

HADLOW DOWN FESTIVAL WORKING GROUP

Minutes of meeting held on **MONDAY 12th DECEMBER 2016** at **7p.m** at the **Village Hall**.

Note – this is a draft copy to be agreed and amended, if necessary, at the next meeting.

Present: Cllr. Helen Bonnick (Chair), Rachel Lewis, Denise Leary, Clare Emsden (Community Plan), Paul James, Roberta Smyth (Engage TN22 clubs), Peter Smyth (Parish Magazine), Don Smith (Bowls Club), Jeremy Foster (Bowls Club), Claire Rivers (St Mark's CEP School), Bob Lake (HDCC), Anne Yarrow (St Mark's Church), Emily Charkin (Wilderness Wood), Barbara Ball (Village Hall), Fiona Shafer (HDPFA), Lindsey Waddington (Horticultural Society), Glenys Lake (Variety Club), Lally Drake (Village Fayre), Sarah Prall (Village Fayre). The Clerk to the Parish Council took the minutes.

- 1. INTRODUCTIONS** – The Chair thanked Rachel for her efforts in applying for the grant. Rachel explained about the grant and advised that the hope is that more residents will get involved with organisations in the village and it will celebrate the diversity and opportunities that the village offers. The Festival will be launched at the Village Fayre on 17th June and will need to finish by 22nd September.
- 2. APOLOGIES** – Tinkers Park had sent their apologies but did want to be involved.
- 3. WORKING GROUP AND TERMS OF REFERENCE** – the Terms of Reference of the Working Group had been given to attendees. The Clerk advised that if anyone had any questions on these to raise them with her. The Chair confirmed that they expected meetings of the Working Group to be held every couple of months. The events would be open to non-residents. It was raised about the cost of hiring venues. It was suggested that on the events form, that Denise Leary would send out, that the organising group should put where they would like to hold their event and that the committees for the venues i.e. Village Hall and Playing Field be approached regarding the costs.
Anne Yarrow advised that she was aware that the grant wasn't available for religious activities however the church could be used for events.
- 4. SESSIONAL WORKER** – Denise introduced herself and gave details of her experience and what her role will be. She starts in the role in January and at that time will email the attendees of the meeting.
- 5. PERIOD COVERED BY CELEBRATE EVENTS** – discussed at item 1. Paul James raised that Tinkers Park have their open day in September and it would be good for it to be included. He will raise with the Park.
- 6. EVENTS** – each group gave details of events they were currently considering to hold:
Roberta Smyth, TN22 club – scarecrow trail with trail leaflet
Rachel Lewis – Tea dance
Peter Smyth, Playing Field – Football and cricket coaching, Beating the Bounds.
Clare Emsden, Community Plan – Community picnic following a walk (possibly tie in with Beating the Bounds), possibly series of walks and horse ride.
Fiona Shafer, Playing Field – stoolball match.
Anne Yarrow, Church – possibly tie in with Beating the Bounds. Barn Dance/Flower Festival/Art Festival (that would tie in with harvest). Art and craft group for 3-5 year olds. She also advised that school events could overflow into the church.
Don Smith, bowls club – family bowling event at the weekend
Claire Rivers, school – extra performance of their musical production, outdoor garden party, St Mark's bake-off and family treasure hunt
Sarah Prall, Village Fayre – tent at Village Fayre to advertise and sign-up for events. Willing to help with marketing and designing of leaflet. She will think of ideas for a logo.
Bob Lake, HDCC – Bob confirmed that the application for a £40,000 grant had been sent in. The Chair thanked him for his work on the grant.
Barbara Ball, Village Hall – tea dance, exhibition of village photos and local artists showing their photographs.
Emily Charkin, Wilderness Wood – pizza nights, barbecues, Fathers Day event with obstacle course and circuit training, midsummer event for which they would appreciate ideas, disco and working horses. Emily confirmed that they were willing to host events at the Wood.
Fiona Shafer, Playing Field – pop-up restaurant.
Lindsey Waddington, Horticultural Society – horticultural show in August.
Glenys Lake, Variety Club – Hadlow Downs Got Talent and body percussion sessions on a Saturday for

families.

Sarah Prall (on behalf of Lally Drake), Village Fayre – party at the end of the festival.

The following was also raised:

With the scarecrows it was suggested having open gardens that would raise money for charities;

To look at the agricultural heritage of the village;

The School have leaflets on a walk from the High Weald Heroes;

As the New Inn weren't represented, Paul James will update a representative from the pub;

It was highlighted that musical events were missing from the list of potential ideas, Paul James advised that he may be able to assist with this in January.

8. **BUDGET** – the Clerk advised that she will be managing the finances and payments will need to be agreed by the Parish Council. Any expenses being claimed would need to be agreed beforehand and receipts would need to be provided. The grant of £9950 is comprised of the following budget:

Sessional worker including expenses and travelling	£2200
Large promotional banners x 3	£ 700
Bunting	£ 300
Volunteer Transport	£ 500
Equipment supporting activities for the organisations	£1200
Band cost and microphones	£1000
Festival leaflet design and print 2000 copies	£1500
Cooker to cook pop up suppers & other celebrate food	£ 550
Coaching for sporting events	£ 500
Volunteers expenses & DBS checks	£ 500
Marquee/gazebo purchase	£1000

The Clerk confirmed that there is some flexibility in these figures but some changes would need to be justified to the National Lottery.

Bob Lake advised that the sports coaching would be by volunteers and they should already be DBS checked.

Fiona Shafer will raise with the PFC if they would need anything for the coaching event.

9. **SAFEGUARDING** – it was raised about Public Liability Insurance, the Clerk confirmed that this is covered in the Terms of Reference. DBS checks would be organised by Rachel Lewis.
7. **MARKETING OF EVENTS** – to appear on each agenda. It was suggested that the leaflets be delivered door to door to encourage villagers to attend the events. Sarah Prall agreed to look into a Facebook page for the Festival and to report back at the next meeting. Peter Smyth agreed to do an article for the February Parish Magazine.
10. **DATE OF NEXT MEETING** – 9th February 7pm at Wilderness Wood café.

The Chair thanked everyone for attending.

The meeting closed at 8:20pm.



LOTTERY FUNDED



Hadlow Down Parish Council