

Minutes of event meeting held on Thursday 2nd August 2007 at Thringstone Community Centre.

Present: Nita Pearson, Sandie Newton, Ray Woodward, Janet Stevenson
Geoff Walker, Jan Cufflin, Ann Petty, Dave Everitt, Julie Marham, Pam Clayfield

Apologies: Ray Neal, Bernard Lee, Rowena Summers, Margaret Smith, Tony Newton, Pam Porter

Meeting aims : To discuss summer event, what worked, what didn't, and decide if this is to be repeated in 2008. To also discuss any other events for Friends of Thringstone during 2007 and 2008.

Summer Event

Things that worked included having a free event and a person to open it, being able to attract sponsors, decorating the building inside and out, having a plan for rain, catering, entertainment, historical displays, stalls, PA system, having quizzes, book sales etc., having t shirts, banners, posters and publicity. Things which could have been better included having more direction regarding where the scout presentation was, we should have had a programme available for people, the positioning for the Henna painting wasn't good, we needed to have a raffle seller upstairs and downstairs, and did not have enough handouts on our group.

Suggestions for improvement –

- Using the end room for children's activities stopped people being able to get to the stairs to go upstairs and see the stalls and entertainment when a performance was on and all the children were sitting down. It was also mentioned that the henna lady, being upstairs, didn't get much trade, but this was because she came late, left early, and would have been arriving during the childrens' performance, and would have been therefore unable to set up downstairs.
- Should the history display have gone in the end room? Lorraine pointed out that the history display needed to be kept secure as it was set up before the event, and the end room is not secure. Ann said that displays on boards could have been set up quickly on the day.
- Lorraine pointed out that there was a board in the entrance to the centre telling people where the scouts demonstration was, and Nita said that all publicity included the scouts, and their logo was on the banners.
- The event was too early, as there is a glut of things on in June, and we were the last of the local events. There are generally fewer things on later in the year. .
- Programmes - it would have been difficult this time to do a programme with the last minute changes. It was agreed that a programme could just list that entertainment was on at a certain time, but not specify particularly what that entertainment was.
- The handouts, at 150, were inadequate. It was on the basis that these were all used by lunchtime that we reckoned 300 people attended the event.
- In addition to a programme next time, a tape could be provided to be played advertising what was on upstairs, rather than Nita ringing the bell and shouting, as maybe people who weren't familiar with the community centre

might not have realised there was anything on upstairs, especially if they went in the end room and found the children all sitting watching the entertainment.

- Getting people to committing to turning up – how do you do this? If you charge a stall fee, that still doesn't take into account the entertainment, and from experience of working on other events, doesn't guarantee the stall holders will come anyway.
- Lorraine mentioned that the centre loses money on barrels of beer not sold, and had had to throw away 3 barrels. Discussions centered around the use of more bottled beer and the need to order less barrels next time to thus avoid waste.

Annual event in 2008

The following was agreed:

- The event team will be responsible for the organisation of this event and any other event, and would ask for any help from others as and when needed
- Event will be held on 6th September 2008 at Community Centre
- The event could link with the church's flower festival.
- The event could link in with anything related to history of something that happened in a year ending '8'
- The event could link in with a Charles Booth/OA pension theme from a history angle
- The event could possibly be opened by Mr Gore-Brown, although he is elderly. He is known to the Community Centre and is Charles Booth's grandson. We need to have a dignitary to open the event formally
- Event theme will be eco-friendly/harvest festival/local produce related
- Stalls to be invited will include all those who came this year (WI, FOHH, Pauline Walker, Church, Jan Cufflin, Joan Bainbridge's cards, Whitwick HS, Police) plus also creative jewellery, the Blackbrook Long Horn people (although if they can't sell food, they may not want to come) Bream's Yogurt, a local wine merchant, and FOT could sell house plants or something similar. Di Lackenby's husband keeps bees and could potentially sell honey
- There should be a stall fee which will be something like £10 or £15 to ensure people feel committed to attending. Geoff will talk to Pauline about how much she thinks people should pay from her experience of working with craft fairs. There needs to be consideration given to concessions for charities and community groups so as to not put these people off coming along and being such a valuable part of events.
- The school should be invited to do something again.
- The PA system should be linked into Carillon radio, if possible. Nita will provide the events team with any details on this.
- There could be a Radio Leicester link or OAK FM?
- We need sponsors because the cost of setting up an event is large. We must not approach the same sponsors as this year, so the event team need to think now about who could sponsor us, and maybe think outside the village, as many companies decide on who to sponsor at the end of one year for the next.
- Find someone who makes candles other than the Sileby candle factory.

