

## CHART FAIR PLANNING COMMITTEE MEETING 17 OCTOBER 2023

*PRESENT: Diana Davy (Chairman); Emma Tinker; Ann Davey; John Davy;; Paul Perkin; Louise Hazelden; Stuart McLennan; Mary McGregor; Kathryn Hill APOLOGIES; Rob Davey ;Sue O'Rourke; Christine Perkin; David Wickham; Judi Cable*

### **1.MEMBERSHIP CHANGES**

Welcome: Diana welcomed two new Members: Kathryn Hill and Judi Cable. David Brown had resigned from the Committee given his new role in coaching juniors. The Club would nominate another representative.

*Post meeting Note: Judi Cable declined the invitation to join the Committee but is prepared to help where she can.*

### **2. ARRANGEMENTS FOR CHAIRING THE COMMITTEE**

Prior to the meeting Diana had given notice that she planned to stand down as Chairman of the Committee after the Fair in 2024. She agreed to support and guide committee members during the planning of the next Fair but they needed to take on more responsibility.

Two options had come forward to replace her. One member, David Wickham had offered to take on the Chair. Three members had proposed that the responsibilities should be split between three members who would work together. Kathryn Hill explained her wide expertise in administration and spreadsheets, including financial spread sheets. (see below,para 7 Financial Management)

It was suggested that a named individual Committee member should take overall responsibility for each block of work, as outlined in the checklists. If appropriate, they might delegate of the task to other committee members (see Publicity below as an example) but remained responsible for all aspects of the planning and delivery on the day, co-ordinating with other members where necessary.

The Minutes record where Leaders have been identified and where there are gaps.

- (i) One checklist, relating to **financial management**, not previously circulated is attached to the email circulating these Minutes.
- (ii) Diana would support each Team, providing data and advice.
- (iii) Whichever model were chosen, one individual would need to shadow Diana as potential future Chairman, as it was important to have one named person who can be contacted by external individuals or organisations wishing to get involved in the Fair.

### **3.COMMITEE MEETINGS;**

It was agreed that there should be a minimum of 3 face to face meetings a year , to include the meeting at which the Committee acted as a sub-committee to the LPC, with a Councillor in attendance to sign off the Risk Assessment, in order to secure the essential Public Liability Insurance. The final face to face meeting should be at the Cricket Club to do the detailed planning of the stalls, games and events. Other meetings to check planning progress would be held by TEAMS or ZOOM (to be decided)

**4. SPONSORSHIP:** Tom Gilbert had confirmed that Platform Property were happy to continue to sponsor the Fair. **ACTION: Diana to be responsible for initial liaison , copying in the relevant leads (Ann, Louise, Sue)**

## **5. LESSONS LEARNED FROM THE 2023 FAIR.**

It was agreed that this had been the best Fair yet. Particular points:

- The wider variety of stalls. The addition of the Memorial Stores, the Limpsfield WI, the Cultural Corner and the stalls run by the children were welcomed.
- The wider variety of games and competitions, including the axe and welly throwing and the Fire Engine
- The new location and the performance of the Surrey Dance School
- The BBQ
- The Dog Show
- Face painting

## **6. PLANNING FOR THE 2024 FAIR**

### **6.1 The date was confirmed as Sunday 23 June 2024**

### **6.2 LEGAL & CONTRACTUAL: MARY AGREED to shadow Diana**

- (i) **PLI: Risk Assessment:** Emma agreed to take this over from John: Diana would arrange a **committee meeting** and liaise with the LPC to ensure a councillor could attend a future committee meeting to sign off the RA;
- (ii) **National Trust:** secure the licence **ACTION : Diana ,**

### **6.3 STALLS: LOUISE AGREED TO LEAD**

(3 stallholders have already signed up: Pop-it Sensory, Chris Pendred, Limpsfield History and FLC: **ACTION: Diana** to confirm and send revised Booking form, **copying Louise**

- Create spread sheet of contact details: Diana . **ACTION: Diana**
- Update the Booking Form and advise where payment should be waived. **ACTION: Diana**
- Obtain a float for committee organised stalls (see Financial Management checklist) and collect cash from any committee organised stalls and those commercial stallholders who had opted to pay on the day: **ACTION: Louise & Ann.**
- Preserving the diversity of the stalls was desirable.( It was agreed that a **Plant Stall** would be a good addition: (Peter Goldsmith , the propagator of the Limpsfield Daphne was mentioned: ACTION?)

### **6.4 .GAMES & COMPETITIONS: ANN AGREED TO LEAD**

- Provide the contact details of those which were so successful in 2023. **ACTION: Diana**
- Provisionally signed up :the "Guess the bottle of Wine" stall **ACTION: Diana to confirm in writing, copying Ann**
- Tom Gilbert (Platform Property, our sponsor, normally offers a competitions for adults and one for children); **ACTION: Diana** (copying Ann and Louise)
- **Particular attention needs to be paid to the location of the stalls which carry some risk, such as welly and axe throwing and the coconut shy.**

- Obtain a Float and Collect any cash collected by Committee run stalls and donated by others (See Financial Management checklist) **ACTION: Louise & Ann**

#### **6.5 .THE PRIZE DRAW: EMMA agreed to lead on the admin ,working with other committee members on finding prizes etc**

- This is the main generator of net funds as well as acting as insurance against loss in respect of cancellation or poor weather. **See Checklist**
- **Acquire licence** from Tandridge under the Small Societies section of the Lotteries act.(£40 cost refunded) : Complete certification by named certifiers and final report required by Tandridge **ACTION : Paul;**
- On the day: at least 4 tables are required and at least 6 people to form a rota to sell tickets: **ACTION: EMMA**
- Other essential actions are listed in the checklist and need to be carried out early.(Designing and ordering the tickets, arranging payment, distributing the tickets for sale before the event, collecting the cash for those sold before the event, arranging the team on the day and all the actions required on the day. **This is a BIG task! Co-ordination is essential. Emma will shadow Diana and John.**

