

NORTHOWRAM SCARECROW EVENT COMMITTEE MEETING

Wednesday, January 11th, 2023, at The Club

Present: Richard Priestley (RP), Steve Collingwood (SC), Andrea Collingwood (AC), Peter Caffrey (PC), Lynn Jagger (LJ), Holly Branscombe (HB), Emma Naylor (EN),

Apologies: Elaine Caffrey (EC), Molly J Varley (MJV), Phil Ward (PW), Leanne Watson (LW), Janet Green (JG), Steve Amos (SA), Careen Bowers (CB), Martin Hey (MH), Fraser Hutton (FH)

Item	Notes	Action
1.	Attendance See list above for those present and apologies.	All to note
2.	Previous minutes and outstanding items	
2.a.	There are two bids under consideration: Northowram Community Centre – re-decorating St Matthews Church – car park markings	JG/MJV/CB
2.b.	Fraser Hutton contacting local Scout Group LW to speak to Yew Tree Housing or perhaps Jim Shepherd	FH LW
2.c.	Stonemason, quote for lettering enhancement	MJV
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.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 waiting to attend Jan meeting	PC/EC
3.	Charitable Status requirements	
3.a.	JG reported through the Chair that she had spoken to someone regarding the NSE becoming a registered Charity, and the decision was to see whether we met the required criteria after the next event in May	JG
4.	New Funding Bids	
4.a.	See items 2a and 2b	ABOVE
5.	Action Plan 2023	
5.a.	Disclaimer notice plus child protection poster to go in brochure	SC
5.b.	60-day notice for claiming prizes to go on raffle tickets ticket	SC
5.c.	Tombola back to doctors EN to speak with doctors	LW/EN
5.d.	Light weight tables to purchase	RP
5.e.	Times for tombola proposed as 11 to 4 Saturday and Sunday, 11 to 3 Monday EN to speak with LW	LW/EN

5.f.	Trolley for moving tombola equipment EN to investigate	EN
5.g.	HB happy for face painter to be at The Windmill	AC/HB
5.h.	LJ – same as last year - 1 day for unicorn at Dog and Handler show	
5.j.	Same layout for brochure except quizzes/route map revamp New map route – AH/CH	SC
5.k.	Leaflet run – March time, plus a ‘you’re on the route leaflet’ Perhaps suggest themes/characters to give people ideas	SC/ALL
5.l.	HB considering a scarecrow making school/event 2 weeks prior to weekend	HB
5.m.	Richard to sort out straw and sells best week leading up to event	RP
5.n.	LJ to speak with Richard Pearson’s mum re rosettes	LJ
5.p.	Scarecrow judging – set out criteria – speak with Pat and Elaine if needed	JG
5.q.	Caravan opening times - Not opening on the Friday, 10 to 4 Saturday and Sunday, 10 to 3 Monday, RP – rota for caravan	RP
5.r.	Advertise sum up payment method via brochure, posters, Facebook and website	SC
5.s.	Opening ceremony Magpie Movers (Kelli Rose) to partake PC – to ask Mayor to attend LJ – video of opening ceremony – to see if have contacts Sword Dancers now unavailable	SC/KR PC LJ RP
6.	AOB	
6.a.	Child Protection poster – the links are ok but requires a QR code. Remove Scarecrow logos and make it just a Calderdale Council format	RP/SC
7.	Date of next meeting	
7.a.	February 8th	ALL