**CHART FAIR PLANNING COMMITTEE**

**MINUTES OF THE MEETING ON 6 JUNE**

*PRESENT:* Diana Davy (Chairman); John Davy; Stuart Mclennan;

Dave Brown; Sue O’Rourke; Ann Davey; Mary McGregor; Jane Hilson;

Jo menichinelli;

*APOLOGIES;* Louise Hazelden; Rev Paul Perkin; Christine Perkin;

Rob Davey; David Wickham

*IN ATTENDANCE; Marcus*

1. Diana Welcomed everyone including Marcus who will support

Jane Hilson at the Dog Show, acting as MC in control of the announcements.

1. MINUTES OIF THE LAST MEETING : Approved
2. SECTION A: PROGRESS RPEORT
	1. APPROVALS:
* Dave Brown reported that an application had been made by the Cricket Club for a Temporary Licence
* Diana reported that,having received a copy of the renewed PLI from the Limpsfield Parish Council, she had forwarded it to the National Trust. They had confirmed receipt and were content.
	1. SET UP ARRANGEMENTS:
* Stuart Confirmed that there should be at least 10 helpers from the Club on the day plus a number of the Junior Club helpers
* Stuart confirmed that he was borrowing a flat loader to transport the Tables and Chairs from St Andrew’s Hall. John confirmed he would be moving them out of the Hall to the roadside from 7.30am. Transportation to the Cricket Ground would follow. **Emma had asked (via Diana) how she could help in this transportation process. It was agreed that it would be helpful if she were at the Pavilion from 8am. ACTION: Diana to advise Emma**
* **Pre-ordering of Tables**: The Junior Club did not need to borrow a Table but would provide their own table and gazebo for the Bric a Brac Stall; Jane Hilson also confirmed she would bring her own table and gazebo. Diana confirmed that, at the date of the meeting: at least 12 large tables had been ordered plus the 6 bridge tables needed for the Children (1 for the cake stall and the others a mixture of goods to sell and games) She was still trying to clarify the precise number required. This meant there would not be enough for the “Café”. It was agreed that an approach should be made to St Peter’s. to borrow an additional 14 tables ( 2 racks). If available, they would need to be transported.

Jo offered to ask her neighbour, Olly if, in principle, he would be willing to collect and return the tables to St Peter’s.in his van. A plan B was agreed whereby John and Ann would take responsibility for collection and returning if Olly was not available.

**ACTION: Diana to approach St Peter’s ; Jo to approach Olly**

*Post meeting note*

*As at 10 June,16 catering tables were needed for stall holders with the need for a possible 2 further tables to be clarified.(See annexed list). Pat Davies had agreed to the loan of the tables which must be collected on Saturday and returned (due to St Peter’s booked hall events) on Monday between 12.30 and 2.30pm.*

*Jo confirmed that Olly could help and would store the tables overnight in his van. It was agreed that John would meet him at the Hall on Saturday to assist access.*

* **The Bales to be used to create the temporary Dance Arena and the Dog Show Arena would be delivered at 9am. ACTION; JOHN PLUS CLUB HELPERS TO CREATE DANCE ARENA AND THE DOG SHOW ARENA.**

* 1. **OPENING THE FAIR**: AS MC, ROB TO ANNOUNCE THE OPENING OF THE FAIR AT 12 NOON.(Say a few words about the local Bands providing the Live Music and the outline programme of the Fair?
	2. **BOOK LAUNCH**; AS MC, ROB WOULD ANNOUNCE THE BOOK LAUNCH BY CHRIS PENDRED , Introduce him and indicate the location of his stall?? ACTION: Rob to agree with Chris Pendred timing of the announcement …12 50 immediately before the Dance Presentation? Or immediately afterwards???
	3. **DANCE PRESENTATION**

Diana reported she had booked St Andrew’s Hall from 11-13hrs on 18th June so that Tarryn could complete all the safeguarding formalities with the parents, given that small children are involved. The girls would change into their costumes in the Hall and walk to the cricket ground.

