

NORTHOWRAM SCARECROW EVENT COMMITTEE MEETING

Wednesday, August 10th, 2022, at The Club

Present: Richard Priestley (RP), Steve Collingwood (SC), Molly J Varley (MJV), Phil Ward (PW)
Andrea Collingwood (AC), Peter Caffrey (PC), Janet Green (JG), Steve Amos (SA),

Apologies: Careen Bowers (CB), Robin Owen Morley (ROM),

Absent: Lynn Jagger (LJ), Leanne Watson (LW), Emma Naylor (EN)

Item	Notes	Action
1.	Attendance See list above for those present and apologies.	All to note
2.	Previous minutes and outstanding items	
2.a.	Passed as ok for publication	ALL
2.b.	LJ reported that the metal work on the rear of the Memorial Stone may need repair/refurbishment. (see Calderdale College/Innovate). Wording may also need some attention	LJ/RP
2.c.	Committee Membership review, SC rewording is not correct, requires separate meeting/sub-committee to review Job titles plus there are also others on the committee – core roles, perhaps get rid of “committee” so not so official	SC/RP VARIOUS
2.d.	The sub-committee agreed to prioritise the completion of the Equality statement after the 2022 Scarecrow Event – committee statement required. This can also be approved at a separate meeting/sub-committee	JG/PC
2.e.	Tables - invest in light weight	RP
2.f.	Promotion – new committee members needed	ALL
2.g.	New gazebo for caravan £1,084.20 inc weights	SC
2.h.	More banners required for the rec x2 large (SIZE REQUIRED), and possibly Newlands x 2, Westercroft Lane (Pumas), Upper lane x 2, Doctors surgery (approx. £400)	SC/RP
3.	Bids outcome	
3.a.	Payments: JS – light up Northowram and Northowram in bloom £900 AR - Gala – toilets/security £555 MB – Northowram.org website £96	SUB-COMMITTEE
3.b.	Disappointing re number of bids, SC emailed various people if wanted to put bid in but no response.	ALL
3.c.	Meet with Allen re expectation etc – transparency	SC
3.d.	How can we engage with community groups – perhaps go along to their meetings to discuss bids and funding	ALL

4.	Accounts update	
4.a.	Year-end final figures to be completed ready for Auditor	MJV/ROM
4.b.	Cash in hand - £5,160.38	MJV
5.	AGM Preparation	
5.a.	Statements – Chair and Accounts to be finalised	SC/ROM/MJV
5.b.	How to do a bid – improve details in booklet Invite people and discuss their bids or potential Out of time bids – need to spend the money	SC
5.c.	AGM – explain what will take place in the meeting	
5.d.	AGM – suggested not to be in committee room as not an open meeting so query the venue – is it too short notice so perhaps leave at the club this year. To look at in separate meeting/sub-committee (see 2.c. and 2.d.) .	Various
6.	AOB	
6.a.	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
6.b.	Committee resignations/re-elections, SC – stated will do 1 more year, if permitted ROM – resigning vice chair and fundraising (will let go of treasurer once someone else takes on).	SC ROM
6.c.	Unclaimed raffle prizes, give to Overgate and if they are having an event	PW
7.	Date of next meeting	
7.a.	Oct 5 Armistice	ALL