

## **Notes of discussion on Friday 7 July 2017 at Holly Cottage at 10am**

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

**Matters arising:**

**Risk assessment:** Martin has spoken with Nigel Rogers who says that he has completed a risk assessment for the Church Hall and there are no issues.

**Temporary Event Notice:** This has been acknowledged by NEDDC. Christine has received a letter from Derbyshire Fire and Rescue Service explaining that our event will need to comply with the provisions of the Regulatory Reform (Fire Safety) Order 2005 ref: "A short guide to making your premises safe from fire". There was some discussion about the requirements and it was concluded that the risk assessment which has already been completed covers relevant risks. Fire and First Aid services have been invited to the event. Christine will circulate the guidance to committee members for information.

**Party Planning:**

**Weather forecast:** Good so far: Warm, cloudy, little wind.

**Grounds management:** Martin, Stefan and Mike will meet on the Green on Saturday 15 July at 10am to check conditions, mow and clear the path round Dobbs Croft, if necessary and erect some of the event shelters.. Peter Pilsbury may be doing some clearing of the path and nature area.

**Tables:** Geoff is bringing six wooden tables down on Sunday morning.

**Float:** Stall holders will organise their own float. Martin has some cash that can be used. Mike has six strong cash bags.

**Announcements:** Martin has prepared notes for the welcome, interim and closing comments. (Martin, Stefan and Mike)

**Welly wanging:** Martin has produced the welly wanging rules, record sheet and safety notes. Lynne will make four prizes (for women, men, boys and girls.) Stefan will loan his laser measure.

**Raffle:** Lynne is making hampers and needs more prizes. Everyone will look around for items to be re-homed.

**Information:** This will be an informal area covering the Village Association, Neighbourhood Plan and Defibrillator Training. Martin has made business cards for the Association. There will be an opportunity for villagers to comment on what they like about Brackenfield and what they would like to see in the plan covering the next fifteen years, as an introduction to the forthcoming consultation.

**Treasure Map:** Christine has the kit and has made a hamper of local produce as a prize.

**Visitors' refreshments:** Christine has made vouchers.

**Rubbish:** Martin has made waste signs for four bins and a recycling sign. The bins are being delivered to Mike.

**Publicity:** Reflections and Derbyshire News have agreed to publish photos and article after the event, which we will need to follow up.

**Next meeting: Tuesday 29 August at 10am at Holly Cottage**

**Follow up public meeting: Thursday 7 September at 7pm in the Church Hall**

