



## Notes of Meeting 2<sup>nd</sup> JULY, 2013, held at The Willows Training Room, Rippingale

**1. Present:** Chris Petz (Chairman), Sheila Scholes (Secretary), Tim & Chris Bladon, John & Judith Tyler, Phil Rippingale, John Scholes, Eva Patrick, Trevor Lerner, Doreen Hilton, Lynn Hall, Lin Oxley, John Warman, M. Hallas, Bryony Harrison, Steve Warcup.

**In Attendance:** Mark Bradley, Laurie Parncutt, Steve Hall.

**Apologies:** Ginger Flatters.

**2 & 3 Notes of Meeting 14<sup>th</sup> May,** approved and no Matters Arising.

**ACTION/NOTES**

**4. RISK ASSESSMENT: - See below.**

### 5. UPDATES:

i) **CHEEKY MONKEYS** – No response to emails etc. Not known what they are doing.

ii) **TREASURE HUNT** – £5.00 Team Entrance, flyers for distribution

ALL

Entry sheets, posters done. Collect money/hold drinks/mark entry sheets  
Venue, catering in hand.

John, Sheila, Tim, Chris B.

Raffle – need prizes, sell tickets, children's prizes

ALL, Judith

Treasure Hunt Prize (Sweets)

Chris P.

iii) **WALK** No charge, Finalise details with Mike Exton.

Chris P.

iv) **T SHIRTS** 50 sold to date.

v) **ROSE QUEENS** Former Queens to meet and choose (anonymously) from  
three applications received. Choose Queen & 2 attendants.

Chris P. & Queens

Begin to make dresses, locate Rose Bowl trophy if possible

Eva, Sheila.

Transport Queen in sidecar, attendants in open top cars

Steve W. & H.

vi) **GRAND DRAW** Committee retain tickets for sale until Feast date.

Glenys, Lynn H.

Prizes – Still need suitable prizes, vouchers t.b. organised

ALL, Sheila

vii) **PROGRAMME** Layout almost finalised. Advertising all sold and cover  
cost (£270), to be delivered free of charge to all village.

Phil, Chris P.

Tea Tent – Revise text to acknowledge W.I. are donating some (not all) cakes

ALL

Phil.

viii) **BANNERS** printed, to be put up A15 asap

John S. & Helpers

ix) **CEILIDH** Hope to do some set up Friday evening.

Need to promote tickets, believe all will sell

ALL

Catering in hand, require estimate of numbers

Chris P.

Door & Security

Barry, Mark.

Raffle Prizes (few in number) needed

ALL

### 6. ERECTION DAY SATURDAY 20<sup>th</sup> JULY.

8.00a.m. start for Committee, 10.00a.m. for Helpers – poster enclosed  
with July newsletter. Use Field Plan as available, Refreshments in hand.  
Lightweight/security items to be set up Sunday.

### 7. FEAST DAY

i) **PARADE:** Cars to lead then onto field, reversing into allocated parking space.

Confirm Order and Route of Parade, Provide Tail End Vehicle with

Steve H.

Warning "Pedestrians" Notice.

**ii) MARSHALLS** Marshalls needed to walk ahead, behind and alongside Parade also at road Junctions and on field to organise parking.

Mark to oversee Marshalls during Parade, Nigel (& Loud Hailer) act as "Whipper In". High Vis. Vests needed

Mark Bradley & Nigel  
John T. (Field Parking)  
John S.

**Nominated Marshalls:**

**John Warman  
John Tyler (Field Parking)  
+ 3 (min) more required**

Parade order: Cars (Queen, attendants, Martin & ?Mrs. Hill

Steve H.

Motor Bikes / Morris Dancers / Scouts/ Children.

Confirm Parade Route/Direction

Chris P.

**ii) HEALTH & SAFETY:** Scout Tent as Fire point. Extinguishers on site.

Chris P. Steve W.

Aware grass cuttings/fire risk. Liaise with Mike Exton re Clive cutting.

Chris P.

Vehicles to remain on site until end or have Marshall escort off field

Steve H.

Risk Assessment – expect outsiders to have own insurance eg Dog agility,

Sheila

Ice cream. Check. Laurie to finalise document after attendance this meeting

Laurie

Marshalls to be briefed re public exit points from field.

Mark

No Dogs on Field Notices

Sheila / Phil

Keys to Main Gates & Units

Sheila

**ii) MORNING ARRANGEMENTS – 8.00a.m. start**

ALL as necessary.

Visitor Parking (Morris Dancers) ask Dan Wherry – use of car park

Chris P.

**iii) TIMINGS:**

**09.00 - 10.00** Competition Entries received (W.I. providing "Receptionists" Lin O.

**10.00 – 12.00** Set Up – Art Exhibition/ Tea Ten/ Emporium etc

**10.00 – 12.00** Competition Judging . ( Check with W.I.)

Chris P.

**01.00** Breaking the Flag

Official Opening – Rose Queen & Martin Hill.

**02.00** MJS Dog Agility

**02.30 ) &** Morris Dancers (Tennis Court)

**03.30 )**

**?** RAF Fly Past – Lancaster & Spitfire requested.

**04.30** Grand Draw

**06.00** Church Service

**07.00** Clear Up

**iv) CHURCH SERVICE** Committee invited to choose Hymns for the "Songs of Praise" service. Advise Bryony.

ALL

**v) SOUND SYSTEM** – Check arrangements in place

Chris P. / Ginger

**vi) PACKING UP**

Help needed for Monday 22<sup>nd</sup> to take down tents. Request use of Container to store until Beer Festival.

ALL

Chris P. John S.

**8. BALANCE SHEET** – Funds as at 1<sup>st</sup> July, £506.67.

**9. CORRESPONDENCE** – None

**10.ANY OTHER BUSINESS:**

**i) ROYAL BRITISH LEGION** – Request to attend agreed. Need Gazebo  
(next to Emergency Services)

John S. / Site Plan

**ii) ACTIVITIES FOR CHILDREN** – Games organised by Scouts e.g. coconut shy.  
Not possible to organise Sports Events within resources – next year?

**DATE OF NEXT MEETINGS**

**TUESDAY 13<sup>th</sup> August, 2013, The Willows Training Suite, 7.30p.m.**

Meeting closed, 8.45p.m.

Sheila Scholes,  
13<sup>th</sup> June, 2013.

**Distribution:** Chris Petz (Chairman), Sheila Scholes (Secretary), Barry Flatters (Parish Council), Doreen Hilton , T.Larner & Angela Adams (Allotments Group), Nigel Adams, Tim Bladon, John Warman (village website), John & Judith Tyler, Lynn Hall, Phil Rippingale, Steve Warcup (Pointon Scouts), John Scholes, Graham Ashworth (Painting Group), Mike Hallas, Eva Patrick, Lin Oxley (W.I.), Jim Latham, Ginger Flatters, Bryony Harrison (P.C.C.), Mark Bradley (Security).