



The Friends of Thringstone

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Minutes of meeting held at Thringstone Community Centre on Friday 29th August at 6.45pm

Present: Nita Pearson, Sandie Newton, Maggie Smith, Jan Cufflin, Tracey Foulds, Ray Woodward, Ray Neal, Bernard Lee, Ann Petty, Pam Porter, Lorraine Whitehurst, Rowena Summers, Pat Elderfield, Jo Johnson, Colin Porcher, Pam Clayfield, Chris Mellor

Apologies: Geoff Walker, Tony Newton, John Dickinson, Alan Burgess

George and Dragon Event 16th August 2008

The event raised just over £43 for the group, of which a £10 donation went back to the charity. Thanks to those people who came and stopped longer than they anticipated, those who came and weren't expected and to Bernard Lee for stopping until 5pm with the stand and then cleared up. Whilst financially this event did not raise a lot of money for the group, it was considered important to be part of the village event, and be seen to be supporting other charities.

Heritage Event 6th September 2008

The outside plan – The group went outside and Sandie explained where all the outside stalls etc. were to be sited. It was agreed that, if the weather permits, it would be nice to have the brass band playing on the grass but plan b) is to have them in the centre of the car park. The Heritage Tent in which all history items will be sited will also include Grace Dieu Priory, and a gazebo will be added to the back of the tent to facilitate this. Sandie was congratulated on her work producing the plans, and especially for thinking in terms of health and safety issues, turning circles needed for disabled people etc.

Sandie said that the chairs for the band need to be placed outside ready at the start of the event. There was concern over the fact that these might get wet should there be bad weather. Jan Cufflin said she had some tarpaulin to bring to cover the chairs, and it was agreed that plastic chairs, if available, would be better to use than wooden.

Sandie will supply Nita with 6 site layouts to go to people involved with the set up, and to be put with the briefing pack which will be kept on our stall and with which all volunteers should familiarise themselves, as within this are details of the lost children policy and what Nita, Ray W, Sandie and Tony are doing during the event. The aforementioned will all have walkie talkies, and all people working outside will be given dayglo vests for high visibility. Ray N reported that one vest had been lost at the George and Dragon event.

Parking for stall holders – Nita reported that the brass band are reportedly travelling independently, and there could be over 20 cars just for them alone. 9 of the 10 parking spaces we were hoping to give to stall holders at The Methodists Church will be taken up by the brass band. It was discussed where else they could park, and agreed that they should be encouraged to car share again, and then if there were still too many cars, utilise the car park at The Fox and then walk back or get people to ferry them back. Nita will tell them this. Sandie said that people know there isn't parking at the centre if they have done an event before, and the public will also know

this from the publicity. Ray Woodward is going to ask if we can use some of the spaces at The Rose and Crown tomorrow, and Jan Cufflin suggested some people park at The Queens Head, now that this is closed. Nita asked that all volunteers etc. be aware that they need to park away from the event, and said that people setting up on Friday night will also be told of the problems regarding parking. Sandie is ringing everybody next week, and will again reiterate the parking issues.

Friday and Saturday set up – People involved in Friday set up are Nita, Ray W, Tony, Sandie, Bernard, Ray N, Pam P, Roy Hill, Jan Cufflin, Bernard Lee, possibly Colin Perrit and Maggie Smith. Ray Woodward has agreed with Bernard and Ray N to help him put the tent up at 4.30pm on that day. It was agreed that other volunteers get to the centre on Friday for 8pm to set up as much as we can at that time, and start on site on Saturday 6th at 7am. Lorraine will arrange for the centre to be open for us.

Those stall holders setting up on Friday are John Brown, Ben Stanley (inside only), Usbourne books, possibly the playgroup, the monastery, St Andrew's, St John's, Pauline and Geoff Walker, Jo Bainbridge, Tara, Jane from The Gables.

On Friday night, we will be cleaning out the scout hut and setting that out, plus setting out the inside tables, and bringing all the stuff for our own tables, as well as putting up signage where possible. Sandie has blue tack for signage. Nita will check if all signage we have done is sufficient. People helping with the set up on Saturday are those listed above, plus also William Newton, Colin Porcher and Jo Johnson.

Stall holders setting up on Saturday include all those outside, plus Carolyn Freeman, Columbian Wines, WI, Friends of Holly Hayes, NWLDC's recycling tent and Jenny Bainbridge. Fred Griffin will be putting up some pictures for sale, and it was agreed that he give a donation to the centre for the use of their wall space to allow this to happen.

On our stall will be bric a brac, booklets, calendars and plants. People who want to donate other bric a brac in addition to what we have are welcome to do so, especially if it is children's things, as these have proven popular in the past.

It was pointed out that there may be a queue for people setting up on Saturday, despite there being people setting up on Friday night. It would be easier if the people who are at the far end set up first, and when Sandie rings people next week, she will point this out. She will also ask that people be patient with traffic etc. at set up and take down times.

