

# CHART FAIR PLANNING COMMITTEE MEETING

6 MAY 2024

ST ANDREW'S HALL AT 6PM

## AGENDA

1. WELCOME
2. APOLOGIES
3. MINUTES OF 8 APRIL MEETING
4. MATTERS ARISING
5. PLANNING PROGRESS REPORTS
  - 5.1 STATUTORY MATTERS: (DIANA DAVY)
  - 5.2 SETTING UP ARRANGEMENTS:
    - TABLES
    - TRANSPORT
  - 5.3 MUSIC UPDATE;
    - DANCE;
    - CHOIR;
    - SOUND SYSTEM;
    - PORTABLE SOUND SYSTEM
  - 5.4 STALLHOLDERS(LOUISE)
  - 5.5 GAMES & COMPETITIONS (ANN)
  - 5.6 DOG SHOW(JANE)
  - 5.7 FOOD & DRINK(STUART, ANN,LOUISE)
  - 5.8 PRIZE DRAW(EMMA, DIANA)
    - TICKET DISTRIBUTION
    - SELLING ON THE DAY
    - PRIZE UPDATE
  - 5.9.PUBLICITY (SUE)
    - POSTERS
    - BANNER
    - BOARDS
6. FINANCIAL UPDATE
7. AOB: FIRE ENGINE
8. COMMUNITY COFFEE MORNING UPDATE;
9. DATE OF NEXT MEETING

*DIANA DAVY*

*Chairman*

