

Minutes of events meeting held on 10th May 2007 at Thringstone Community Centre

Present:	Nita Pearson, Pam Clayfield, Ray Woodward, Ray Neal, Pam Porter, Chris Mellor, Ann Petty, Lorraine Whitehurst, Margaret Smith, Janet Stevenson	
Apologies:	John Dickinson, Ella Roberts, Sandie and Tony Newton, Geoff Walker	

2. Minutes of the last Meeting		Action
<p>Agreed.</p> <p>From last minutes:</p> <p>Event opening: The Squire de Lisle has agreed to open the event and has been provided with a suggested script. He has been encouraged to park at the Rose and Crown.</p> <p>Entertainment: John Dickinson has been in contact with David White, and he can't provide his slide show as he won't be available</p> <p>Catering: Food for Lorraine. Nita agreed to talk to Geoff Walker about this, as Lorraine wasn't sure whether we were having cobs or bread. Nita has approached Walker's Crisps about a supply of crisps, but has been unsuccessful. Ray Woodward agreed to fund the cost of crisps and Janet Stevenson agreed to get these from a wholesaler.</p> <p>Car parking: Joe Smith wasn't there to discuss this. Nita has written to or approached all taking part to tell them what time they need to be off site with their cars. One exception to this is the ice cream trailer (not van) which is 30' long and needs to be on the car park area.</p> <p>Sponsors: Nita has collected £50 from Terry Cran. £50 has been collected from Ruby's. Ray Woodward is endeavouring to collect money from Ken Beniston, and Pam Porter is getting £35 from Mick Sheffield of Spurling and Sheffield. Pam is keeping all the event monies separate so that she can pay money out of sponsorship etc and give a figure at the end of the event to show how much money the event has raised for FOT. She is not opening a separate events account.</p> <p>Henna Painting - Pam and Chris have spoken to Kay at the shop, as has Sandie, and she is doing henna painting between 12 and 1.30pm. She will need a table and 4 chairs. Her pitch has been added to the draft stall</p>	<p>NP</p> <p>RW/JS</p>	

	<p>plan</p> <p>Walks on the day – walks on the day will take people away from the site and won't therefore be running.</p> <p>T shirts : These will be available at the end of May. All volunteers on the day must wear their t shirts.</p> <p>Skittles: Ray Neal has spoken to the girls at Capelli's hair salon and they are unable to help with the skittles. Ann Petty will get something from her brother to go with the toys he is letting us borrow. These will be presented with the history display which will be in the middle room. Pam Porter has spoken to Pete Gough about being master of ceremonies, but he was unavailable to come to the meeting. Ray Woodward offered to do this job if Pete is unable. Pam P is going to talk to Pete about this.</p> <p>Publicity: Nita is going to be speaking to Coalville Times next week. They have already indicated that they are interested in doing a feature. We have already had a feature in the Echo. Nita agreed to also talk to the Council about the Vision and recontact Leicester Mercury/Radio Leics etc. She has also already told the TV people.</p> <p>Posters and stall layout. A suggested poster had been prepared and available for people to look at. It was agreed that the format could be improved and there was too much information on it. Lorraine agreed to have a go at redesigning the poster, plus also look at a programme for the event and do the stall layout. Nita will provide Lorraine with an email copy of the poster brought to the meeting. The stall layout has to be to scale, and include the use of any gazebos, and Lorraine has a plan of the area in question to do this.</p> <p>Newsletters for Friends of Thringstone already produced to be delivered late May/early June for maximum publicity value.</p>	<p>AP</p> <p>PP</p> <p>NP</p> <p>LW/NP</p>
<p>3.</p>	<p>Issues</p> <p>PA system – Ray Woodward has possibly secured a PA system for use on the day, so that Squire de Lisle can open the event and be heard, and he Master of Ceremonies can announce what the next act is. The system is battery powered, and runs on a 12 volt system. Ray will endeavour to get hold of this and make sure it works for the next meeting.</p> <p>New stalls and attractions: Friends of Holly Hayes are joining in with us and having a stall. They have similar environmental interests to FOT, and will also promote the event to their membership, which is large and thus generate a lot of extra interest. The Police will be there for part of the day. Albert, the ice cream man, is bringing a strike-the-hammer-and-hit-the-bell blow up game for children to try to hit the bell and they will receive a prize. He is bringing this without extra charge, and may also</p>	<p>RW</p>

make a financial contribution to the event.

information stand. It was felt necessary to have a central point for artists to go to before their sessions. Pam and Margaret will man this. They will have the booklets and deal with donations for these, deal with lost children/first aid requests, and be a central point of contact. Nita will contact the artists to tell them this.

