

KNOWSTONE PARISH HALL COMMITTEE MEETING

Minutes of Meeting held on 4th May 2017 @ 7.30pm

Present: Reg Howe (Chairman), Ken Dykes (Vice Chairman), Sheila Bray (Treasurer), Wendy Vigus (Secretary), Tiffany Nicholson, Wendy Sweet, Phil Dey

1. Apologies: Jeremy Filmer-Bennett, Chris Dey, Tony Moore

2. Financial update on Fair held on 24th June 2017:

SB stated that £899.98 profit had been made to date. Still outstanding £10 for one stall, £10 for icecreams and any further sales from icecreams currently stored in WV's freezer. TN handed over expense claim of c. £38.

3. What worked, what needs improvement – PRIOR TO EVENT

Longer term issues

- TN is to apply for Chapter 8 accreditation. Cost of training to be confirmed.
- TTRO is a matter of renewal as opposed to starting process from scratch
- KD achieved great publicity in NDJ, Mid Devon Gazette, South Molton free press and on Radio Devon
- RH had slot on Radio Devon on morning of Fair which people commented on
- KD placed signs on moors which worked well. Increased road signage to be aim for 2018 and Nancy Tapia is to be approached to help.
- Agreed that we needed list of where posters had been circulated. Aim to get people to target specific areas and to keep all informed.
- RH confirmed that Lance the postman can deliver fliers to all households in Parish if available two weeks in advance.
- WS to produce an A5 version of poster for 2018

Preparation / prep plan

- Everything needs to be done earlier in 2018

Communication

- Everyone needs to be kept in loop about discussions re. specific events especially if there is a cost involved.
- Stallholders need to have written information pre Fair (re. logistics)

Insurance / risk assessment

- RH confirmed that road closure meant no additional premium needed to be paid
- Risk assessment needs to include mention of need for physical barrier (e.g. hay bales) to prevent people travelling through onto closed road and flying gazebos

4. What worked, what needs improvement – FAIR DAY:

Opening ceremony

- Worked well. WS to ask Peter Heaton-Jones if he could do 2018 opening ceremony

Stalls

- Need more cakes for cake stall
- All to think of ideas for other stalls

Manning stall and activities

- More cover is needed for stalls and for RH on PA system.
- WS suggested that people are recruited just to help with Fair planning

Dog show

- Had 13 dogs equalling 40 entries. Very weather dependent.

Amusements / games and attractions

- Welly whanging, military vehicles and Tug o' War were out on limb

Lucky Programme

- Worked well and people stayed to see result
- TN confirmed that the Masons Arms are happy to donate same prize in 2018
- WS to review logistics to ensure that only numbers sold go into draw
- WS emailed Masons Arms to confirm winner

Parking

- Excellent car parking facilities
- Need extra people to relieve car parking stewards and road marshalls
- Need someone permanently at junction in Knowstone (Tracey's Hill side)
- Need blocked off area for disabled parking

Competitions / auction

- SB recommended using staging cards so everyone knows who entered what (at end)
- Agreed to consider silent auction for photos / crafts
- White tablecloths to be used next time
- Only cakes and floral art to be auctioned next time
- Ray Sweet did great job with a difficult audience (auction raised c. £130)

Refreshments

- RH confirmed that JFB sold everything and all agreed he did a great job
- Icecream trike proved good addition despite weather
- PD suggested that other items are considered for BBQ (e.g. chicken)
- TN suggested icecream cones rather than tubes
- SB confirmed that BBQ / icecream appeared to make profit of c. £85
- All agreed that options for purchasing BBQ items would be discussed at further Fair planning meetings

Music

- Great addition. TN confirmed that payment was made from Hall funds.

5. What worked, what needs improvement – CLEAR UP DAY

- Need to greater clarity over logistics of clear up day and specific requirements must be communicated to all committee members

6. Thank you letters

WV is to write to four judges, Masons Arms, Gordon and Thelma Willmetts, Blundells, Mark Blatchford at South West Highways, Michael at Mariansleigh who took some leftover books.

7. Looking ahead – points to think about for 2018

Date

- As stated in programme –Saturday 16th June. Start telling people now.

