

# NORTHOWRAM SCARECROW EVENT COMMITTEE MEETING

Wednesday, November 2<sup>nd</sup>, 2022, at The Club

Present: Richard Priestley (RP), Steve Collingwood (SC), Molly J Varley (MJV), Phil Ward (PW), Andrea Collingwood (AC), Janet Green (JG), Elaine Caffrey (EC), Peter Caffrey (PC), Lynn Jagger (LJ), Fraser Hutton (FH)

Apologies: Leanne Watson (LW), Steve Amos (SA), Emma Naylor (EN), Careen Bowers (CB) Martin Hey (MH),

Item	Notes	Action
1.	<b>Attendance</b> See list above for those present and apologies.	All to note
2.	<b>Previous minutes and outstanding items</b>	
2.a.	There are monies still available for community projects through the 'bids procedure'. Re-contact through Facebook and website and direct to community groups crafty ladies/coffee morning/history society/litter pickers/list of community centre users (Mark Branford). Flyers for bid requests to advertise in local in businesses. Fraser Hutton suggested contacting local Scout Group	SC/PC/MJV/ MH/FH
2.b.	Yew Tree – bid -LW to speak to them or perhaps Jim Shepherd	LW/LJ
2.c.	Stonemason, quote for lettering enhancement	MJV
2.d.	Meet with Allen Redfearn re expectation etc – transparency	SC
2.e.	H & S – reword the Risk Assessment form All venues are responsible for their own Risk Assessments etc and the scarecrow committee will not be held liable.	SA
2.f.	Need more going on at the rec for the weekend if possible	ALL
2.g.	Pizza van at Club organised by them	JG
2.h.	Club car park – more activities perhaps after Opening Ceremony	ALL
2.j.	Military Charity tent can be organised to do food	CB
2.k.	Suggestion for crafty ladies or other groups to start a workshop making scarecrows and put on route in other people's gardens	PC
2.l.	Signage – freshen up the directional signs and wording on the scarecrows so clearer	RP
3.	<b>Armistice Day Service - Friday 11<sup>th</sup> Nov</b>	
3.a.	Volunteers for readings – Martin Hey and Steve Amos	MH/SA
3.b.	School children are attending	SC
3.c.	Speakers and sound system, gazebo, small table, extension lead, Hi Vis, Mic stand	RP/SC

<b>4.</b>	<b>Date of Event 2023</b>	
4.a.	The consensus of the committee is that it stays with the bank holiday whatever the date, either April 29/30 and May 1 <sup>st</sup> as usual, or move to KC coronation weekend of May 6/7/8	ALL
4.b.	<b>Addendum:</b> The Government announced since the meeting that there would be an extra holiday to cover the coronation weekend, so our Event will be held as normal	SC
<b>5.</b>	<b>Programme Advertising</b> <b>Discussion of sizes and costs</b>	
5.a.	SC proposed not using the 8 <sup>th</sup> page ads due to layout difficulty, all adverts need to read the same way (ie portrait)	SC
5.b.	PC proposed instead using 6 <sup>th</sup> of a page (portrait) and increase price to £40	PC
5.c.	Introduce 2 full pages either back-to-back or side-by-side for £250	SC
5.d.	Tear out pages for answers to quiz needs looking at as the scarecrow trail is on the reverse side	EC
<b>6.</b>	<b>Meeting dates 2023</b>	
6.a.	Jan 11, Feb 8, Mar 8, Apr 5, Apr 19, Apr 26, May 24 (Event review), Jul 5 (Bids Sub-committee only), Aug 9 (AGM prep), <b>Sep 6 AGM</b> , Oct 4 (Armistice Day), Nov 8, Dec 6 (provisional)	ALL
<b>7.</b>	<b>AOB</b>	
7.a.	Safety guarding – RP found details for a poster/brochure for details to contact if any issues. To be used at next event.	SC
<b>6.</b>	<b>Date of next meeting</b>	
6.a.	<b>January 11, 2023</b>	ALL