It was discussed whether the event was to intended to get more members for FOT. It was suggested that we have a promotion pack for people interested in joining. This could be a letter explaining our aims, what we have done and our constitution. Nita will put a suggested pack together for the next meeting.

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Pam and Margaret will also then deal with requests for this.

Stalls will therefore be: FOT, Information, WI. FOHH, Jan Cufflin, St Andrews, Police, Whitwick HS, Chris Mellor and Henna. Sandie and a helper will man the FOT stall.

Raffle prizes: Lena Ashton has pulled out of the event as she is selling her business. She will let us have the raffle prizes collected so far, namely £20.00 florist voucher, meal for 2 at the Hilton Hotel, 2 VIP day passes for Hilton leisure club & gym, large cuddly toy and hair salon/beauty voucher

Nita will liaise with Lena on collecting these so that we know what we have, in case we need more prizes. Ray Woodward agreed to donate a bottle of whiskey or something similar to the raffle. Nita said she already had a litre bottle which had been donated by Terry. Raffle prizes will go on the FOT stall with any plants that we have to sell. Leaflets will be on the information stand.

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There may also be other things on the FOT stall.

Gracedieu will have a stand inside with the history display as it is possible that John Dickinson will be running this and he will be inside.

Displays – Ann and John have this in hand. The displays will be in the middle room, and they have enough blue tac and pins for this.

Gazebos – It was agreed that the information stand needs a gazebo. Ray W, Ann, Margaret, Geoff Wilson and Ray Neal all have gazebos and it might be nice to have others available.

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Front of the centre – It was agreed that Lorraine ask her volunteers about serving food etc. to tables at the front of the centre, which would serve to draw people's attention to the event if they failed to notice the banner etc.

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Banners – It was agreed that the banner suggestions from Ella be altered to include the school logo and that of the scouts. Nita said that she would also ask Ella is her husband could do a plain FOT banner for use at outdoor

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events and what the cost would be for this.

Who does what – All helpers for FOT on the day will have t shirts so that it is obvious they are helpers. It was agreed we need more helpers than we have, and Nita agreed to mention this at the next main FOT meeting.

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Catering for stall holders – It was agreed that stall holders should be offered free drinks throughout the day. Lorraine will talk to her volunteers about this. Lorraine's other volunteers will be involved in looking after the bar/serving food. It was agreed that catering packs be done for 50 people. After that, people can buy other food stuffs. At the next meeting we need to discuss when food will be served/will there be a lunch period? There is no performance at 2pm.

Music – Phil is bringing some music and dealing with the children's dance music , and it is hoped that there will be background music when artists are not performing.

7.	<p>A.O.B</p> <p>Walk - Janet Stevenson said that the WI are doing a <u>blue plaque walk round the village on 11th July</u>. Meet at The Green at 6.30pm. The walk will end at the George and Dragon. All welcome.</p> <p>School and Scouts Link - Ann Petty has discovered a link between local scouts and the school from the registers. Some scouts went to a presentation in connection with Maffeking, and this is recorded in the village school register.</p> <p>Other jobs - If Ray Woodward is not master of ceremonies, he could potentially dress up as Charles Booth for the day and wander about promoting the history of the centre. There would be a cost to hire a costume.</p> <p>Fire marshals - In the event of a fire, <u>all volunteers</u> need to get people off site and onto The Green which is the meeting point.</p> <p>Where to eat - People will be encouraged to take their food and sit in Bob's Closs if the weather is fine.</p> <p>DATE AND TIME OF NEXT MEETINGS</p> <p>Next meeting at Thringstone Community Centre on 5th June at 6.45pm followed by a final events meeting at Thringstone Community Centre at 6.45pm on 19th June. Both these dates are Tuesdays so that Ella can attend, as it was felt important that she be fully involved. There may also be a meeting de-brief outside main meeting to discuss successes and future ways of improving.</p>	
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