

## **Minutes of events meeting held on 22<sup>nd</sup> November 2007 at Thringstone Community Centre**

**Present:** Nita Pearson, Sandie and Tony Newton, Ray Neal, Ray Woodward, Jan Cufflin, Lorraine Whitehurst, Tracy Foulds, Pam Clayfield, Ann Petty, Mike Statham, Janet Stevenson, Pam Porter

**Apologies:** Rowena Summers, Geoff Walker, Maggie Smith, Jo Johnson, Chris Mellor

### **Christmas Fayre**

Promotion - Lorraine agreed to use the existing poster to create leaflets to give to Ann Petty for her nephew to deliver around the Swallowdale area to add to the promotion and had done this in the main before the end of the meeting.

Nita has emailed details to all the papers and all the news networks and radio stations locally. Ray Woodward said that he had been something in the Leicester Mercury. Nita will follow this up with other calls during next week. There has yet to be anything in The Echo.

Posters have been given to people to deliver and put up. Some have been delivered but others are still waiting to be delivered. Newsletters have also been distributed for delivery, and some have already been delivered. Ray Neal said that he had a very positive feedback from people he had spoken to about the event when out delivering newsletters, and had also attracted a new member.

Signage - Tony Newton asked what extra signage was needed. It was agreed that Lorraine help with the provision of arrows to add to the signs already done, and if that created a problem, Mike Statham would help out. It was agreed that we needed to have arrows to show where Santa was, what was upstairs, where the toilets were, and generally the way round the event. Tony will deal with this, but has most of this already covered.

Mike has already done the wooden sign for erection but it needs varnishing, and is working on the banner. It was agreed all this should go up by the end of November if possible, but it was mentioned that having the wooden board up too early could lead to it being abused.

Stalls - Ray Woodward has contacted all stall holders, told them that set up is from 8.30am, and everybody knows what they are doing.

Volunteers - Sandie needed more volunteers for set up and take down. People who could come on the Friday night for 10pm were likely to be Nita, Tony, Sandie, Geoff Walker, Ray Woodward, Ray Neal and Mike Statham. People who were likely to come at 7am the following morning to complete the set up were likely to be Geoff Walker, Geoff Wilson, Bernard, Colin, Nita, Tony, Sandie, Lorraine, Clive, Ray Woodward, Mike Statham, and Phil.

16 big tables, 2 smaller tables and a table for the stage are needed upstairs, and it was agreed that if the majority of the upstairs could be done the night before the event it would create a more professional approach when stall holders arrived.

Decorations - Donations of various decorations and lights for the grotto and the centre were given to Lorraine. Ray Woodward agreed to donate a Christmas tree for the grotto and bring this down during the week. Sandie will help Lorraine decorate the grotto also during the week in the house lounge. Nita agreed to ask people if they have any more decorations to donate to let Lorraine have these as soon as possible.

Volunteers - Sandie asked for more volunteers to help with the raffle table, and various names were put forward. If there are continuing problems with manning this stand, Sandie will ask Nita for some help.

Programmes etc. - Nita will be dealing with handing out programmes, possibly with Rowena, and then also asking people to complete evaluation forms. Ray Woodward will be collecting money from people, taking photos, making sure that the floats are there and that money is collected from the stalls and making sure all stall holders are refreshed during the day. Both Nita and Ray will also be trouble-shooting throughout the event.

Parking - Ray Woodward agreed to ask the Rose and Crown whether their car park could be used on the day, and Jan Cufflin agreed to ask Thringstone Methodists about parking there. It was agreed that cones be put across the entrance to the car park at 10am or just before, and that no parking be allowed on the car park after that for health and safety reasons.

Other issues - Lorraine said that the scouts had said they would help on the day with refreshments, and Joe Smith has contacted Nita to talk about this further.

Ray Woodward reported that he had completed the risk assessment form and handed this to Nita for safe keeping.

Ray Woodward agreed to contact Joan Bainbridge's daughter Paula about her pixie work on the day, and find out who the other pixie is and whether they have their costumes. He will also ascertain whether she is happy giving out bags of goodies to children who produce a magic ticket. As there will only be 50 bags for children, Nita will endeavour to only provide 50 magic tickets to the people dealing with that on the day.

Nita will also provide raffle tickets for the raffle ticket stall, and will try to do a list of all the raffle prizes for display on the wall, next to the prizes themselves. So far we have in excess of 18 prizes, to include the hamper and various promises. Nita also has most of the stall items ready, and Ann Petty brought some knitted Santas and other knitted items which she donated to the stall.

Ray Neal was concerned over the fact that the carol singers will only be performing upstairs. It was explained that they need an organ to sing to, and this cannot be transported, but that there would be music throughout the building, the fairground organ will be outside, and it was explained that there would be sufficient Christmas spirit around to make the event enjoyable for all.

Sandie has some hats for people to wear on the day, and others are encouraged to dress up in festive gear if they wish to, but this is not compulsory.

Ray Neal said that he had been asked whether people could buy meat on the day or whether it was only order. The answer is that both will be available, and Blackbrook Longhorns will also be taking meat orders for the New Year festivities, not just Christmas.

### **Next year's Event**

We already have a pony ride lady, a bouncy castle, a fire engine and other stalls confirmed for next year, and are continuing to contact other people about coming along.

Ray Woodward has attracted sponsorship from Quiet Storm and Mason and Sons (Chemists) Ltd. and announced to the meeting that he had also received a cheque for £250 from Paul Johnson at P&R Building Supplies Ltd and a further £10 in cash from Terry Burchall. Nita agreed to write letters of thanks for these monies, and let Ray Woodward have these by mid-morning/early afternoon the following day.

Ray Neal suggested that he might have some contacts in The Masons who might wish to be involved in sponsorship, and the group were generally encouraged to come up with any other names of people who could be contacted. It was felt this should include Asda's HQ as they wish to come to Coalville and build a shop, and might therefore be interested in being involved in the community. Ray Woodward agreed to contact them by letter or phone and also chase up Morrisons and Midland Quarry Products.

Nita pointed out that we needed to know as soon as possible how much sponsorship we have available, so that entertainment can be discussed and booked. Sandie said it would be nice to have a theme for this, and it was agreed that this be looked at more closely in the New Year when more money has been acquired from sponsors. It was also agreed that we should not contact sponsors of the summer event again, but look to a wider area of businesses.

### **Calendars**

Geoff Walker brought us an extra 10 calendars which had been given by the calendar printers without cost because of already identified faulty stock. Pam Clayfield pointed out that one of the calendars she had purchased was faulty. Ray Woodward agreed to give this back to Geoff. Geoff has given a calendar for Nita to send to The Squire de Lisle.

Money was given to Pam Porter for calendar sales which had taken place since the last meeting.

It was agreed that calendars be taken up to Thringstone County Primary School in advance of their own fete on 7<sup>th</sup> December, and Ann Petty agreed to take brochures and any calendars there when she did the stall for FOT.

It was agreed that the calendars from Capelli's be taken back as they weren't selling, and given to Lorraine, and that any calendars left on the day of the Christmas Fayre be put on the FOT stall. If towards the end of the event there were still lots of calendars left, it was agreed that a discount could be offered to ensure total sales were achieved.

### **Debrief**

It was agreed that a debrief is necessary towards the end of January. This meeting will be held on Thursday 24<sup>th</sup> January at 6.45pm but the venue needs to be confirmed, as this is in the middle of the panto season at the community centre, and it may be necessary to seek an alternative venue as a one-off.