

NORTHOWRAM SCARECROW EVENT COMMITTEE MEETING

Wednesday, March 14th, 2018 at The Club

Present: Richard Priestley (RP), Steve Collingwood (SC), Molly J Varley (MJV), David Robinson (DR), Peter Caffrey (PC), Robin Owen Morley (ROM), Sheila Hewitt (SH), Sara Ward (SW), Steve Amos (SA), Leanne Watson (LW), Louise Smith (LS), Joanne Lockwood (JL), Andrea Collingwood (AC)

Apologies: Alison McManus (AM), Janet Green (JG), Rachel Robinson (RR), Lynn Jagger (LJ)

Volunteers Ali MacGrath Priestley (AMP), Emma Whelan (EW), Bethany Watson (BW) Nathan Powell (NP)

Item	Notes	Action
1.	See list above for those present and apologies.	All to note
2.a.	Previous Minutes - The minutes and matters arising from the AGM meeting February 7 th , 2018 were approved.	
2.b.	Matters Arising from the minutes of 7 th February meeting are as follows: -	
2.c.	Discussions regarding the PA system to be carried forward to the next meeting.	RP
2.d.	Rosie Madison is not available for the Scarecrow weekend.	
2.e.	Flyer artwork has been completed by SW, so no additional costs incurred from printers. RR has approved the flyer. A query was raised regarding the grandparent/grandchild category on the leaflet and the public may not fully understand this category – an explanation is available on the website but not everyone may have access to this. A majority agreed to have just the 2 categories – “Traditional” and “Display”. The leaflet has been proof read and approved for printing.	SW/AMP
2.f.	Signage required for purchase of straw is available from for the event. DR to arrange purchase and re-bagging	DR/SC/RP
2.g.	School – PC said there is a lack of interest from the school and that it should be the PTFA that gets involved – however, they don’t seem keen. PC to have further discussions.	PC
2.h.	PC has visited the local hostleries to collate their proposed events for the weekend and co-ordinate between the pubs. To confirm the Clubs events after this meeting. PC will send thru details to SW for the brochure. MJV will visit the churches regarding their events.	PC/MJV/SW
2.i.	Bake off Event - LS will assist Marilyn on the Saturday for 2 hours as she is struggling for helpers.	LS/MB

3.	Sponsorship/Business Commitment	
3.a.	To be reviewed in 2 weeks' time.	RP
3.b.	Angela Viney has committed £85 – we require wording in PDF and artwork.	ROM
3.c.	ROM has a list of who has received the letter but no other responses – we need to visit the businesses. ROM is struggling to visit the businesses – to devise plan to visit the businesses.	RP/SC/MJV
3.d.	SC to forward Yew Tree info to SW.	SC
3.e.	RP will forward questions for the trail to SW once he has met with Andy and Cheryl.	RP
4.	Children's Games	
4.a.	A sub meeting will be arranged.	LW
4.b.	Emma Whelan is arranging face painter – will present all 3 days.	EW
4.c.	Will require 6 tables and 3 gazebos for the weekend.	All to note
4.d.	LW reminded committee members to save jars (plus lids)	LW
5.	Volunteers	
5.a.	No further volunteers except Steve Jones. Perhaps it would be worthwhile being more descriptive as to the duties available and times required as a volunteer – to be discussed.	All to note
6.	Sound System	
6.a.	Moved to next meeting.	RP
7.	Flyer for Letterbox Drop	
7.a.	Covered earlier in meeting.	
8.	Action Plan	
8.a.	The Action plan was reviewed, and the following were the some of the items discussed, but everyone should review the whole document to ensure that they are following upon any items that they are “actioned” against	All to note
8.b.	Insurance of £5m required to cover the event – SA arranging.	SA
8.c.	Risk Assessments will be produced once all events are known.	SA
8.d.	No raffle prizes yet – SW to ask on Facebook for raffle prizes and donations. Posters also required. Website also to request the above.	SW SC
8.e.	Dog show as usual at the Shoulder - to be sponsored by Sian ? .	SH
8.f.	Pool Competition at the Shoulder – trophies to be returned.	SH
8.g.	LJ to looking into rosettes	LJ
8.h.	SH has ordered rosettes for dog show at the shoulder.	SH

<p>9.</p> <p>8.a.</p> <p>8.b.</p> <p>8.c.</p> <p>8.d.</p> <p>8.e.</p> <p>8.f.</p> <p>8.g.</p> <p>8.h.</p> <p>8.i.</p>	<p>AOB</p> <p>SW to place the agreed meal deal on Facebook for the Shoulder – to win must like and share the NSE Facebook page. SW will then put the flyer on Facebook for the NSE weekend.</p> <p>Nathan Powell (NJ) of NJ Media (UK) have kindly volunteered to act as official photographers for the event. SC to keep contact and advise</p> <p>Plaques to go with ‘successful bid’ items as well as 12 wooden scarecrows will be ready w/c 19th March.</p> <p>SC suggested that over the weekend we get NJ to photograph all the items that have resulted from Bids from the NSE over the last few years once the new plaques are in place. RP to forward the list to SC.</p> <p>Ice Cream Vans – sites agreed: - Shoulder, Yew Tree & the Club.</p> <p>Route map required in Jpeg to be published on website – RP to request from printer.</p> <p>PC to arrange fire engine for the weekend for whenever possible.</p> <p>Sub meeting required for sponsorship/business commitment</p> <p>Business forms handed to LS/JL/SH for completion – info re advert sizes and artwork required for SW</p>	<p>All to note</p> <p>SC</p> <p>JL</p> <p>RP/SC</p> <p>All to note</p> <p>RP</p> <p>PC</p> <p>ROM/RP/SW /MJV</p> <p>LS/SH/JL/SW</p>
<p>6.</p> <p>6.a.</p>	<p>Date of next meeting</p> <ul style="list-style-type: none"> • Wednesday 18th April 2018 at 7.30pm at The Club <p>Dates for the whole of 2018 now confirmed.</p> <ul style="list-style-type: none"> • Wednesday 25th April 2018 at 7.30pm at The Club • Wednesday 2nd May 2018 at 7.30pm at The Club • Wednesday 16th May 2018 at 7.30pm at The Club • Wednesday 11th July 2018 at 7.30pm at The Club Bids Sub Committee • Wednesday 8th August 2018 at 7.30pm at The Club • Wednesday 12th September 2018 at 7.30pm at The Club AGM • Wednesday 10th October 2018 at 7.30pm at The Club • Wednesday 7th November 2018 at 7.30pm at The Club 	