

Minutes of events meeting held on Tuesday 19th June 2007 at Thringstone Community Centre.

Present: Nita Pearson, Tony and Sandie Newton, Ella Roberts, Lorraine Whitehurst, Margaret Smith, Ray Woodward, Ray Neal, Geoff Walker, Pam Porter, Jo Johnson, Jan Cufflin

Apologies: Janet Stevenson, Jim Wilkinson, Pam Clayfield, Ann Petty

1. Minutes of the last Meeting	Action
Agreed	
<p>2. Issues and update</p> <p><u>Car parking duty</u> – Joe Smith has suggested that the scouts would be best sited at the end of The Green to stop people coming towards the centre, as once they get near the car park, it could be difficult for them to reverse back to The Green. He has three people arranged, one of whom is James Muller who is known to us</p> <p>Ray Neal said he has an A board which can have information on for traffic to back up the scouts. He will give this to Tony Newton to do a sign for it. Ray and Tony will liaise on this.</p> <p><u>Sponsors</u> – All sponsors will be getting a letter after the event thanking them for their contribution and acknowledging that without their help, the event would not have happened. They will be offered honorary membership for one year, and minutes will be delivered to them unless they request that this is not done. Mick Sheffield has said he doesn't want this, so that's fine.</p> <p><u>Entertainment</u> - There is a gap in the programme of entertainment at 2pm. Nita has been trying to fill this, and has contacted various line dancing troupes, and a keep fit troupe. She is waiting to hear on this, but id doesn't look like they are interested. Geoff Walker has made enquiries about some members of the Judy Nichols Big Band, and will keep people informed on this. There was a suggestion that the girls at Capellis have a group and they might help. It was agreed that we wait to see what Geoff comes up with. It was also suggested that there could be a game played of hands on heads etc. to keep people occupied if nothing else came up.</p> <p>Nita will supply music for the PA system from her collection of CDs. Nita will also email Lorraine a risk assessment copy.</p> <p><u>Publicity</u> Additional posters were put up at Londis shop at the top of The Dumps, at Coalville Hospital's staff room and the WRVS shop there, and to various sites in Osgathorpe, Coleorton and Belton. Geoff Walker delivered 100 posters which he had run off himself around Swallowdale Estate. Coalville Times are putting a little thing in</p>	<p>Ray Neal and Tony Newton</p> <p>Geoff</p>

their What's On about our event, and Nita has spoken to their news editor about linking in with the County Primary and promoting the dancing that the kids are doing as another means of bringing publicity to the event.

Ray Woodward has contacted Radio Leicester and Oak FM to give details of the event for their What's On listings.

Information on the event was given out to interested parties at Picnic in the Parks, and to the Gracedieu stall, and will also be given out at the Gracedieu Event on 23rd.

Nita

It was suggested that contact be made with Smooth FM to tell them. Nita said she would contact them.

We discussed putting posters up on posts nearer the event. Nita will liaise with Ray Woodward on this, as he has some ties for posts.

Nita

It was also felt to be a good idea to put a poster in the back of our cars leading up to the event.

All

Displays – Lorraine has suggested that the displays go up the Friday before the event, and that people involved on the day who would be unable to view the display come to a private showing, and have a drink afterwards on the Friday evening. Ann Petty and John Dickinson are OK about this, and will liaise with Lorraine over timings.

Leaflets – Ann Petty's brother succeeded in obtaining sufficient copies of the leaflet to allow these to go with paper deliveries linked with his son and niece, so some of the village will have had additional information on the event.

475 leaflets were unexpectedly produced for us free of charge by NWLDC. Sandie delivered 200 to Woodside. Janet Stevenson did Henson's Lane, and Ray Woodward did Booth Road estate and John Street.

Banners – Stella at The Oak has agreed that a banner can go up on her fence. Janet Stevenson agreed to give her poster to Lorraine at the Community Centre to put up, and Sandie and Tony agreed to take their poster to The Oak and put it up after the Gracedieu event.

Boards on grass verges - Nita has collected these from Bernard, and Tony has done the signage to go on them. They have been affixed to the signage, and Bernard has agreed to put them up for us a week before the event.

Boards for Morrisons These are in the process of being done, but there may be problems with this according to the council, so NP will check to see before finalising this..

Lettering for information point and site Tony has done the lettering for the information stall. We are waiting for Lorraine to give details of the information signage around the site which is needed.

Lorraine

Stall layout – Play group from Thringstone Community Centre have confirmed they will attend, Whitwick Historical Society, mentioned on all our publicity and posters, have pulled out. Pauline Walker is now doing a craft stall. Methodists Church have their event on the same day, which might be useful, as there will be more going on around The Green, Whitwick Church would like to have had a stand, but could not find volunteers to man it. NP has contacted Pat Dogs to see if they are interested, has contacted LOROS to see if they want a stall, and is liaising with Lorraine over artists having a display, as well as contacting

a local boat trip company, and a lady who sells small novelty items. Most of these aren't able to attend, but Nita has arranged with a lady called Joan Bainbridge who she met at the Thringstone School fete to come and do a card stall.

Whilst at Thringstone school fete, it was noticed that there were several stalls dealing with children's things. Nita has spoken to Ella about the things owned by the school association (hook a duck stall, children's novelty stall and the raffle ticket drum) and Ella is arranging for these to be brought to the event. We are not sure who will be manning these stands.

