

NORTHOWRAM SCARECROW EVENT COMMITTEE MEETING

Wednesday 3rd April 2024, at The Club.

Present: Peter Caffrey (PC) - Chair, Steve Collingwood (SC), Molly J Varley (MJV), Janet Green (JG), Richard Priestley (RP), Emma Naylor (EN), John Kirwan (JK), Elaine Caffrey (EC), Careen Bower (CB), Lynn Jagger (LJ), Leanne Watson (LW), Martin Hey (MH), Elaine Hey (EH)

Apologies: Holly Branscombe (HB), Phil Ward (PW), Frazer Hutton (FH),

Guest: Sky Horsfall (Northowram Primary PTFA)

Item	Notes	Action
1.	Attendance See list above for those present and apologies.	
2.	Previous minutes Minutes from previous meeting approved and passed as ok for publication	All
3.	Northowram Primary PTFA Sky Horsfall from the PTFA attended and advised the Committee of their planned activities for interactive Games & Races over the Event weekend in the school Car Park. Looking to be open on Saturday 11am to 4pm but if successful (and subject to volunteers) may also do Sunday. They are included in the 2024 NSE Brochure EN looking to see if we have an old "Childrens Games" Banner available for PTFA use. JK requested any Health & Safety info/Risk assessment paperwork be forwarded to him. Donations to the NSE were discussed. PC thanked Sky for attending and the PTFA for participating in the Event.	EN
3.	Outstanding items <u>Event items</u> Voucher page for future programme – agreed to implement in 2025 event. Businesses to be approached in Feb 2025. Beer mats – design done but printing costs high. Agreed to defer to 2025 Event A "like & share" prize to be considered on social media still to be progressed.	MV/EN JK/MH

4.	<p>Risk Assessment Review</p> <p>The Risk assessment for the Dog Agility Event was reviewed - no significant changes required. JK to update and get PC to sign.</p> <p>There are issues with the waterlogged fields at The Stables. Agreed JK would meet LJ on the day of the event to determine whether the event can take place and communicate the outcome to Caravan and put on Website</p> <p>The Risk assessment for the Scarecrow Event was reviewed - no significant changes required. JK to update and get PC to sign.</p> <p>Fire Extinguishers to be checked</p> <p>First Aid Boxes to be checked</p>	<p>JK/PC</p> <p>JK/LJ</p> <p>JK/PC</p> <p>RP</p> <p>CB</p>
5.	<p>ACTION PLAN Review</p> <p>The Committee reviewed the current Action Plan and agreed to changes. These to be reflected in the latest version of the Action Plan.</p>	<p>ALL</p>
6.	<p>AOB</p> <p>a) <u>Route Flyers</u></p> <p>Circulated to Cttee members to deliver.</p>	<p>ALL</p>
7.	<p>Date of next meeting</p> <p>Wednesday 24th April 2024 – 7.30pm at The Club</p>	