The majority would wear the same costumes during the two presentations but a small group would need changing facilities at the Pavilion. It was agreed that the visitors changing room would be cleared and a Notice blocking access from12.50 to 1.40 would be displayed on the door and the access to the toilet would be suspended during this time.

**ACTION: Stuart to prepare the Notices: Sue to act as Safeguarding Officer on the day**

**John and Cricket Club helpers to dismantle the Dance arena and transport bales to the Dog Show arena.**

* 1. **DOG SHOW:**
* FORMAT: Jane advised that, from 12 noon onwards, prior to the official Dog Show, she would like to offer an opportunity for a FREE agility session (jumps and tunnels) for dogs. Care would need to be exercised if the dogs were off their leads.
* For the competition, there would be around 7 to 8 classes and the “Best in the Show” (This would be the best of the winners, so should avoid a repetition of the 2022 situation where the same dog won all the classes!) . She had made the Rosettes and was considering a couple of prizes. Entry was set at £2.50 per class
* Judging: Claire Coutinho (Our local MP) wished to assist with the process. **ACTION: Jane and Marcus to agree with Claire her precise role on the day.**
* ANNOUNCEMENTS: Marcus will be in charge of the announcements, (Start of each class, its purpose and the winners) and generally keep people informed and entertained. **ACTION: Marcus to familiarise himself with the sound system and to liaise with Jane over the announcements.**
* SOUND SYSTEM: We have arranged to borrow the St Andrew’s Portable Sound system. This includes a stand and a microphone. It will be collected the Sunday before the Fair to ensure that it is fully charged. It should keep its charge for the length of the Dog Show competition but probably not for the 4 hours of the Fair.

**ACTION: Diana/John to collect and charge before the event**

**PHOTOGRAPHY: If possible, photos of the class winners and the Best in Show to be taken for the Chart News report. ACTION: David W?**

* 1. **STALLS :**
* See annex 1 for the list of stalls as at 12 June;
* A site map has been produced and sent to all stallholders who have been reminded of the set up timing, the need to consult Cricket Club staff about accessing the ground to unload and reload their vehicles and the need to park in nearby streets.
* A list of pre-ordered tables has been produced. Stallholders borrowing tables have been told to collect and return them to John Davy (who will wear a badge.
* **Badges will be produced for all Committee members attending the Fair so that members of the public, stall holders and competition organisers know who to ask for information. All members asked to familiarise themselves with the location of the stalls, games and food and drink outlets as shown on the site plan. It would help if some members were available to help stall holders and games organisers to locate their pitches.**

**ACTION: Diana**

* **SAFEGUARDING:** Given that the children offering stalls to raise funds for their Vietnam trip are under 18, Diana has asked Christine to act as “Supervisor’ , provisionally. **ACTION: Jo to advise if any of the parents are planning to take on this responsibility…. In which case Christine would stand down**.
	1. **GAMES & COMPETITIONS**
* **The location of all the games & competitions are also shown on the site plan which has been circulated to all games organisers(and members of the Committee. (See also Annex 2 for the full list)**
* **Bottle Tombola**. This had been very successful in 2022 largely because of the donation of 40 bottles of wine. Very few Bottles had been donated, this year despite donations being encouraged via the advertised flyer. Ann proposed that the Bottle Tombola be abandoned this year in favour of the competition being organised by Keith Foreman ( “**Guess the Bottle of Wine”).** This was agreed.

