

## **CHART FAIR PLANNING COMMITTEE**

### **Minutes of the meeting on 28<sup>th</sup> November 2023**

1. *PRESENT: Diana Davy (Chairman); John Davy, Emma Tinker; Stuart McLennan, Louise Hazelden; Sue O'Rourke; Jo Menichinelli; Rob Davey; Mary McGregor; David Wickham;*
2. *APOLOGIES: Ann Davey; Paul & Christine Perkin; Kathryn Hill; Jane Hilson*
3. *MINUTES OF THE LAST MEETING: Approved*
4. *PATTERN OF FUTURE MEETINGS: LPC ADVICE*

Diana reported that she had consulted the LPC Clerk about the options for holding future meetings of the Committee. In summary: the advice was:

- The Committee is not a sub-committee of the LPC as we are not a "sub' of any Council Committee.
- EVERY formal Council Committee meeting is **public** and has to be held face to face as decisions cannot be made virtually. They have to be made in person and in a quorate meeting. (Our quorum is 3)
- These meetings have to include at least one councillor.
- However, informal, **non-decision making, "work in progress" meetings** over the course of the year are allowed. These do not have to be "face to face" and Bob/ANother councillor does not need to attend.
- Her suggestion: that we hold only a few formal committee meetings over the course of the year and have the rest as work in progress meetings. These can be on line. They will still need to be minuted and reported back to the full committee at the next formal one.
- She also pointed out that, "technically," we need to have terms of reference for the Chart Fair Planning Committee:  
Her suggestion:  
*"The planning, budgeting and implementing of all matters to do with the annual Chart Fair"*

Members of the Committee confirmed their agreement to this but suggested we should propose an addition to the draft: *"Any surplus income over all essential expenditure at the end of each Fair should be collected in a "Chart Fair Project Fund", with the aim of making small grants to local projects". Applications to be considered and approved by the full Committee."*

*Examples of past projects that had been thus supported were :*

- *3 small grants to the Limpsfield Chart Cricket Club*
- *A small grant to the Grub Street Orchard*
- *A substantial grant to the NT/Friends of Limpsfield Common to construct a Family Trail on the High Chart*
- *The current Project: weekly Free Coffee and Cake meetings held in St Andrew's Hall for lonely people seeking friendship.*

#### **ACTIONS: Diana**

- (i) To convey this proposal to the Clerk and report back.
- (ii) Seek guidance on a nominated local Councillor who would be willing to attend the formal meetings, starting with a meeting in the week commencing 5 February which would consider the updated Risk Assessment needed to provide PLI cover for the event (and required for the National Trust Licence to use the Limpsfield Chart Cricket Ground site for the Fair)

#### **5. THE CASE FOR INDEPENDENCE**

The question of whether the Committee should seek an independent status in order to have control of its own bank account (rather than ST Andrew's Church acting as the Committees "banker") had been raised on several occasions. Control and management of the Committee's funds has a clear benefits (including the ability to attract financial donations which is difficult under the current arrangements) but also comes with additional (bureaucratic) costs. Katherine Hill had agreed to research the

pros and cons of the Committee seeking approval to become either a CIC (Community Interest Company) registered with Companies House or a CIO (Charitable Incorporated Organisation) registered with the Charity Commission.

**ACTION: Kathryn** to report back to a future formal Committee meeting.

## 6. PLANS FOR THE 2024 FAIR:

### 6.1: MUSIC

- Diana reported a conversation with David Cable who has recently moved onto the Chart from Woldingham. He is a Member of a large Choir. A small group of the members sing at local events. David had approached her about the feasibility of a small choir forming part of the live music options at the Chart Fair. She suggested this would add to the diversity of music offerings.
- Jo agreed to contact David Cable to discuss. She reported she had already made contact with Eddie Dyja and suggested she approach Los Carreteros, the Spanish music group, the local children's band and a few more. She would also check with Jon Stone that he was free and willing to support the Music programme with his sound system on the day of the Fair.

**ACTION: Jo**

### 6.2 STALLHOLDERS

- The contact details of stall holders who had attended the 2023 Fair have been passed to Louise who had agreed to take lead on managing this aspect of planning and delivery, together with the revised Stall Booking Form.
- In addition, members of the committee had attended various local Christmas Markets and picked up contact details of potentially interested local organisations. The details had been passed to Louise. **ACTION: Members to check with Louise before inviting anyone to take a stall to minimise the risk of duplication.**
- Members asked if there was a maximum number of stalls that could be accepted. (There were approx. 28 stalls at the 2023 Fair, including food and drink..ice cream van etc). Matters to bear in mind were the need to ensure there was both a diversity of types of stall as well as room for games and activities (not to mention the Dog Show!), the availability of parking locally and the need to move forward the notified start of setting up if the number of stalls rose much above 30-40. Tables: **Where possible stallholders should bring their own tables** given that there was a limited to how many could be borrowed and transported to and from St Andrew's and St Peter's Halls.
- It was confirmed that **commercial stalls** would be expected to pay the booking fee but for local community clubs and charities there is no charge. Request to pay from income on the day rather than in advance should be carefully considered and generally avoided (exception: the ice-cream van)

### 6.3 FIRE BRIGADE

- Diana had spoken to the those manning the tender at the recent Christmas Market at St Andrew's Church. In principle they would be happy to attend the 2024 Fair but requested a formal approach to get the date in the Diary.

