

**Alvescot Fete Committee Meeting – 8<sup>th</sup> May 2017  
Minutes**

**Present:** Kim Govan (KG) (Chair), Jayne Lewin (JL), Sam King (SK), Ann Cadogan (AC), Malcolm Farley (MF), Sophie Leccisotti (SL), Becky Hird (BH), Tom Bown (TB), Julie Wall (JW), Janey Slader (JS), Mike Honour (MH), Dennis Govan (DG)

**Apologies:** Richard Munro (RM), Tessa Farley (TF), Camilla Barltrop (CB)

		<b>Assigned to</b>
<b>1.</b>	<p><b>Minutes of last meeting</b></p> <p>These were agreed as a correct record and signed by the Chair (KG).</p> <p>No declared conflict of interest.</p>	
<b>2.</b>	<p><b>Update on CIO application</b></p> <p>TF has advised that AVA has been accepted by APC and all four committees will be advised on plans and can all representatives of committees advise by the end of June that this has been discussed and minuted in a meeting of their respective committees.</p> <p>Tessa will circulate next AVA Charity document post-Fete.</p>	
<b>3.</b>	<p><b>Finance</b></p> <p>JL and Matt have had handover.</p> <p>JL has paid KG for any outstanding money owed.</p> <p>Balance in account is £1036.55. AC to advise JL how much she is owed for items purchased.</p> <p>Race Night income been put into account and it raised £304 (£100 from Grand National sweepstake + £204 for sweepstake).</p> <p>Signatories will be sorted post-Fete.</p> <p>Parish Council insurance needs to know where monies will be stored overnight after the fete. JL will be Treasurer on day of fete and DG will collect money, store in safe overnight and take to the bank on Monday morning.</p>	AC
<b>4.</b>	<p><b>Updates on action points from previous meeting + additional discussion</b></p> <ul style="list-style-type: none"> <li>• Stallholders to provide their own float and JL to have a couple 'spare' if required</li> <li>• No luck on Morris Men dance group availability.</li> <li>• SK/JL: Reception class can do country dancing + JW can teach some Morris dancing. School children will also sing (sing to open the fete and dance at some point during fete)</li> <li>• AC: tent pegs, gas bottles, gazebos purchased</li> <li>• BH: draw raffle all at once, announce first 2 prize-winners and put tickets against prizes and then ask audience to come and view whether they've won or not – this will save a lot of time.</li> <li>• JL: x2 A3 laminated + some A4 double sided for those selling tickets What are the details of the Oxford Football tickets? No of people, type of match – SI to find out</li> </ul>	JL SL

	<ul style="list-style-type: none"> <li>• SL: Circulate updated list of raffle prizes</li> <li>• Extra marquee for wet weather: AC has approached Filkins who can lend us 8x4 marquee (for £60) and it's currently on hold (confirm it one week before if needed). Committee felt it wasn't worth £60 and AC raised it could be an issue to get it dry (if it rains) before giving it back the next day. Decision not to go ahead and to rely on what wet wether cover we already have plus utilising Village Hall and school. However, BH says she can ask about borrowing one FOC.</li> <li>• Best in show: <ul style="list-style-type: none"> <li>- Wendy confirmed she will do Best in Show with AC + Frank</li> <li>- Advertised in Parish Pump in May + June</li> </ul> </li> <li>• Tug of war: rope with AC if needed</li> <li>• Silent Auction: currently have 6 prizes. SL/AC come back to committee on whether we have a table to display prizes.</li> <li>• JL: confirm number of estate agent boards with Vicky directly and house locations (check with villagers)</li> <li>• AC: applied for TENS Licence</li> <li>• Stallholders <ul style="list-style-type: none"> <li>- Chase up outstanding volunteers (particularly where outstanding are people's neighbours)</li> <li>- Email to go out to all stall holders with instructions and information for their set up on the day w/b/ June 4th</li> </ul> </li> <li>• DG/KG: Need to have a space to park the car under magnolia tree so as to keep their car in sight as per insurance instructions re monies.</li> <li>• AC: speak to Ralph about straw bales for games and tractor display</li> <li>• AC: remind Simon Carter to start with lively (country) music</li> <li>• SK: to speak to Mike about old farm machinery for the front of the entrance so people know the theme</li> <li>• AC: get Fiddlers &amp; Feet bank details to JL</li> </ul>	SL  BH   SL/AC JL   SL + all  SL AC AC  AC SK
<b>5.</b>	<b>Fete Quiz (13 May)</b> <ul style="list-style-type: none"> <li>• Currently booked (deadline for catering numbers is Thursday) <ul style="list-style-type: none"> <li>- AC x8</li> <li>- JL x6</li> <li>- Sandie Morris x6-9</li> <li>- SK x6-8</li> <li>- JW x6-10</li> <li>- John Tuberville x7</li> <li>- Vicky &amp; Peter x6</li> <li>- Sue Whiting x6-8</li> <li>- Auger x7</li> </ul> </li> <li>• JL: collect money from everyone on the night</li> <li>• JL/SK: Collect and serve food</li> <li>• Keys: SK can provide key to hall</li> <li>• Drinks: Matt and Mark will collect</li> <li>• PA: will use system in the hall. KG to speak to Terry to find out how the system works and get access to key for bollard</li> <li>• SK: sorted tablecloths</li> <li>• JW: selling raffle tickets on the night</li> <li>• Puddings as per March minutes</li> <li>• Advertising: JL put up poster on village pinboard but a week later it was no longer there</li> </ul>	
<b>6.</b>	<b>Race Night 'learnings'</b> <ul style="list-style-type: none"> <li>• If did it again would do two sweepstakes (feel we could have sold tickets twice over)</li> <li>• Hold it in the Village Hall rather than pub so it raises more funds for the fete committee rather than handing profits to pub</li> <li>• To be further discussed ahead of 2018 fete</li> </ul>	

