

**Alvescot Fete Committee Meeting – 3 July 2017
Minutes**

Present: Kim Govan (KG) (Chair), Jayne Lewin (JL), Ann Cadogan (AC), Sophie Leccisotti (SL), Tom Bown (TB), Julie Wall (JW), Janey Slader (JS), Mike Honour (MH), Richard Munro (RM), Tessa Farley (TF), Camilla Barltrop (CB)

Apologies: Malcolm Farley (MF), Becky Hird (BH), Dennis Govan (DG), Sam King (SK)

		Assign- ed to
1.	<p>Minutes of last meeting</p> <p>These were agreed as a correct record and signed by the Chair (KG).</p> <p>No declared conflict of interest.</p>	
2.	<p>Treasurer’s report by JL</p> <p>There have been three successful events this year; the race night with a profit of £235.26, the quiz increasing its profit by just over £200 to £660.57 and the fete with a provisional profit of £4478.91.</p> <p>The balance sheets that Kim circulated are provisional because we haven’t yet received the donation from Wychwood Estate Agents and PayPal is retaining £488.29 until the 17th of July in case of charge backs as the transactions weren’t by card machine. Although the fete income at £5779.66 was £886.33 down on last year it was a fantastic result given the over helpful weather and last year’s big push to cover the extra donation to the parish council. Overall fete profit was down £1179.79 as expenditure was £293.46 more, mostly incurred from Fiddles and Feet entertainment and some increased stall costs. We are grateful for the donation of the birds of prey. Spending per head was £8.05 dropping from £11.98 last year although the figure is not directly comparable due to a low pre fete raffle total in 2016 suggesting that much of that was included in the day takings which were higher than usual. The silent auction is not included.</p> <p>Only ten of the 30 comparable stalls were up on last year including the gate. The most notable increase was ice cream and the biggest casualty was cakes suffering a drop of £181.50 from both a lack of donations and heat causing buyers’ apathy. It’s worth noting that although the soft drinks appears to have a much reduced income much of its takings went into the tea pot! Together they resulted in £59 less this year. Thanks to the increased number of lots the silent auction made £1005 a reduction of only £299. PayPal fees were not included last year but amount to 3.55%. The balancing error equates to the estimated stall and actual income counted. Some of the excess stock was bought and is listed separately. The quiz cider was donated to school. The value of the stock now remaining is £43.20. One payment of £12 listed on the circulated fete sheet has now been paid from petty cash rather than BACS so the petty cash total is £21.06.</p> <p>Each of the events now has its own stand alone balance sheet the basic details of which are amalgamated into a general sheet with the balance from the account brought forward. Beneficiary payments will be listed here along with the resultant balance carried forward. This will begin to format a system ready for that needed when the trust is approved.</p> <p>When added together the total provisional profit for the year’s events is a fantastic £6239.97, Only just over £500 less than last year, a great achievement given the economic climate and the weather! This committee will discuss funds to be retained</p>	

	for any capital replacements and a float to be carried forward. It should be mindful of any new costs such as insurance to be incurred once the trust is formed. If a payment of £1250 were made to each of the four beneficiaries as last year a balance would be left of £1239.97.	
3.	<p>General comments</p> <p>In January set out to make £5,500 and very pleased to achieve this.</p> <p>KG to write a thank you to the village in July Parish Pump.</p>	KG
4.	<p>Division of funds</p> <ul style="list-style-type: none"> • 2016 donated £1250 to main beneficiaries and if repeat this year would leave £1200 left on the balance sheet • New purchases for 2018: new BBQ (SL to ask Dave Waters his opinion whether this is necessary and if he would like a new one, then look for one in the sales at end of summer), insurance for new CIO (allow approx. £300) • Committee agreement to give £1,200 per beneficiary (rather than £1,250) as would like more money in the Fete account as a buffer 	SL
5.	<p>Key learnings from 2017 fete (for discussion in January 2018)</p> <ul style="list-style-type: none"> • JL: concerned that Time Out Farm shouldn't have publicised that all funds collected (£37.30) went to the animal upkeep rather than the fete as she considered this misleading to donors. • RM: decide theme early in the year • TF: timings – reduce back to 2-4pm • Check Brize Norton event date to ensure no clash • How to avoid people not paying the gate fee – put Sidney on the gate by the village hall • Need new hand stamps for 2018 • KG: Book stall nearer to the village hall for 2018 so don't have to carry the weight across the playing field • KG: revisit how we sell raffle tickets (JL commented that in 2016 one individual sold £400 worth) • KG: buddying system of always having a standby for key committee members (treasurer, logistics, chair) • CB: would like the village pub to be more involved in the fete discussions 	
6.	<p>Update on new AVA</p> <ul style="list-style-type: none"> • TF done a great job on a new draft proposition • At this point just need a date for the main trustees (RM, TF, JL, KG, MF, SK) to get together to discuss draft proposition (start of September – with reference going back and forward by email through August) • AVA will replicate the fete committee but will seem more charitable by being under that umbrella – difference will be the normal beneficiaries will have to apply for grants rather than being given the funds automatically 	KG
7.	<p>Date of next meeting</p> <p>Monday 22nd January 2018 - 7pm at The Plough, Alvescot</p>	