

# NORTHOWRAM SCARECROW EVENT COMMITTEE MEETING

Wednesday, October 4th, 2023, at The Club,

Present: Steve Collingwood (SC), Molly J Varley (MJV), Lynn Jagger (LJ), Peter Caffrey (PC) - Chair, Janet Green (JG), Elaine Hey (EH), John Kirwan (JK), Careen Bowers (CB), Elaine Caffrey

Apologies: Martin Hey (MH), Richard Priestley (RP), Emma Naylor (EN), Phil Ward (PW), Leanne Watson (LW), Holly Branscombe (HB), Frazer Hutton (FH)

Item	Notes	Action
1.	<b>Attendance</b> See list above for those present and apologies.	All to note
2.	<b>New Officials</b>  a) New Committee Members approved at AGM ratified: Martin Hey, Elaine Hey, John Kirwan  b) New Holders of Committee positions voted in:  Martin Hey      Communications Lead Elaine Hey      Raffle Co-ordinator John Kirwan      Health & Safety Officer Janet Green      Minutes Secretary  c) No appointment to the positions of Chair and Secretary were made following no nominations. Agreed a job specification for the Secretary role to be done	PC/SC
2.	<b>Previous minutes</b> Minutes from previous meeting approved and passed as ok for publication	All
3.	<b>Outstanding items</b> a) Voucher page for 2024 programme b) Cancel activities at the rec (except Home Guard) for 2024? c) Beer mats – print up for advertising for 2024 d) Club to review waste bins provision over Scarecrow weekend e) What's app group (for committee members) to be set up f) Waste across the village -council bins g) Card to houses that are on the quiz route? h) Opening ceremony – expand maybe, one individual to put it all together (not SC) i) Concerns re parked cars blocking pavements (discuss with council?) j) Fence and planter at Memorial site are rotting Frazer Hutton and Peter Caffrey to approach local joiners/local college k) Charity Commission application	All All RP JG Comm Lead PC Secretary All  MH PC/FH  JG
4.	<b>Armistice Day</b>  a) Date of event to be Saturday 11 <sup>th</sup> November and format for the Day agreed  b) PC to co-ordinate who will be attending and liaise with John Hoggard.  c) Some tasks to be undertaken were agreed:	PC

	<p>1) Event to be put on Facebook  2) Bugler, Piper, Standard bearer  3) Poetry readings  4) Dogs  5) Pumas to be contacted</p> <p>d) Next meeting to focus on the Armistice Day event</p>	MH/SC MV PC LJ PC
5.	<p><b>Terms of Reference</b></p> <p>a) Agreed that the Terms of Reference etc need to be reviewed together with the Safeguarding Statement and the Equalities Statement.</p> <p>b) Agreed these to be sent out to all Committee members for their comment</p>	ALL JG
6.	<p><b>AOB</b></p> <p>JG provided an update of the current financial position as at the end of September. No update available on outstanding bids</p> <p>Meetings in 2024 to be agreed at next meeting</p> <p>Letter of thanks received from ST Matthew's Church for the grant provided for the new defibrillator.</p> <p>Date for Xmas Do to be determined, venue &amp; potential numbers.</p>	JG All All
7.	<p><b>Date of next meeting</b></p> <p><b>Nov 8 Armistice Day</b></p> <p><b>Dec 6 (provisional)</b></p>	