

**Alvescot Fete Committee Meeting – 27th March 2017
Minutes**

Present: Kim Govan (KG) (Chair), Richard Munro (RM), Jayne Lewin (JL), Sam King (SK), Ann Cadogan (AC), Malcolm Farley (MF), Sophie Leccisotti (SL), Becky Hird (BH), Tom Bown (TB), Camilla Barltrop (CB), Julie Wall (JW), Janey Slader (JS), Tessa Farley (TF), Dennis Govan (DG) (Apologies Camilla Barltrop received by email)

		Assigned 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>Update on CIO application</p> <p>First CIO application has been declined.</p> <p>Decision to re-apply Implementing the recommendations made and will change the name to 'Alvescot Village Association'. (A.V.A)</p> <p style="background-color: yellow;">Will continue for 2017 fete as part of the Parish Council. Therefore 2017 fete will be covered by Parish Council insurance.</p>	TF
3.	<p>Finance</p> <p>Matt Lane sole signatory at present. Until this is changed, Village Fete Committee have authorised that Matt Lane can pay any current outstanding invoices. Confirm with Matt</p> <p>Require two signatories – these are agreed to be JL and DG. JL to process paperwork accordingly.</p> <p>Handover will be done between Matt and JL/DG by the next monthly meeting.</p>	<p>KG</p> <p>JL</p> <p>JL/DG</p>
4.	<p>Updates on action points from previous meeting + additional discussion</p> <ul style="list-style-type: none"> • AC: emailed Simon Carter and liaising directly with Fiddles and Feet • BH: Bampton Morris Men are not available on 17th June • Alternative to Morris Men – SK to ask Sandie Morris if Alvescot line dancing group would be happy to do a performance. JW teaching a dance class at St Peters School next term and might teach country dancing for children to do a performance. AC to research other Morris dancers • AC: to buy new gas bottle + tent pegs • AC: purchased two new gazebos (cost of £116 – happy to be reimbursed once finance handover been completed) • AC: fire extinguisher service with coincide with school servicing • AC: don't need to find stall fixings as will no longer have china smashing stall • Raffle: 19 prizes have been gifted. Concern that it will be very time consuming to announce the prizes. BH to speak with James Gervers to ask if he has any ideas of how to group raffle prizes together/announce them more quickly. • AC: to ask Millets if they are happy for us to charge for people to have photos with the Birds of Prey/do they have any ideas of how they have managed that before 	<p>SK</p> <p>AC AC</p> <p>BH</p> <p>AC</p>

	<ul style="list-style-type: none"> • AC: Gary no longer has a marquee so cannot borrow. Approach Filkins to see if their Marquee might be available at reasonable price as contingency for wet weather. • Best in show: categories to be best potato, best victoria sponge, best flower (rose or sweetpea), best flower arrangement, best vegetable animal + one other (best strawberry?) Entry fee 50p per person Prize = 50p + certificate Delivered at 1.30pm Judged by KG + James Gervers AC to write note for Parish Pump advert and give to KG for next week • Silent auction: <ul style="list-style-type: none"> - Mandy volunteered a drawing (size and timeframe to be specified) - Daniel volunteered family golf lesson at Heathfield driving range - Ralph + Peter volunteering Railway carriages (one night mid-week booking during the summer) <p>JW to write details on these three prizes and give to AC JW to speak to Ralph Mawle to ask whether he could donate either Hay or logs as an auction prize.</p> <ul style="list-style-type: none"> - Nicky Johnson (KG friend) donating gift parcel of scented candles <p>KG to write details and give to AC Everyone to think of further silent auction prize options</p> <ul style="list-style-type: none"> • AC: to draft stall layout plan ahead of next committee meeting + wet weather plan (do with SL) • AC to visit school for space allocation wet weather plan • KG: Spoken with Vicky about Estate Agent boards – going to get started on this now • AC: Apply for TENS licence for fete and for evening event 	<p>AC</p> <p>AC</p> <p>JW</p> <p>KG</p> <p>AC/SL</p> <p>AC</p> <p>AC</p>
<p>5.</p>	<p>Fete Quiz (13 May)</p> <ul style="list-style-type: none"> • Who from fete committee will be present at quiz: JL, RM, DG, KG, JW, JS, AC SK • Volunteer for roles: <ul style="list-style-type: none"> - Serving food: JL + SK (and will collect food) - Confirm numbers for night with Plough - Bar: Matt Lane + Mark Robinson. - RM to get bar licence for the quiz night - Ordering + collecting drink: Matt Lane + Mark Robinson KG to confirm with them - Questions: MF/TB to do photo round KG to do other question rounds - PA system: SK to lend school PA system (KG to go to school to look at amp and make sure she can hook up laptop to amp) - Raffle prizes: all committee members to donate a raffle prize (need x10) - Raffle tickets on the night: JW (AC to give KG the ticket drum) - Entry ticket sales on the night: JL - Raffle ticket books: JW to organise - Raffle float: JW to organise - Puddings: TF (pie), Vicky (tiramisu), JL (cheesecake), SK (M&S option), KG (M&S option), AC (chocolate roulade) JS (TBC) - Keys, glass collection + tablecloths: SK to ask Sandie if she could give keys/glasses to Matt Lane - Set up from 6.30pm: KG, DG, RM - Advertising: JL to put up posters on village pinboard 2 weeks before KG to contact Carterton town hall to advertise the quiz - Booked tables to date: SK, JL, JW organising their own tables 	<p>KG</p> <p>RM</p> <p>KG</p> <p>MF/TB</p> <p>KG</p> <p>AC/KG</p> <p>ALL</p> <p>JW/AC</p> <p>JL</p> <p>JW</p> <p>JW</p> <p>SK</p> <p>JL</p> <p>KG</p>
<p>6.</p>	<p>Race Night</p>	

	<ul style="list-style-type: none"> • Saturday 8th April 2017 • Stewart ordering special ales and cider • BH + DG running 'tote' <ul style="list-style-type: none"> - Only going to pay out for winners, not places • KG has purchased race night DVDs + tickets (£1 per race) • Two tables (x8 + x10) already booked • Stewart has had a lot of interest so far • KG going to sell raffle tickets during the day • CB + SL to run Grand National sweepstake at 5pm • Money will be made from GN sweepstake (50/50 with fete committee + winner) and race tickets (50/50 with fete committee + winner) 	
7.	<p>Risk Assessment update (MF)</p> <p>Reviewed 2016 risk assessment and would like to pare it down to make more suitable for our purposes as currently quite cumbersome and overly detailed.</p> <p>MF to discuss with RM what the Parish Council requirements are for insurance purposes. AC to be involved as head of logistics.</p> <p>Risk assessment document to be distributed and agreed by committee by May, as many committee members will be responsible (particularly AC) for ensuring the guidelines are met.</p>	MF/RM
8.	<p>AOB</p> <p>None.</p>	
9.	<p>Date of next meeting</p> <p>Monday 8th May - 7pm at The Plough, Alvescot</p> <p>RM + AC to send KG formal written apologies for this meeting.</p>	RM/AC