- There is a lady in Ashby whose details Pam C has who could potentially get involved, and she does fair-trade things
- The community centre needed to consider doing catering, but Smithards would be unlikely to help with bread again. Last time, Janet Stevenson donated crisps. Issues around the catering need full discussion.
- Nita reminded everyone that there is the necessity to get an event licence from NWLDC's licensing section (cost is just over £20), and there is also need for event insurance, as the centre's insurance only covers accidents involving things in their ownership. The summer event insurance was £100, and we must ensure that the event sponsorship covers this. The event team need to get the details of the insurance company from Geoff who has it for filing and also approach the licensing people at NWLDC. There is a potential for negotiating a block fee, if we are running with 3 events.
- Nita will help with promotion and advertising, but the event team need to think about the banner (the existing one has the wrong date on it), about posters, flyers etc. and where we get them from. NWLDC will possibly be able to help out again with design and some flyers, but this is by no means a certainty.

Christmas Party

We will have our usual Christmas party after the meeting on 6th December, and people will be encouraged to bring food. The event team will liaise with members on what they will bring at future meetings.

Christmas Fayre

After considerable discussion, it was agreed that we try a Christmas Fayre at the Community Centre on Sat 8th December. This would be themed around Christmas gifts and seasonal things.

- The event team will contact Ginns and Gutteridge on 01509 238912 to see if their barrel organ is available. This is free, but is often booked up very early.
- People should pay for their stalls – see above re concessions
- Janet Stevenson will consider doing a handbell demonstration with the Whitwick Handbell Ringers
- There should be a wine stall
- The Church Choir should be invited to perform so no need for other music, but we might have to think about carols or something playing in the background on tape or CD?
- Community Centre should sell mince pies, mulled wine etc.
- There should be a card stall and Joan Bainbridge would be approached again
- There should be a jewellery stall and other stalls selling gifts – people to do this need to be sourced early by the event team so they are not booked up elsewhere
- WI will do a stall
- Jan Cufflin will do a bric a brac stall with proceeds going to FOT

- The event team will approach members to see if we can get a Santa and an elf from amongst our ranks, but a costume hiring facility needs to also be approached, and costs need to be kept to an absolute minimum on this
- There needs to be a bran tub with presents for both adults and children. The event team need to find something suitable for this, and consider what packaging is used rather than cork.
- If everyone donates something towards a Christmas hamper, which Janet may be able to supply, we could then have something large as a raffle prize. This needs to be brought up at the next main meeting.
- There should be a Christmas tree, either real or fake, with some gifts to give to children by Santa
- The bar should be open, but given the statements above, consideration should be given to what is sold
- The monastery could be approached to see if they wished to sell things from their shop
- Again licensing and insurance were discussed
- Nita will help with promotion and advertising

Evening of Music and Dance

There was discussion as to whether people would pay to attend an event like this, but it was agreed that there needed to be a ticket price because of the costs involved. It was agreed that the only way to find out if there is a market for this type of entertainment is to try it. There was discussion as to whether we needed to ensure that there was food provided in any intervals or whether people should be encouraged to buy nibbles at the bar, which should be open for people should they wish to use it. Concern was expressed that we were getting away from the aims of our organisation, but it was agreed that we needed to put on events in order to generate funds, and all events were merely fund raisers, not events for their own sake.

It was agreed:

- The event should be late February/early March, although a date was not agreed
- Seeking sponsorship should be considered
- The event team will approach Cutloose to see if they would be interested in being part of the entertainment, or the main music act, as they had been popular, had their own PA and mike system, and had indicated that they would charge about £100 as we are a voluntary group
- A PA system for other useage would have to be found – possibly using the same people as before (Chameleon)
- Ann Oliver's Stage School be invited again and paid but their performance should be wholly centered around festive things, rather than general dance, and they needed to be advised of this. Nita has their contact details.
- The school could again be invited to join in
- We needed a variety of entertainment which the event team needed to source
- Nita will again help with promotion and advertising.

Nearly New Fashion Show/Open Gardens

It was agreed to drop this idea for the time being

Future meetings

Discussions took place as to whether the event meeting should be part of the main meeting, and not a separate entity. It was agreed that there needed to be a separate meeting given the volume of discussion, which would mean the main meeting would be long and possibly prohibitive to listeners. It was noted that having separate meetings limited the amount of people who got involved. Nita said that she would continue to put events down on the main agenda, have copies of event minutes available (these also go on the website for those with access to a computer) and that all members, especially committee, would be encouraged to attend both meetings.

The next event meeting date being set as Thursday 30th August 2007 at 6.45pm at the Community Centre.