**Calls for empty bottles for this alternative game had been productive. However, Keith was still looking for donations of full bottles of wine. He needs at least 20 and currently only has 6. (A correct guess wins the bottle of wine). Keith has asked to borrow a table (on the list)**

**ACTION: Committee members are asked to seek donations to help make the game successful.**

* **Coconut Shy:** Jo would purchase 60 coconuts this year, an increase on 2022. **ACTION: Jo**
* **Balloons in a Car:** Louise had confirmed shewould run this competition again this year. Diana has purchased two children’s prizes and a one adult prize (box of chocolates)
* Jo’s Group of **children’s stalls** will include some games;
* **Axe /Tomahawk throwing**: This is being run by the Scouts. The Leader of the Sevenoaks Scouts has provided detailed information about the layout of the pitch, which will be roped off, and the security precautions in respect of supervision. Those responsible for security are experienced with running this game. He has also provided a Risk Assessment. At his request, the pitch has been set apart from other stalls and games.
* **TUG of WAR: The** Scouts will be lending us their rope.

**It is suggested this takes place at 3.35, after the closure of the Dog Show and before the announcement of the Prize Draw winners and prize winners of other competitions.**

* **FIRE ENGINE DISPLAY; Jo had successfully persuaded a local Fire Crew to bring their tender. Location options were discussed.**

**ACTION: Jo to liaise with the Fire Crew on their preferences and local residents depending on the location suggested.**

* 1. **PRIZE DRAW**

As at 10 June, the prizes are as follows:

* £150 CASH PRIZE
* FLOWER FARM FOOD HAMPER
* NESPRESSO VERTUO COFFEE MACHINE WITH CAPSULES
* £100 VOUCHER;MEAL FOR 2 AT THE OLD BANK RESTAURANT, WESTERHAM
* MEAL FOR 2, CARPENTERS PUB
* VOUCHER; TURNSTYLES BARBERS
* VERY LARGE TEDDY BEAR
* INCHES BEAUTY PRIZE
* £20 VOUCHER: KNIGHTS GARDEN CENTRE
* SCARF: MINT BOUTIQUE
* £50 LADIES BAG: EQUINE BOUTIQUE
* £10 VOUCHER: PIPERS FLORISTS
* £25 VOUCHER: TOAST
* VOUCHER; ELEMENTS HAIRDRESSERS
* VOUCHER; WOODWOODS MAN’S SHOP

 **3.10 PUBLICITY:**

* 600 Flyers had been distributed to the houses of local Residents and posters put up in strategic places.
* Coverage on local Facebook pages had been organised
* Platform Property Boards: were due to be put up on Monday 5 June . Unfortunately, the contractor let Tom down and they did not go up until Friday 9th June. Tom apologised. He had responded to the request for greater clarity of the actual advertisement for the Fair. He would like to discuss widening the coverage next year.

 **3.11. FOOD & DRINK**

* Stuart reported that a larger quantity of Burgers has been ordered this year, including vegetarian burgers. For the meat, the Club had decided to stay with their normal supplier given the high quality, even at a higher price.
* The Club had improved its electronic card reading facility which should help minimise any queueing
* Cakes would be provided at a Table within the Café area by Luca and Gene( 2 of the children organised by Jo). They, too would be collecting for the Vietnam trip.
* Several other stalls, (including the St Andrew’s Produce stall, the Limpsfield WI stall and possibly the Memorial Stores would have cakes/biscuits for sale.
* The Hot Donut Stall and the Ice Cream Van would add to the variety of food.
1. **SECTION B; UPDATE ON THE 2023 PROJECT; THE CHART COMMUNITY COFFEE MORNINGS**

Ann reported that the Coffee mornings were still going strong with around 20-25 people turning up weekly. At least one of those attending has joined the team of organisers.

Diana reminded members that the Committee had put in a proposal to the Limpsfield Parish Council for a small grant to cover 50% of the cost of hiring St Andrew’s Hall weekly until April 1st 2024, in the first instance.

The application had been successful: the LPC had agreed to provide a grant of £910, payable monthly, directly to the Hall.

The LPC had now produced a superb advertisement for the Coffee Mornings, indicating their support and was displaying it on local Facebook pages.

1. **THERE BEING NO FURTHER BUSINESS , THE MEETING CLOSED AT 21.15 HOURS**.

**Diana Davy**

**Chairman, Chart Fair Planning Committee**