as per table below.

Tasks/Responsibilities	Action	Completed/Organised
Bar License (To arrange)	IF	Yes
BBQ (Chef)	Micky Brown	Yes – Action: MB to confirm equipment required
BBQ (Food)	SF	W/C 17 th June
Music (Rob Wood)	SF	Yes
Bar (Alcohol purchase)	IF	W/C 17 th June. AES has agreed to sponsor a barrel of beer
Bar (Management on day)	IF/CB/BH (+others?)	Yes – Noted that availability of CB may be limited due to work commitments
Dann's Ice Cream (Contact and arrange)	IF	Yes – Action: IF to confirm sales agreement
Ice Cream Sales (On the day sales/manage)	NS/TS	Yes
Poster	SF	Yes – completed and displayed around village
Website Advertising	NS	Yes –

		Action: NS to add request for volunteers to supply cakes in the next e-mail newsletter
Cakes	KR	Yes – Action: KR to send e-mail requesting volunteers to make cakes.
Plants & produce	DR + TR	Yes - Multiple plant donation offers received
On the gate sales/entry	SF + others	Agreed: Additional food tickets to be sold at £2.50 each
Children’s activities (Organise and manage)	SW + DW	Yes – in hand
Face Painting (Contact)	SF	Eppie has confirmed attendance
Care Home Stall/Tombola/Raffle	SF	Action: SF to contact
Floats	SF	Action: SF to arrange with MW

2) Additional Actions/Comments

Set Up:

Agreed to meet at 10am on the day to set up including:
 Marquee, Gazebo, Rope area around triangle
 Stalls on triangle
 Entry area (far corner of triangle)
 BBQ on grass near Trevor’s bench
 Bar (village hall)
 Music area (just outside village hall entrance)

Pre-Set Up:

Agreed to meet on Friday 14th June (6PM) to undertake a tidy up of the village hall garden

On the day event management:

Entry: Agreed to use coloured raffle tickets for BBQ food (Different colour for Adults/children)
All: to be available to cover as necessary

Additional Event:

Agreed to arrange dedication for Trevor’s Curson picnic area. This will take place shortly before the BBQ/Fun Day opening at 2pm. (SF now confirmed by e-mail)

5.0 Trustees

6.1 Nothing to report

6.0 Website

7.1 Nothing to report

Date of next meeting: 19:30 - Tuesday 17 September 2019, Welborne Village Hall

Agenda Items to be with Secretary by Tuesday 10 September 2019