

**Notes of discussion on Monday 24 April 2017  
at Holly Cottage at 10am**

**Present:** Stefan Priest, Cath Pilsbury, Martin Philips, Lynn Keeton, Mike Edwards, Christine Edwards,

**Apologies:** Sarah Poulson

**Minutes of the meeting on 20 March 2017:** Read and agreed

**Matters arising:**

The Constitution is now agreed and adopted.

The Registration Form has been amended and is ready for use at the public meeting on 22 May and at the picnic on 16 July. We will aim to get as many email contacts for village residents as possible.

**Insurance:** Christine explained that she is in contact with the Broker at Ladbroke's regarding provision of an endorsement on the policy to cover use of alcohol at events. This should be finalised in the next day or two at which point the invoice will be paid.

**Risk Assessment:** We worked through the draft Risk Assessment produced by Stefan and Mike following their walk round the Green. Points arising:

- Mike has asked Hayley Pearson to mow the Green a couple of weeks prior to the Picnic.
- Martin will check with Nigel Rogers regarding Insurance and Risk Assessment for the Church Hall.
- Martin will check with the Parish Council about maintenance of the Green and any Risk Assessment information they may have relating to the Green.
- Before the next planning meeting we need to define an area for the Picnic and map it to show the locations of the various activities. (Mike and Stefan)
- We need to make notes regarding management of each activity to ensure they are conducted safely.
- It was suggested that we should indicate a crossing point to the hall with hazard tape.
- The event shelters can be put up during the morning or the day before as appropriate.

**Invitees:** The Rector has accepted the invitation. The Police and Crime Commissioner is interested but unable to make our date this year. He has asked to be informed if there is a similar event next year. We discussed inviting representatives from local businesses, encouraging them to come to the picnic, donate a raffle prize and participate in the website:

- White Horse (Martin)
- W.I. (Cath)
- Proctor Super Cars, Scotland Nurseries, Sailing Club, Bird Club (Mike and Christine)

**To do list:** Christine will amend the draft which can then be used on 22 May to enlist help where needed. Points arising:

- **Raffle:** Pass on any donated prizes to Lynn. She will make hampers and manage the raffle on the day. Tickets will be 50p each or £2 for a strip of five.

- **Refreshments for invitees and service personnel:** Cath offered to organise tea/coffee and biscuits/cakes.
- **Badges:** Lynn showed us some examples she had crafted and agreed to make “Committee: Talk to me” badges. We discussed having sticky labels for Parish Council and Villagers.
- **Pricing:** We agreed that each activity should be 50p
- **Weather:** At the June meeting we need to consider the weather forecast and make a wet weather plan.
- **History:** As Gladwyn Turbutt will not be available this year we decided to defer the history talk and invite him to take part next year, should there be a similar event in 2018.
- **Script:** It would be useful to have questions to chat about.

**Public Meeting on 22 May:** We discussed a loose structure for this informal meeting which will focus on the Picnic.

- Martin will bring wine and cheese and biscuits. We will also provide tea and coffee.
- Introduction explaining our aims – bringing community together, fund raising for the village, gathering opinions about what people want to happen in the future; if we want to sustain and improve our village it is down to us... the more connections we make e.g. with local services, the better off we will be.
- What we have done so far – grants, insurance, risk assessment, planning
- What we need help with – prizes; anyone else we should invite; mixing, developing communication, bringing people along (residents, family, people connected with the village), anything people can do on the day (setting up; clearing away; running activities)

#### **Other business:**

**Bulletin:** The first edition was delivered to all homes in the Parish at the beginning of April. A second edition will be distributed at the beginning of July.

**Publicity:** We agreed to contact Derbyshire Life, Reflections and Matlock Mercury with a view to either submitting a review and photos or inviting a reporter to the Picnic.

**Next meeting: Monday 22 May at 6pm at Holly Cottage and 7pm at the Church Hall**

**Follow up meeting: Thursday 7 September at 7pm (subject to Hall being available)**

