

CHART FAIR PLANNING COMMITTEE MEETING  
24 JANUARY 2023  
St Andrew's Church Hall at 8pm  
AGENDA

1. PURPOSE OF THE MEETING:

The 2023 Fair is to be held on Sunday 18 June 2023, from 12 noon to 4pm at the Limpsfield Chart Cricket Club Ground.

It has been agreed that this Fair will be joint enterprise with the LC Cricket Club taking a more substantial role in the planning and delivery.

Who does What? Allocation of tasks and responsibilities:

**This means agreeing which individuals within the Committee take responsibility for which part of the required planning, organisation and delivery of the Fair**

2. AIMS of 2023 Fair?

(a) To raise further funding for local projects;

(b) To raise the profile of the LC Cricket Club, St Andrew's Church, and local charitable organisations such as the NT Local Committee and Titsey Rotary,

(c) To bring together at the Fair as organisers and participants, local businesses, local charitable organisations and local clubs in order to offer to members of the local Community an opportunity to enjoy a "grand day out" via the provision of food and drink and a range of forms of entertainment including live music, a dance presentation and Dog Show, as well as stalls, games, competitions and activities.

(d) To ensure that the Planning Committee, Cricket Club and Church cover their essential costs, stall holders will normally be charged a nominal fee for their stalls. This will be waived where for local clubs and charitable concerns. Official Sponsorship will be sought again this year to help defray costs and where possible prizes for the Prize Draw and competitions should be donated.

3. TASKS AND RESPONSIBILITIES TO BE ALLOCATED

3.1 Organisation of the Set Up Teams

3.2 Approvals:

(i) NT,

(ii) LPC/ Public Liability Insurance, (Risk Assessment)

(iii) Tandridge (Approval to open to the Public)

(iv) Prize Draw: Registration with Tandridge (see also below)

3.3 **Sponsorship: (DD to approach Platform Property)**

3.4 Publicity: Chart News article in Spring

Flyers and Posters: production and delivery (Flyer issue)

Social Media

Local Media

3.5 Photography

3.6 Food & Drink: LCCC, Ice Cream, Donut stall? additional options?

3.7 Live Music and Sound System(s)

3.8 Opening the Fair?

3.9 Recruitment of Volunteers and organisation of set up teams

3.10 Dog Show: Organisation and Management? Judging( local MP)?  
Photography? Prizes? Ordering Bales to create the Competition Ring

3.11 Dance Presentation? Approach Tarryn Owen: Organise Changing  
Room within the Pavilion ( NOTICES) : agree use of appropriate sound  
system

#### 4. OTHER ACTIVITIES:

4.1: Stalls: contact 2022 stallholders (1<sup>st</sup> one signed up!)

4.2 Revision of Stall booking Form and management of the  
Booking process

4.3 Management of Stalls on the day (allocation of spots, meet and greet  
etc)

4.4 Games:

- Bottle Tombola
- Balloons in a Car
- Coconut Shy
- Cricket nets
- Mini Golf
- Splat the Rat
- Badminton Club
- Soft Archery (Scouts)
- Rugby
- Titsey Rotary Unrideable Horse

NOTE: Each lead person is responsible for organising teams, managing them  
on the day, organising any float and prizes if required and reporting results at  
the end of the day.

#### 5. PRIZE DRAW

This is the main route to successfully raising funds provided the tickets are sold  
both before the event and on the day. It is also a prudent way of providing  
“insurance” to cover set up costs against the risk of bad weather(cancellation or  
poor attendance on the day). **This requires committee members to commit to  
selling tickets in advance and the organisation of teams of ticket sellers on  
The day**

Tasks:

- (i) Search for donated prizes ( max 12?)
- (ii) Agree the Design of the Raffle tickets (to the strict Lottery requirements),  
commission the printing;
- (iii) Distribute the tickets to Committee members and other volunteers keeping  
a record of how many are distributed to each individual/group willing to sell  
them (for audit):
- (iv) Collect the tabs of sold tickets prior to the Fair , adding them to those sold  
on the day (Each ticket must have the name and telephone number of the  
purchaser)
- (v) Organise the team of sellers on the day: Display a large list of Prizes on the  
Stall; Ensure all ticket stubs are folded correctly for the draw
- (vi) Organise the draw on the day and the announcement of prize winners

- (vii) Keep a list of the names and details of each winner for the audit required by Tandridge:
- (viii) Ensure all prizes are delivered to each winner, if possible on the day, or make arrangements for collection/delivery.
- (ix) Complete the Form required by Tandridge on the costs/sponsorship/prize details and pass to the notified verifiers to sign off and return to Tandridge

#### 6.FINANCIAL UPDATE:

To be reported at the meeting

#### 7: PROJECTS?

#### 8. AOB

#### 9 DATE OF NEXT MEETING

Diana Davy  
Chairman

Sophie Martin, Clerk 17/1/23