

NORTHOWRAM SCARECROW EVENT

Committee Meeting

Wednesday, October 8th, 2025 at The Club

Present: Richard Priestley (RP), Steve Collingwood (SC), Molly J Varley (MJV),
David Rawlings (DR), John Kirwan (JK)

Apologies: Elaine Hey (EH), Martin Hey (MH), Janet Green (JG), Lynn Jagger (LJ), Phil Ward (PW)
Elaine Caffrey (EC), Jo Nixon (JN)

Item	Notes	Action																																																																								
1.	Attendance See list above for those present and apologies As there were only 5 attendees the meeting could no be classed as quorate, therefore any decisions requiring committee approval would have to wait until next meeting	ALL																																																																								
2.	Previous minutes Passed as ok and ready to publish	ALL																																																																								
3.	Armistice event preparation As per table below <table><tr><th>No.</th><th>Description</th><th>Lead</th><th>Completed</th></tr><tr><td>1</td><td>Arrange for NSE Wreath</td><td>MV</td><td>In hand</td></tr><tr><td>2</td><td>Use of Chairs from The Club</td><td>JG</td><td>In hand</td></tr><tr><td>3</td><td>John Hoggard (JH) to do the Exhortation etc</td><td>MV</td><td>Done</td></tr><tr><td>4</td><td>Arrange for Standard Bearer (via JH)</td><td>MV</td><td>Done</td></tr><tr><td>5</td><td>Arrange for Bugler</td><td>MV</td><td>Done</td></tr><tr><td>6</td><td>Confirm School presence at event – email to Head Teacher</td><td>JG</td><td>To do</td></tr><tr><td>7</td><td>Poetry Readers & Poems</td><td>ALL</td><td>JG?, MH?</td></tr><tr><td>8</td><td>Welcome to Event - NSE Chair</td><td>JG</td><td>Done</td></tr><tr><td>9.</td><td>Advertise on website & Facebook page</td><td>SC/MH</td><td>To do</td></tr><tr><td>10.</td><td>Event Poster – design & distribution</td><td>SC/MV</td><td>In hand</td></tr><tr><td>11.</td><td>Confirm Club open for refreshments</td><td>JG</td><td>To do</td></tr><tr><td>12.</td><td>Arrange Animal Presentations – Horse & Dog</td><td>LJ/JK</td><td>To do</td></tr><tr><td>13.</td><td>Arrange for Sentinels -</td><td>SC</td><td>To do</td></tr><tr><td>14.</td><td>Traffic duty volunteers Hi Viz required?</td><td>ALL</td><td>D Burrell? A McManus? A Collingwood?</td></tr><tr><td>15.</td><td>Test new Sound System Extension cable req</td><td>JK/SC</td><td>To do</td></tr><tr><td>16.</td><td>Gazebo required?</td><td>SC</td><td>In hand</td></tr><tr><td>17.</td><td>Photography</td><td>EC/EH</td><td>In hand</td></tr></table>	No.	Description	Lead	Completed	1	Arrange for NSE Wreath	MV	In hand	2	Use of Chairs from The Club	JG	In hand	3	John Hoggard (JH) to do the Exhortation etc	MV	Done	4	Arrange for Standard Bearer (via JH)	MV	Done	5	Arrange for Bugler	MV	Done	6	Confirm School presence at event – email to Head Teacher	JG	To do	7	Poetry Readers & Poems	ALL	JG?, MH?	8	Welcome to Event - NSE Chair	JG	Done	9.	Advertise on website & Facebook page	SC/MH	To do	10.	Event Poster – design & distribution	SC/MV	In hand	11.	Confirm Club open for refreshments	JG	To do	12.	Arrange Animal Presentations – Horse & Dog	LJ/JK	To do	13.	Arrange for Sentinels -	SC	To do	14.	Traffic duty volunteers Hi Viz required?	ALL	D Burrell? A McManus? A Collingwood?	15.	Test new Sound System Extension cable req	JK/SC	To do	16.	Gazebo required?	SC	In hand	17.	Photography	EC/EH	In hand	
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4.	<p>Xmas Tree Update</p> <p>Tree delivery date confirmed</p> <p>Go fund me page was agreed to be launched but need to be decided when quorate</p> <p>Banner wording decided, design to be altered and a copy from Printout to be obtained for approval</p> <p>It believed 5 banners rather than 4 to be ordered as prices quoted below (including 4 for the May Event), again to be decided when quorate</p> <p>Prices for various sized banners as requested below</p> <table border="0"> <tr> <td>5 off x 2000mm x 700mm = £60 + vat each</td> <td>(Christmas)</td> <td>£300 + £60 = £360</td> </tr> <tr> <td>2 off x 2400mm x 600mm = £60 + vat each</td> <td>(Event)</td> <td>£120 + £24 = £144</td> </tr> <tr> <td>2 off x 2400mm x 1200mm = £80 + vat each</td> <td>(Event)</td> <td>£160 + £32 = £192</td> </tr> <tr> <td colspan="2">Total</td> <td>£696</td> </tr> </table> <p>Perhaps a ward forum grant would cover most of this</p>	5 off x 2000mm x 700mm = £60 + vat each	(Christmas)	£300 + £60 = £360	2 off x 2400mm x 600mm = £60 + vat each	(Event)	£120 + £24 = £144	2 off x 2400mm x 1200mm = £80 + vat each	(Event)	£160 + £32 = £192	Total		£696	<p>DR</p> <p>ALL</p> <p>SC</p> <p>ALL</p> <p>Printout</p>
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5.	<p>Blue Plaque Unveiling event – 17th Oct.</p> <p>DW MJV SC agreed to attend – everyone welcome</p> <p>Photographer</p>	<p>EH</p>												
6.	<p>AOB</p> <p>Testing AI format for minute taking was being tested during the meeting, results to follow, probably further testing required</p> <p>It was agreed that the details of Northowram .org website (ie sign in etc), would be held on the NSE 'OneDrive' (a secure folder) for continuity safeguards</p>	<p>RP/JK</p> <p>ALL</p>												
7.	<p>Date of next meeting</p> <p>Wednesday 5th November 2025 at 7.30pm – Final Armistice Event prep.</p>	<p>ALL</p>												