

KNOWSTONE PARISH HALL COMMITTEE MEETING

Minutes of Meeting held on 4th July 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

- Aim is for TN to apply for Chapter 8 accreditation. Cost of training to be confirmed.
- TN confirmed that TTRO would be a matter of renewal rather than starting 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 the morning of the Fair which people commented on.
- KD placed effective signs on moors. Increased road signage to be aim for 2018.
- Agreed that we needed a list of where posters had been circulated. Aim is to get committee members 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 is to produce an A5 version of the poster for 2018.

Preparation / prep plan

- Everything needs to be completed earlier in 2018.

Communication

- Everyone needs to be kept in loop re. discussions over specific elements of the fair especially if there is a cost involved.
- Stallholders need to have written information pre Fair (i.e. logistics).

Insurance / risk assessment

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

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

- Needed 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 find out the result.
- TN confirmed that the Masons Arms are happy to donate the same prize in 2018.
- WS is to review logistics to ensure that only the numbers sold go into the 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 Tracey's Hill junction in Knowstone.
- Need blocked off area for disabled parking.

Competitions / auction

- SB recommended using staging cards so everyone knows who entered what.
- Agreed to consider silent auction for photos / crafts.
- White tablecloths to be used next time.
- Only cakes and floral art to be auctioned in 2018.
- 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 tubs.
- SB confirmed that BBQ / icecream appeared to make profit of c. £85.
- All agreed that options for purchasing BBQ items would be discussed at future Fair planning meetings.

Music

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

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

- RN emphasised need to have greater clarity over logistics of clear up day and that specific requirements must be communicated to all committee members.

6. Thank you letters

WV is to write to the four judges, Masons Arms, Gordon and Thelma Willmetts, Blundells, Mark Blatchford at South West Highways and 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. Agreed to 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 increase 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 Tug o'War use.

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 felt to be a 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. 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 next time.
- WS suggested sponsors of events / classes (applies to overall Fair as well).
- All agreed that any sponsors should be listed in programme.

Exhibits

- Spencer Stinchcombe and paramotor to be asked to attend again.
- WS suggested a classic car line up. 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 old lights would leave marks.

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

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

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

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 etc. until billing contact detail issue has been resolved.

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

WS has yet to explore ways to improve speaker quality.

KD confirmed that cigarette stubber has been installed and used.

WS is to ask Oakford Village Hall if they could use leftover lightbulbs from old lighting system.

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

RH confirmed that barge boards have been fitted to exterior of hall.

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

Defibrillator has been fitted to Parish Hall wall. SB is to put 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 change in circumstances occur.

RH wished it be noted that a pair of earrings were found in the hall after the Fair.

Garden tidy up is 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.

WS confirmed that the 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.