

## CHART FAIR PLANNING COMMITTEE

### MINUTES OF THE MEETING ON 6 MAY 2024

*PRESENT:* Diana Davy (DD)(Chairman); John Davy (JD) ; Stuart Mclennan (SM) ; Louise Hazelden(LH) ; Emma Tinker(ET); David Wickham (DW); Ann Davey(AD); Rob Davey (RD) ; Rev Paul Perkin (PP); Christine Perkin;(CP) Mary Mcgregor(MM)

*APOLOGIES;* Kathryn Hill (KH); Jo Menichinelli (JM) ; Jane Hilson (JH) ; Sue O'Rourke SOR); Cllr Bob Harvey(BH)

1. MINUTES OF 8 April 2024 Meeting Approved as a correct record.
2. MATTERS ARISING: covered in the current Agenda
3. STATUTORY MATTERS:
  - (i) SM confirmed that the Cricket Club had applied for the Temporary licence
  - (ii) NT Licence: awaiting updated Insurance details from the LPC
4. SETTING UP ARRANGEMENTS:
  - (i) SM confirmed the van hire had been negotiated, at a cost of £60, to be covered by a donation from SM and LH The Chairman and Committee members thanked them for their generosity.
  - (ii) The hire period was from Sat to Monday, giving flexibility for transporting the tables and chairs from St Andrew's Hall and back as well as any borrowed from St Peter's Hall.
  - (iii) St Andrews: confirmed that 15 large, 3 small and 8 card tables (suitable for the café) would be available. **All the chairs** would be required for the café; St Peter's Hall to be contacted to request a further 15 Tables:  
ACTION DD
  - (iv) How many required? LH and AD collecting information from stall holders; ACTION: LH & Cricket Club responsible for managing/controlling allocation on the day. And marking the pitches so that stallholders could find them on the day (In 2023, the system adopted was to mark each pitch with a chair and the Stall number, allocated as part of the location plan and communicated to all stallholders (and games organisers) in advance.
5. MUSIC
  - (i) Dance: DD had arranged for the Surrey Dance School to practice at St Andrew's Hall from 11am before their presentation at the event. The Church had been advised the Hall would not be available for Coffee that morning. DD reminded SM that the children would require use of the Pavilion Changing Room and Toilets so Safeguarding measures would need to be put in place during their usage (including NO ENTRY) signs)
  - (ii) CHOIR: No report

- (iii) Sound System: No report: DD had put JM in touch with Patti Thomas-Verweij (Orpheus) to facilitate contact with the Teacher who will be supervising the students managing the sound system on the day.
- (iv) Portable Sound System: To be collected from St Andrew's On Friday 21st June and charged ACTION: JD

#### 6. STALLHOLDERS (LH)

LH reported that 22 stallholders had confirmed with 2 further possibilities. DD reported that Quince Cookery School had now declined due to another commitment. JM to be asked to confirm how many local schoolchildren were offering stalls to raise funds for their Vietnam project and how many tables were required. ACTION DD/LH

LH reported she had had no response from LINK: ACTION: DD to follow up. CAFÉ/ Cake stall : Members questioned whether there would be a cake stall adjacent to the Pavilion so that attendees could buy cake to go with their hot/cold drinks. In 2023 the schoolchildren had provided a cake stall, as part of their collection for Vietnam: ACTION: JM to confirm whether the children would provide a cake stall for the 2024 Fair. Other options to be explored by LH.

LH requested clarification on the requirement to complete Stall Booking Forms. DD explained these were important for 2 reasons:

(a) they provided stallholders with information on location and set up timing, Health & Safety and PLI requirements; (b) where payment is required, they provided the Bank details for the account via St Andrew's Church. This enabled us to track bookings and payments. Cash payments on the day were difficult to organise and collect and should be avoided. Exemption from Payment: the Church stalls, charities and clubs, such as the Scouts and the local children. In each case this should be confirmed in writing (ideally on the booking form)

Copies of the booking forms should be collected by the Stalls Organiser and shared with Melanie Calver who will track the payments. ACTION: LH to sort out the booking forms and payments with help from KH.

#### 7. GAMES & COMPETITIONS (AD)

- (i) *Scouts*: Stephen Hobbs has confirmed that they will be offering the Axe Throwing. DD reminded AH to ask for a copy of their Risk Assessment and to remember in planning their pitch to allow enough space. AH was still trying to contact the group which might offer Soft Archery
- (ii) *Welly Throwing*: a further reminder about spacing in relation to other games;
- (iii) *Guess the wine*: Keith had confirmed he had enough empty bottles but requires full ones! Donations to be passed to AH at the Wednesday Coffee mornings.