The brass band will be encouraged to store their instruments in the house lounge between sets. Lorraine will arrange for this to be open, and Nita will ensure that they are told this when they arrive.

After the event, unsold plants, calendars and brochures will be returned to Sandie and unsold bric a brac to Nita. Nita will liaise with Tony about stocks of brochures for the day.

The Leisure Centre are letting us have a further 6 tables and Chris Matchett is letting us borrow 3. Ray Woodward is dealing with the collection and return of these.

Order of opening ceremony- Alan Burgess wants to say the prayer before David Taylor does his opening speech. Nita will inform David of this, and Ray will tell Jon Sketchley and Carillon, who are introducing both these people. Janice Bailey and Margaret Staley will form part of the opening group. Nita will confirm with both these people that they are still OK to attend. Jan Cufflin asked if Mr Gore-Brown was coming. Nita had sent letters, but received no reply.

Posters and banners and A boards – Thanks go to Mike Statham for doing us 3 A boards plus a banner, and erecting these for us. All posters have been put up, with a few spares being put up in the council offices. Leaflets which we have spare are to be distributed by various volunteers. Ella from Thringstone Primary is going to get her husband to alter our banners from last year, and we will then put those up within the village.

Newsletters and advertising - All newsletters have been delivered, Nita has already sent information to local websites, and has checked to see that these were all listing the event. Having discovered some weren't, she has reissued information. She has also sent further information to The Echo and Coalville Times and is hopeful that they will also send photographers on the day. Tony has it on his list of jobs to take photos of the event, especially the brass band, during the day. Nita and Ray W put up further posters on Wednesday.

Lubcloud – Lubcloud had agreed to give us milk for the event. Nita has left messages for them at their farm but received no reply. She will try to go to the farm over the weekend to ensure we get the milk sorted.

Rotas and who does what – Nita read out the rota for our stalls and also what Sandie, Tony, Nita and Ray W will be doing on the day. Rowena will be helping with the meet and greet until lunchtime to be relieved by Nita and Ray N at periods. Nita will also be looking for people to help with collection and distribution of evaluation forms. Tony will pick up the stall holders' evaluation forms when he goes round to collect monies, if appropriate, and ensure stall holders are happy at the end of the event. He will also ensure that all stall holders have black rubbish bags. The list of Nita, Ray W, Tony and Sandie's tasks for the day is in the briefing pack, and they will be circulated with this information again. Sandie has offered to do all the tea and coffee fetching for stall holders, and it was agreed that an urn upstairs and use of the upstairs crockery etc. would be welcome. Lorraine agreed to sort this. Jan was thanked for getting our stall's rotas done.

Programmes etc- Nita has run off 200 programmes and showed the group these. She has also run off details of the entertainment so that this will be displayed, together with lists of the raffle prizes (which won't be on display this time).

Noise element/risk assessments –Ray Woodward is going to see all local people tomorrow to talk to them about our event and ask for their co-operation. Jon Sketchley from Carillon will work with the brass band and Ginns and Gutteridge to ensure that things run smoothly. They will be broadcasting live at the event. Ray W will do a risk assessment prior to the event, and also on the day, to ensure that all stall holders and operators conform to our health and safety principles.

NUM banner/flags – Ray Woodward is going to get the banner from the NUM and it is likely to go in the heritage tent. There will be someone from Snibston dressed as a miner for the first hour and a half.

The old Union Jack flags on poles donated to the group by Lavinia Bonser who used to own The Star have been washed, ironed and reattached to their poles. These will go in the Heritage Tent.

Scouts - The Scouts have agreed to sleep in our tent overnight to make sure it stays safe. They are also letting us have 4 lads to monitor the access to the car park, so that people who still don't know there is no parking don't try to park there during the event, unless they are disabled.

Calendar – Two proof readings have taken place, and it was hoped that we would have been contacted today to collect the calendars. This has not happened, and Ray W will contact Charnwood Publishing to get them. We have already paid half the monies for these, and on collection will need a further cheque. Nita will liaise with Tony about this.

Snibston Mining Heritage Event

This event is taking place on 20th September and is a full day event . Nita, Tony, Sandie, Pam Porter and Ray Woodward have agreed to help. We will be selling stuff not previously sold. Ann Petty asked whether we want display boards. Nita will discuss this with Sandie and Ray W.

Litter Pick

We are still waiting to find out when our litter pick will be as it is part of a larger national event. Nita will ask Claire MacRory at the council to talk to the school and then we will, hopefully, be in a position to give a date for the litter pick out at our meeting on 11th September, to which Claire will be invited. Pam Porter said that people should start thinking about where they had seen lots of litter, so that we can co-ordinate things properly and divide up the volunteers into groups more easily.

Date of debrief meeting: It is essential that we discuss what works at the event, what does not, what people thought and report on successes in order to move forward and produce other events of a good standard in the future. It was agreed that the debrief meeting be held at **Thringstone Community Centre on Thursday 25th September at 6.45pm.**