

# NORTHOWRAM SCARECROW EVENT COMMITTEE MEETING

Wednesday, May 2<sup>nd</sup>, 2018 at The Club

Present: Richard Priestley (RP), Steve Collingwood (SC), Molly J Varley (MJV)  
Peter Caffrey (PC), Sara Ward (SW), Andrea Collingwood (AC), Louise Smith (LS)  
Leanne Watson (LW), Coreen Berry (Volunteer), Rachel Robinson (RR),

Apologies: Alison McManus (AM), Janet Green (JG), Sheila Hewitt (SH), Joanne Lockwood (JL)  
David Robinson (DR), Robin Owen Morley (ROM), Lynn Jagger (LJ), Steve Amos (SA)

Volunteers Ali MacGrath Priestley (AMP), Emma Whelan (EW), Bethany Watson (BW)  
Nathan Powell (NP)

Item	Notes	Action
1.	<b>Attendance</b> See list above for those present and apologies.	All to note
2.	<b>Previous Minutes</b>	
2.a.	The minutes and matters arising from the previous meeting April 25 <sup>th</sup> , 2018 were approved.	
2.b.	Matters Arising from the minutes of April 25 <sup>th</sup> meeting are as follows: -	
2.c.	Bake off Event goody bags completed. Marilyn Burton to sort prizes out for Star Bakers.	LW/MB
3.	<b>Sponsorship/Business Commitment</b>	
3.a.	Brochure completed and to be distributed from retail outlets on Thursday, and from caravan Friday onwards	
3.b.	SW asking people to post pictures and videos of events, contact details provided	SW
3.c.	Facebook 'boost' has been offered, NSE to pay £25 from Robinsons Event Sponsorship for a prize	SW
3.d.	Plaques to go with 'successful bid' items will be ready ?	JL
4.	<b>Action Plan</b>	
4.a.	The Action plan was reviewed, and the following were the some of the items discussed, but everyone should review the whole document to ensure that they are following upon any items that they are "actioned" against	All to note
4.b.	Risk Assessments issued with copies to caravan	SA
4.c.	Raffle prizes collected and to be sorted	SC/AC/MJV
4.d.	Dog Show at Shoulder, gazebo not required	
4.e.	Children's games staffing list completed, Games to be checked May 3 <sup>rd</sup> , 3 tables and 4 gazebo's Required.	LW/RP
4.f.	Accident book required for caravan	LW

<p><b>5</b> 5.a.</p>	<p><b>Data Cleansing</b> New government rules mean NSE must check the databases held and offer the people on the list the chance to opt out. May 25<sup>th</sup> is the deadline, to be completed after May Day event</p>	<p>RP/SC</p>
<p><b>6.</b> 6.a. 6.b. 6.c. 6.d. 6.e.</p>	<p><b>AOB</b>  Face painter pays on Monday, receipt required  Caravan positioning and scarecrow signage Thursday  Caravan schedule to be texted to volunteers  Litter bins and bags to be sorted Saturday am, village bins (council) to be emptied Friday, bin on Hall Lane requires re-attaching to lamppost  Yew Tree borrowing 4 tables, and Robinsons require 2 dustbins</p>	<p>LW/MJV  RP/SC  RP  PC  RP</p>
<p><b>7.</b> 7.a. 7.b.</p>	<p><b>Date of next meeting</b>   <ul style="list-style-type: none"> <li>• <b>Wednesday 16<sup>th</sup> May 2018 at 7.30pm at The Club</b></li> </ul> <b>Dates for the whole of 2018 now confirmed.</b> <ul style="list-style-type: none"> <li>• <b>Wednesday 11<sup>th</sup> July 2018 at 7.30pm at The Club      Bids Sub Committee</b></li> <li>• <b>Wednesday 8<sup>th</sup> August 2018 at 7.30pm at The Club</b></li> <li>• <b>Wednesday 12<sup>th</sup> September 2018 at 7.30pm at The Club      AGM</b></li> <li>• <b>Wednesday 10<sup>th</sup> October 2018 at 7.30pm at The Club</b></li> <li>• <b>Wednesday 7<sup>th</sup> November 2018 at 7.30pm at The Club</b></li> </ul> </p>	