- (iv) *Coconut shy*: AH confirmed the coconuts are ordered, she will provide sweets as prizes.
  - (v) *Mini golf*: ET has the signs, JM has the Clubs & Balls
  - (vi) *Titsey Rotary Horse*; may need help with transport: ACTION; SM
  - (vii) *Splat the Rat confirmed*
  - (viii) *Junior cricket Nets*: SM to organise
  - (ix) *Platform Property*: Tom Gilbert providing 2 competitions with prizes for adults & children
  - (x) *Balloons in a car*: Post Meeting: DD has agreed with Tom Gilbert, our Sponsor that he will run the Balloons in a Car game, using their van...and they will blow up the balloons.
  - (xi) *Fire Engine*: JM is liaising:
  - (xii) *Rota of volunteers to run the games*: SM and Pete O'Rourke to coordinate a rota of help from the Cricket club to fill in where necessary
8. DOG SHOW: No report
9. FOOD & DRINK:
- (i) BBQ in hand
  - (ii) Hot Donuts: LH had not managed to contact Alison Sweeney
  - (iii) Church Stalls: would include large cakes
  - (iv) It was suggested the Wednesday Coffee Morning group might ask volunteers to provide cakes (with information on contents re allergies). Volunteers would also be needed to manage the stall. ACTION: AD and SOR
  - (v) Ice-Cream: DD confirmed that this had been booked formally with a booking form and an initial payment made. ACTION: DD/LH to contact on the day and confirm following up re his donation.
10. PRIZE DRAW
- (i) Tickets : delivery awaited. ACTION ET to organise distribution to members;
  - (ii) Prizes: Reminder that we need 12-15 prizes:
11. PUBLICITY
- (i) Posters: *Post Meeting report: Caroline Campbell was unable to design and print these. The proposal agreed at the last meeting proved a non-starter. Eventually, the Clerk to the LPC, having received a copy of the Flyer, offered to arrange for Tandridge to scale up the flyer to size A4 and A3 size posters and print them. These were delivered to SOR and a number have already been distributed around the Chart.*
  - (ii) SOR to contact Tom Gilbert to finalise the list of addresses for the advertising Boards and to clarify his proposal about a banner.
  - (iii) DW advised he would like an article on the Fair for the June Chart News on 24 June! ACTION DD

## 12, FLOAT:

*NOTE: In the past this has been managed by DD and JD. Volunteer required.*

*JD and DD will work with them.*

(i) It was confirmed that a float should be provided to be **available only on request to Chart Fair organised activities**, ( games and activities, stalls).

(ii) The “cashier”: should collect £500 from the bank, ( £400 in £1 coins and £100 in 50p coins both bagged. (*Previously, the cashier has obtained the cash from their own bank*)

(iii) Do not open the bags until needed. Have ready a set of plastic boxes. Put the name and amount borrowed on each box and keep a record of how much was allocated to which game/stall.

(iv) At the end of the Fair, collect the boxes which should contain the float and any cash collected, (the stall holder/games organiser should include in the box a written note of the cash collected , minus the float... (JD to advise)

“Cashing Up” (DD and JD to advise)

At the end of the Fair, the “cashier” is responsible for cashing up. The float money plus any cash collected from the CFPC games/stalls should be counted and recorded (by each game/stall name), using the original bags where possible. Separately, all the cash and cheques relating to the Prize draw should be pulled together and

A final and consolidated record of all the income and expenditure should be drawn up, (including the stall payments, and any donations (including those that covered expenditure, eg the printing of the Raffle Tickets), cross checking with Melanie Calver in respect of payments directly into the account (as recorded on the Booking Forms)

A final report should be prepared for presentation to the Chart Fair Planning Committee at the “Wash UP “ meeting after the Fair

## 13. THE WEEKLY COMMUNITY COFFEE MORNING PROJECT

Full report at the next meeting.

## 14: DATE OF THE NEXT MEETING:

7pm Tuesday 4<sup>th</sup> June at the Cricket Club. This will be the last meeting and the main task is to draw up the Location Plan of the Stalls and Games.

Diana Davy

Chairman, Chart Fair Planning Committee

28 May 2024