Road closure

- As in section 3, bullet points one and two

Signage

- Both Nancy Tapia and Cat Omell to be approached re. signage (on roads / at fair)
- TN suggested similar signs for all stalls
- Agreed that we would up number of road signs and be 'cheekier' re. locations

Venues

- KD confirmed that John Stanbury is happy for us to use his rented field by Masons Arms
- TN asked about Parish field at East Hill but not likely to be available for 2018.
- All to consider how to use Thelma and Gordon's field further (if possible)
- Location of Tug o'War to be considered.
- All agreed that KD would purchase an adult and child rope for Hall usage

Wet weather plan

- Crucial to have one in advance and to state a time when we all know which is to be used
- KD to purchase additional gazebos to ensure we have cover for all stalls

Games and amusements

- Plate smashing was popular addition
- WV stated that more was needed for younger children. KD confirmed that he has serviced the ducks and found hoopla. All felt to be good additions for 2018.
- PD suggested inclusion of animals to entertain children
- KD confirmed that John Locke would make stocks for 2018
- KD suggested skittles and location to be considered

Music

- TN to follow up Morris Men leads
- JFB to approach South Molton Town Band

Stalls / stallholders

- WV to write to all stallholders to thank them for attendance and to mention 2018 date
- SB to contact ceramics contact in Brushford
- RH to ask Johnny Kingdom to run a stall

Competitions

- Overall format felt to be good
- SB to ask Fred the ex postman to judge photography
- Other judges to remain as they are if possible

Dog Show

- WS requested that grass is cut a bit shorter
- WS suggested sponsors of events / classes (applies to overall Fair as well).
- Any sponsors to be listed in programme

Exhibits

- Spencer Stinchcombe and paramotor to be asked to attend again
- WS suggested a classic car line up and location to be considered
- TN suggested a Fire Engine could be an appealing display

Masons Arms

- Anecdotal feedback suggests they did well from day
- TN confirmed that they could not run outside bar due to staffing issues

8. Fair file and other key actions

WV is to work with RH to create a fair file. RH confirmed that TM took photos throughout day which will be used in file.

9. Approval of minutes from 09.05.17

No amends. KD proposed and SB seconded. Minutes were approved without amendment.

10. AOB

All agreed that ceiling would be painted cream as removal of lights would leave noticeable marks.

KD confirmed that Mr Penfold would complete tarmacking of drive this week.

KD confirmed that frame saw is back from the Tiverton Museum and Terry will mount it on the wall.

KD confirmed that Terry is able to tidy up hallway ceiling rather than replace.

PD stated that Terry is providing a quote for the disabled toilet.

KD stated that Ken Knowles the electrician has started work. It was noted that there was a £600 overspend on lighting due to having all dimmable lights. KD is to approach Cllr Yabesley, Cllr Ley and the Heathcoat Trust to ask for grant money to cover lighting.

KD stated that wi-fi is now available in the hall but will wait to make any changes to password until billing issue has been sorted.

All stated that they were very happy with new tables and chairs. TN suggested purchase of small tables for coffee morning and this will be added to the wishlist. KD is to take old chairs to scrapeyard. SB is to ask Michael Bray to dispose of old chair covers.

WS has yet to explore possibilities for improving speakers.

KD confirmed that cigarette stubber has been installed and used.

WS is to ask Oakford Village Hall if they could use leftover lightbulbs.

KD passed colour options for screen curtains to TN for review. Feedback is needed asap.

RH confirmed that barge boards have been fitted.

SB is to look into whether an insurance claim can be made for broken gazebo (weather damage).

Defibrillator has to be fitted to Parish hall wall. SB is to out money raised for defibrillator into savings account. WS noted that if we fundraise for particular items in the future we must add a caveat that money could be diverted elsewhere if necessary.

RH wished it be noted that a pair of earrings were found in the hall and need an owner.

Garden tidy up to take place on 29th July at 10am (as many committee member as possible to attend).

WS and TN to organise a kitchen clear out.

Next coffee morning will be 16th August followed by 13th September.

Hobby Horse race night to be held on Saturday 21st October with the aim of raising funds for lighting overspend.

11. Date and time of next meeting

Thursday 14th September 2017 at 7.30pm

Meeting closed at 10pm.