#### **6.6 DOG SHOW: ACTION : Diana to contact Jane Hilson to ask her if she would be willing to run the 2024 event**

#### **6.7 LIVE MUSIC: ACTION: Diana to contact Jo to see if she willing to lead on creating the Music Programme**

#### **6.8 PUBLICITY: SUE AGREED TO LEAD, co-ordinating those aspects delegated to other members(see checklist):**

- **Posters and Flyers: ACTION: Paul**
  - (i) Committee to decide on distribution timeline and methods;
  - (ii) Commission design and printing, collect and pass to all relevant distributors
  - (iii) Arrange payment for printing, liaising with Melanie(see financial management)
- **Articles in Chart News: ACTION: Diana to liaise with David**
- **Distribution via Chart News: ACTION: Sue, David and Paul**
- **Social Media: ACTION: Sue** to arrange copies of flyers are passed to appropriate Facebook pages and Clerk at LPC
- **Platform Property Boards: ACTION: Sue** to coordinate with committee members and Tom Gilbert. NOTE: Tom discussed arranging for Banners: **ACTION :Diana to check on this, copying Sue**
- Promotion by the Cricket Club: ACTION: Stuart

#### **6.9 SETTING UP: LEADER NEEDED!**

- Emma **suggested Michael Tinker as Leader: ACTION: Emma**
- John mentioned: that timing was critical on the day: the need to have an overview, intervening if problems arose. He agreed to draw up a critical path analysis to complement the checklist. **ACTION: John**

#### **6.10. MC: It was suggested that Rob Davey be asked to act as MC at the 2024 Fair: Action: ANN**

## 7 FINANCIAL MANAGEMENT: CHAIRMAN TO LEAD

- NOTE: The **new checklist** which describes the actions that need to be taken in respect of managing the income and expenditure of the Chart Fair Planning Committee. The “Bank Account” of the Committee is the “Chart Fair Project Fund” which covers:
    - (i) Income and expenditure relating to the Fair
    - (ii) Income and expenditure relating to any the funding of any agreed **Community project** :Currently, the weekly Community Coffee Mornings.
  - **This requires the Chairman :see checklist for detail**
    - (i) To keep a record of all income and expenditure relating to the planning and delivery of the Fair and decisions on the funding of any Community project. For the Fair, this includes: providing any “float”, collecting all the cash on the day, providing a detailed analysis of the income and expenditure relating to the Fair and banking the cash and any cheques, liaising with Melanie Calver, the Treasurer of St Andrew’s Church who acts as ‘banker,” keeping the Committee’s “account” up to date.
    - (ii) To pass approved invoices to Melanie for payment
    - (iii) To advise those making payments to the Chart Fair Project Fund of the method of payment(see checklist)
    - (iv) To advise Melanie of payments into the account (relating to the Fair, any project or donation: see checklist)
    - (v) To instruct Melanie to make authorised payments from the account against invoices for approved expenditure
    - (vi) To ask Melanie from time to time to produce a statement of the income, expenditure and current balance of “the account”.
- ACTION: Diana to work with and advise Kathryn and her successor on the setting up of administrative and financial spreadsheets relating to these systems**

## 8. CURRENT FINANCIAL POSITITON

Summary of the position at the 2 October:

1. Total Funds in the Chart Fair Project account at 1.1.23: **£2935**
2. Total Gross Income from the 2023 Fair : **£2,073.60\*\***
3. Total outgoings: **£511.39+**
4. **Balance remaining at 2 October 2023: £4497.21**

\*\* Includes stall booking fees, income from activities, income from the Prize Draw and donations.

+ Includes expenditure relating to the Fair & the Community Coffee Mornings Project (NOTE: The LPC grant relating to 50% of the Hall rental goes directly to the Hall; the remaining 50% plus sundry costs are charged to the Chart Fair Project Fund.

**Note: There are still funds remaining in the Project Fund account to support local projects. The Hall Committee has agreed to donate £250 at the end of the year.**

### **9. Summary Report on the weekly Community Coffee Morning Project**

- The weekly meetings are continuing with new members joining those for whom this is a regular and welcome opportunity to build new friendships.
- Ann and Sue are the main organisers, helped by John and Rob.
- The Coffee Tea and Cakes are provided free to the attendees. Sundry costs (plus 50% of the rental cost) are charged to the Project Fund
- the cakes are provided by Sue, Ann and volunteers.
- The regular members of the group agreed to make one weekly meeting a fund raiser for Macmillan Nurses. It attracted a substantial number of attendees and raised about £360.
- The Project was invited to join local MP Claire Coutinho's "Friendship Project" a networking group which brings together similar voluntary groups countering loneliness across Tandridge. At the initial networking meeting, Ann and Sue met one local group, The Woodhouse Centre, and commissioned a new wooden Notice Board from them.
- The Friendship Group has managed to raise nearly £9,000 and recently invited members to apply for small grants. Our project decided not to apply at this time but have reserved the right to make an application in the future. A second, networking meeting is to be held by ZOOM on 27 October.

10. The meeting closed at 10pm

**11. Date of the next meeting: 8pm on Tuesday 28 November at the Carpenters Arms**

**Dr Diana Davy**

**Chairman, Chart Fair Planning Committee (with thanks to Louise)**

**26 October 2023**