7.	<b>Risk Assessment update (MF)</b> <ul style="list-style-type: none"> <li>Running time to change to 1.30-4.30pm</li> <li>Security of Monies: not included in this H&amp;S risk document</li> <li>First Aiders: need to include (four school representatives will be paediatric first aiders so attendees should be directed to tea stall)</li> <li>MF to speak to RM about changes to document ahead of next Parish Council meeting</li> </ul>	MF
8.	<b>Fancy Dress</b> <ul style="list-style-type: none"> <li>Stallholders to wear checked shirt/jeans/wellies</li> <li>No fancy dress competition or prizes planned this year</li> </ul>	
9.	<b>On-the-day itinerary</b> <ul style="list-style-type: none"> <li>JL/AC/SK to work together on itinerary (plus JL to include in the programme)</li> <li>SL: to send JL final list of stalls for programme</li> </ul>	JL/AC/ SK SL
10.	<b>Items for final agreement</b> <ul style="list-style-type: none"> <li>Fete poster: JL to send for approval w/c 28 May <ul style="list-style-type: none"> <li>To include expression 'come rain or shine'</li> </ul> </li> <li>Fete programme to be sent out for approval from committee by 10<sup>th</sup> June</li> </ul>	JL  JL
11.	<b>Aldi raffle ticket times</b> <ul style="list-style-type: none"> <li>Thurs 8<sup>th</sup>, Fri 9<sup>th</sup> &amp; Thurs 15<sup>th</sup> June</li> <li>BH + son: sell some raffle tickets at polling station on 8<sup>th</sup> June, plus can do early evening on Friday 9<sup>th</sup> (from 5pm) outside Aldi</li> <li>KG &amp; Sue Williams: 9am-11.30am on Thurs 15<sup>th</sup></li> <li>MF &amp; DG: 11.30am-1pm on Thurs 15<sup>th</sup></li> <li>SK &amp; AC: 4-5pm Friday 9<sup>th</sup> June</li> <li>KG to find other volunteers to sell raffle tickets outside Aldi</li> <li>KG to provide 'raffle kit' e.g. table, poster, tickets etc</li> </ul>	KG KG
12.	<b>Leaflet drop &amp; collection</b> <ul style="list-style-type: none"> <li>Collection leaflets to go to TF/MF to include in Parish Pump</li> <li>Need people to go to each house and collect donations <ul style="list-style-type: none"> <li>Preferably on Wednesday 14<sup>th</sup> June as we could put all donations in the village hall</li> <li>MF to open Village Hall and attend as donations are dropped off</li> <li>SL/AC/KG/JW/Laura Turberville (SK to coordinate Laura) volunteered to collect. KG to find more volunteers.</li> <li>KG to give AC list of volunteers + AC to allocate part of village per collector</li> <li>Donations from school parents can be left at the school throughout the week</li> </ul> </li> </ul>	MF KG KG
13.	<b>Parish Pump (KG)</b> <ul style="list-style-type: none"> <li>Donations</li> <li>Best in show categories</li> <li>Bring cash!</li> </ul>	
14.	<b>AOB</b>  None.	
15.	<b>Date of next meeting</b>  Tuesday 13 <sup>th</sup> June - 7pm at The Plough, Alvescot. (apols. From JS & BH)	

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