Nita also saw some games for children, including a throw bean bags at tin cans stall. Sandie has provided tin cans for this, and we are now looking for bean bags (playgroup could possibly provide?) and suggestions where this could do (again a wall as a backdrop?). Jo Johnson and Colin Porcher have agreed to man this stand.

At the school fete, this was 30p for 4 bean bags, and raised a lot of money. Winners got a few sweets. NP will provide some sweets.

Information stall will be looking after the raffle, the guess the number of sweets, lost children and first aid queries. They will also be a central point for sale of brochures and leaflets. Pam P and Margaret are manning this. Pam also mentioned she is working on a quiz which might also be available, but we weren't sure.

The FOT stall will be selling plants and bric a brac, and will be manned by Sandie with Tony coming later on.

It was agreed that FOT purchase another gazebo through Margaret's discount at Wilkinsons and give this to Geoff W for his wife's stand.

Walks brochures for school - It was agreed that Ray Woodward and Rowena Summer stand at the school fete on 16th June to promote our event and also the brochures. NP provided stocks. £31 was raised.

PA system - NP visited Carillon Radio, a free outside broadcast facility. Unfortunately, we did not contact them early enough, and they had a booking. They offered to try to help put together a package, and Ray Woodward met with Jon Sketchley from the station to discuss this. A person who was doing music at Whitwick Fayre said he would probably be able to help with the PA at our event, but in the meantime Ray Woodward contacted Chameleon who have said that we can hire a full PA, with 4 speakers and microphone and CD player for £45. We now also need a tape deck as the school children's music is on tape. Ray W has organised this for an extra £15.

T shirts have been provided with reduced lettering due to production difficulties, but were done free of charge. Sandie has these to give to people. If washed, please iron on a cool iron.

Presentation packs Nita has put together a full presentation pack for The Squire de Lisle, complete with copies of all booklets. Ella has said she will provide further copies of these packs, minus the booklets.

Raffle prizes - Still no joy with raffle prizes from Lena Ashton but she has said she will take them to the community centre. Waiting for Lorraine to give a time slot for this. George and Dragon are giving us a meal for two at a lunchtime period, and Margaret Fern has said the voucher will be ready to pick up in a week. Nita will pick this up. A member of Nita's Birstall exercise group has donated a glass dressing

Nita

	<p>table set as a prize, and Nita has donated some CDs of a group she used to manage 4 years ago, and Bernard has donated a coffee cup and saucer. Janet Stevenson needs to confirm when her 2 bottles of wine will be ready to collect. Bernard also has a photo frame which he is donating to the raffle.</p> <p><u>Contact with stall holders.</u> The site will be open for people to put up gazebos from 8.30am but Lorraine will leave the gate unlocked. Jan Cufflin said the church have one volunteer to man the stall for St Andrews. Police, WI and FOHH and obviously FOT members are already aware of set up times. Sandie is going to put chalk on the areas where people's stalls are on the Friday, and will ring everyone to confirm what their stall numbers are. Nita needs to give Sandie contact details for all the stallholders, including FOHH.</p> <p><u>First Aid</u> – Lorraine has a first aid kit which will be given to the information stall. NP is a first aider, as is Lorraine.</p> <p><u>Guess the amount of sweets</u> - Ann Petty donated a jar for this, but Margaret had already sorted the jar and its contents.</p>	<p>Janet S</p> <p>Sandie and Nita</p>
<p>7.</p>	<p>A.O.B</p> <p>Thanks to Tony Newton for doing signage for PIP stand, Gracedieu Stand and also for doing signage for the information stand for the event.</p> <p>Thanks to all the team from FOT who came along to PIP to help with the stand, and thanks to Margaret for the gazebo.</p> <p>Thanks from Lorraine to Bernard and Ray who put up the centre's new notice board, the poles for the banner and the banner itself.</p> <p>We wondered if the scouts would like to have their flag up on the scout pole. Nita will contact Joe on this.</p> <p>Jan Cufflin wants people who are willing to donate water products or wine to her stall to bring them to the AGM. All present volunteered to bring something.</p> <p>The PA system will be set up for a trial run on the Friday before the event to iron out any difficulties with assembly and sound.</p> <p>Nita needs to ask Kevin if he is OK on the car park near the generator, or whether he wants to see the site to talk to Lorraine first.</p> <p>Geoff is fetching the bread and scones from Smithards and liaising with the catering staff direct.</p> <p>Scouts – The scouts will be split into 2 groups. While one is cooking outside the other will be giving a presentation on the history of scouting over the past century and 3 young leaders will be marshalling the car park. Joe Smith will probably not be there on the day due to work but could be. If he isn't there, we can liaise with James Muller and they'll be wearing uniform so we'll know who they are.</p> <p>The historical presentation will be presented inside the scout hut along with a display of old photographs and stuff on Thringstone scouts in the village.</p>	<p>Nita</p> <p>Nita</p>

They need a space for the scouts to cook on, with space for 2 tables to prepare on and some ground space to cook on. The scouts will be using disposable BBQs and will be sited near their hut.

DATE AND TIME OF NEXT MEETING – Debrief on what was OK and what wasn't to be held sometime in July at a date to be agreed later.