

**Notes of discussion on Monday 20<sup>th</sup> February 2017  
at Holly Cottage, Brackenfield at 10am**

**Present:** Nigel Rogers, Stefan Priest, Cath Pilsbury, Martin Philips, Rebecca Naylor,  
Lynn Keeton, Mike Edwards, Christine Edwards,

**Apologies:** None

**Purpose of the meeting:**

This was the fifth planning meeting for a village event in summer 2017.

**Minutes of the meeting on 10<sup>th</sup> January 2017** – agreed.

**Matters arising:** None

**Constitution for the newly-formed Brackenfield Village Association:**

This was adopted with the following amendments:

- “Objects” changed to “aims and objects”
- “to support local community activities” add “at the discretion of the Committee”
- “to develop ...opportunities for residents and businesses in the village” change to “for local businesses”

The following people agreed to form the committee until elections take place at the first AGM.

Stefan Priest (Chair); Mike Edwards (Treasurer). Christine Edwards (Secretary), Lynn Keeton, Cath Pilsbury

Nigel will ask the PCC if there is a member who would like to join the committee so that the Church and Church Hall are represented.

Martin will check the position with the PC to see if he is able to join the committee.

A copy of the constitution will be sent to the Parish Council and Parochial Church Council for information (action Christine)

We discussed the merits or otherwise of having a membership form and agreed that on balance, it would be useful to have a formal register of those wishing to join. Information, copies of the constitution and simple joining forms will be available at the picnic.

**Funding:**

Councillor Barry Lewis has given grants from the Members' Community Leadership Scheme of £500 to fund the picnic and £465 to fund the setting up of a village website. Mike will invite Cllr Lewis to the next meeting.

The Parish Council have offered a grant of £120 towards costs .

Christine said that it might be possible to get a grant from the Big Lottery Fund to pay for defibrillator training providing we can evidence a need. Everyone agreed to canvass local opinion and gather names of people who would like to take part in the training. Christine will start the application form.

A bank account has been opened in the name of Brackenfield Village Association. Mike Edwards, Cath Pilsbury, Lynn Keeton and Stefan Priest are signatories for the account and any two signatures are required.

### **Insurance:**

This item was deferred to the next meeting so that everyone can look through the insurance documents from Ladbroke's.

### **Publicity:**

- **Website:**

Martin agreed to co-ordinate the design and content of the website and to liaise with Richard Smith from Uxello, who has quoted for building the site. It was suggested that there should be information about the PC and Church with links to their respective websites.

- **Bulletin:**

It was agreed that a bulletin should be delivered to all households at the start of April 2017 to include updates and information on the picnic, website, Neighbourhood Plan and Defibrillator/life support training. Rebecca offered to help with delivery.

### **Party Planning:**

- The Red Cross have quoted £88 + VAT to cover the picnic. Mike will confirm the booking.
- Marshall's have quoted £180 inc VAT to erect and dismantle a 4m x 6m marquee. It was agreed that we would use event shelters provided by the committee (Martin, Mike and Rebecca) as well as the option of using the Hall.
- We may be able to use the wooden tables from the Hall outside.
- It was agreed that a donation of £50 be made to the PCC for use of the Hall.
- Gypsy Jazz have been approached. Mike will book them if they confirm their availability and ask if they can perform two sets (1330 to 1415 and 1600 to 1645). Some 6<sup>th</sup> form students from Highfields School may be available to play and will be asked if they can perform from 1445 to 1530 for a fee of £50.
- Mike has approached a contact who can provide a PA system. We will need to buy road mats at a cost of about £25 so that a power cable can run from the Hall to the Green.
- It is unlikely that the Fire Service will be able to attend but they have been invited.
- Rebecca will provide materials and develop a children's Treasure Hunt.
- Gladwyn Turbutt has agreed to brief Rebecca on local history so that someone can

give a short talk.

- Laura and Anthony from the Plough have agreed to provide a drinks stand.
- It was suggested we ask the Pearson family about skittles and face painting.

**Next meeting:**

**Monday 20<sup>th</sup> March 2017** at 10am at Holly Cottage

**To be discussed:**

- decision about stalls and activities to be included and allocation of responsibilities
- budget, pricing and fund-raising
- update on website
- decision about an annual insurance policy