**ACTION: Jo**

### 6.4 THE DOG SHOW

- It was reported that Jane Hilson was willing to run the Dog Show again with the help of Marcus. It was agreed that it should be given a higher profile in the Publicity (see below)

**ACTION: Diana** to write to Jane Hilson to confirm.

## 6.5 PUBLICITY

- **Chart News:** A "Save the Date" article should be included in the March issue of the Chart News (**copy deadline 16 March: published: March 23<sup>rd</sup>**)
- It was felt that, given its popularity, a higher profile should be given to the Dog Show in the article and other media where possible.  
**ACTION: Diana** to liaise with David Wickham
- **Oxted Local** to be approached about an advertorial: **ACTION: Diana**
- **Surrey Radio: ACTION: Sue**
- **Flyers and Posters:** If possible, more prominence to be given to the Dog Show in the design of the flyers and posters. Sue confirmed that it would be possible to include flyers as an insert in the March Chart News. **This meant they had to be printed and collected by the beginning of the week commencing 18 March.** She appealed for people to volunteer to help with this. Posters: It was important to extend the coverage to shops in Oxted and Limpsfield Village. Knights Garden Centre was also suggested.  
**ACTION: Diana** to speak to Caroline Campbell about the design and the printing timescale.
- **Social Media:** The flyers were a useful publicity for all local media.  
**ACTION: Sue,** (Patti, Diana to advise and assist)
- **Platform Property**  
Diana reported she had spoken to Tom Gilbert who had confirmed he was prepared to sponsor the 2024 Fair. He had suggested that the geographical scope of the Boards was extended, to include the main roads where possible (eg Kent Hatch Road) without using NT land. He had also suggested a large **Banner to be attached to traffic lights on the main A25 and other prominent places.**  
**ACTION: Diana** to discuss with Tom the logistics, costs etc.

## 6.6 FOOD AND DRINK

- BBQ: and Cricket Club Bar: **Stuart leading**
- Tea and coffee; **Sue leading**
- Cakes: Local Children to be asked (funding their Vietnam trip rather than the Chart Fair project Fund); **ACTION: Jo**
- Donuts and Ice cream included in Stallholders (Louise)

## 6.7. SETTING UP

- **ACTION: Stuart** to Liaise with John on Table hire and transport (borrow a trailer?)
- Broad Band: **ACTION: John** to pass to Stuart the details of the Crockham Hill broadband providers

## 6.7 PRIZE DRAW

- **ACTION: Diana** to check that Paul has made the Tandridge application (and that the return for 2023 was completed).
  - 6 Tables needed for the stall
  - Prizes: 3 main prizes must be listed on the printed tickets:
    - (i) £150 Cash
    - (ii) Flower Farm Hamper
    - (iii) 3 Bottles of Scottish Whisky
    - (iv) Up to around 12-15 prizes in all are required
- ACTION: Diana** to pass to Emma details of past Prizes. **Emma to liaise** with Diana on ticket design, timing of printing etc

## 6.8 GAMES & COMPETITONS

No report on progress at this meeting: Ann Davey is the lead.

7. FINANCE

Kathryn has agreed to pull all the financial information on income and expenditure relating to the Fair and, separately the Community Coffee Morning Project (see below) ;

ACTION: Kathryn to report of the current financial position at the next (February) Committee Meeting

8. BRIEF REPORT ON THE COMMUNITY PROJECT

In Ann's absence, Diana reported that the Project was still going well with over 20 people attending the weekly meetings. In addition to the 'regular' attendees, new people, including some younger people, were attending and offering to help.

A fund-raising session raised about £350 for Macmillan Nurses.

A Special Christmas session with a "Secret Santa" Bran tub is planned for 20 December. (Prizes donated by attendees)

Ann and Diana attended a meeting of local MP ( and Minister for Energy) Claire Coutinho' s Friendship Project on Zoom. The other participants were mainly larger organisations in the Tandridge area. Funding is available (on competitive application) to organisations signed up to the Project. We declined to apply for a grant at this time but reserved the right to do so later.

Members were reminded that the LPC has provided a grant to cover 50% of the costs of hiring the Hall until Easter 2024. The other 50% is charged to the Chart Fair Project Fund. Summary Details of the finances will be shared at the next ( Feb ) Committee meeting.

The meeting closed at 21.30pm.

DATE OF THE NEXT MEETING: Week commencing 5 February 2024 : to be confirmed

Diana Davy  
Chairman, Chart Fair Planning Committee