



**Christmas and Events Task Group Meeting
Monday 27th March 2023
at 1:30pm in Millbrook Village Hall Attic Room**

Present: FRAN REILLY, NICKY ROBERTS, SHARON LEWIS, KIRSTY BRISTOW, JO BENNETTS

Notes of Meeting

1. Music Schedule

All those present reviewed options 1 and 2 and chose option 1 (see attached) as the music schedule for the day's events.

It was noted that option 1 allowed for all entertainment to be outside and for the main hall to be used for refreshments and seating. The preferred option 1 would draw audiences outside across 2 sites rather than inside towards a 3rd performance area. Option 1 also allows for a 45 minute clean down at the village hall, whilst music continues at The Tanyard until 5pm.

2. Food for performers

The group decided that all performers should be allowed to enjoy the refreshments alongside the parishioners. The agreement was that it would be impossible to police and an additional task to manage. Food would not be held back or any extra ordered. Sharon Betteridge has offered her support and has been asked if she would like to make some savoury snacks such as mini quiches and cheese sticks etc by KH. Awaiting confirmation from Sharan. NR suggested that a small budget should be allocated to Sharan's contribution for ingredients.

3. Setup & tasks

Agreed that it was a good idea to put up the bunting ahead of the weekend, on Thursday 4th May in the afternoon. Locations for bunting: Tanyard, Village Hall main hall and balcony, village bus stops and public toilet. Meet outside village hall at 2pm.

Pre-school are making bunting for the main hall, FLE making some fabric bunting. Millbrook School yet to confirm.

Main Hall to be set up Saturday afternoon. Hall booked from 4pm onwards.

Electric cabling to run around from balcony for musicians' equipment. DW has provided a 40 metre 4 socket cable reel. DW and SL to do dummy run to test that the cable reel will be long enough asap.

Scouts available to help during event Sunday 8th May. Timings tbc. If Scouts available for helping with refreshments, speak to Tracey Leggett to arrange.

4. Availability of group and assignment of tasks

Thursday 4th May

Availability: NR, SL, DW, FR, JB

Tasks: Bunting and large electric lights cable to be set up in The Tanyard. 120 red, white, and blue bulbs order received and in the office which needs to be fitted with the coronation bulbs. NR and SL believe that there are enough of the Coronation colour bulbs.

DW/SL

NR, SL,
DW,
FR, JB



<p>Friday 5th May pm Availability: NR, FR, KB tbc, JB Tasks: Incomplete tasks from Thursday.</p> <p>Saturday 6th May pm Availability: CP, NR(?), KB not SL, FR Tasks: Tables, chairs and refreshments area inside main hall set up. Manage parking in village hall car park, using signage and coning off spaces, and possibly main gate in front of hall. Simon De Groot has offered to help with this task.</p> <p>Sunday 7th May am: Availability: SL, DW, FR, JB, KB, The Scouts Tasks: Setting up of tables, Arts & Crafts, face painting, and food point in Car Park. Tables to come over from The Scout Hall and The Football Club.</p> <p>Floorplans The tables and chairs will be laid out in the main hall following the current chevron pattern used for Millbrook Meet Ups. This allows for 5 tables of 8 chairs at each table = 40 seats. To change in the event of foul weather contingency plan.</p> <p>The food will be served outside with assistance from the Scouts, with food tables placed either side of the height gates if required.</p> <p>The children's crafts table will be outside the Pharmacy to the left facing, and EW will source a 3m x 3m gazebo to house these activities. EW to check how the gazebo can be secured down during the event.</p> <p>Bands to set up outside pharmacy to the right and over the disabled bays area.</p> <p>Tanyard PA system to be arranged and set up by Tom Ogilvie.</p> <p>5. Posters, signage, advertising promotion It was agreed that some signage was required to be created and displayed such as 'Public Event No Parking from 6pm' on the Saturday. Simon de Groot has kindly offered to assist with this and will block off entrances as cars leave.</p> <p>It was agreed that posters and signage should go up in all visible places by the beginning of the week commencing 01/05/23, the Facebook event notice should be reshared, and a letter update to go out to the neighbours. Tape off entrance near Pharmacy.</p> <p>6. Décor The group voted for a second crown to be purchase and painted gold. JB to ask Julie if she could order another one.</p> <p>7. Music logistics JB agreed to be the event stage manager for the day dealing with the bands.</p> <p>Event is being opening by Dept Lord Lieutenant of Cornwall at midday at village on the balcony, then over to The Tanyard shortly after. It was noted that a microphone is required for the balcony and NR offered to send Clare Richards a message to see if we could use theirs. Update: CR not able to provide microphone.</p> <p>Megan Edgcumbe has agreed to announce the songs. JB/KH to check that she is happy to be available until the end.</p>	<p>NR,FR, KB tbc, JB</p> <p>CP, NR(?), KB FR, S De G</p> <p>SL,DW, FR, JB, KB</p> <p>EW</p> <p>S De G</p> <p>JB/JE</p> <p>JB</p> <p>NR</p> <p>JB/KH</p>
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<p>The host from our team will need to ensure she is where she needs to be. Kate Ewert is available in the morning - task to be allocated. ME to do Raffle assisted by SL at 3pm on balcony. ME to be updated by KH</p>	KH
<p>8. External suppliers.</p>	
<p>a. Food</p>	
<p>Confirmation of food order from Louise. JB has chased LS to confirm that the date is 7th not 8th!</p>	JB/KH
<p>KB to prep scones with jam and cream in upstairs kitchen.</p>	KB
<p>Pasties to be supplied as they are from the mushroom crates. No reheating to be done.</p>	
<p>Food will be served outside with the assistance of the scouts and SL to supply gloves for the food servers to use.</p>	SL
<p>It was decided that we would order 1000 x white disposable plates and 1000 x red, white and blue serviettes. JB/KH to order.</p>	KH/JB
<p>Milk: 6 x 4 pints of semi skimmed</p>	
<p>Non-dairy milk products: 3 x soya milk and 3 x oat milk</p>	
<p>Squash Options will be 2 x 2l each of Blackcurrant and Orange flavoured squash.</p>	TBC
<p>Jean Bounsall to provide a cake table outside her own back gate using own table.</p>	
<p>Café Abundance will be bringing their own table but need a power supply.</p>	
<p>KB offered 2 x collapsible plastic containers with taps for serving</p>	KB
<p>JJ's food van to be parked near Tanyard at lower flat end away from Kernow Lounge from 4pm. Space will need to be coned off on Saturday pm.</p>	
<p>b. Entertainment</p>	
<p>Vicky Richards will be setting up the Pre-School Crafts area using a table from football club which will be brought over Saturday am. EW organising a gazebo which will cover the crafts table.</p>	EW
<p>Face painter will provide their own table and be positioned close to the crafts table (inside gazebo if possible).</p>	
<p>c. Equipment</p>	
<p>Electric cabling is required to supply power to the bands.</p>	
<p>JB to ask Dale to assist with this. TO from Patchwork to organise for the Tanyard (to be confirmed in meeting later in the week). DW offered to provide a 40m extension cable which can be plugged in on the balcony outside socket and strung around over Simon de Groot's gate and behind pharmacy barriers.</p>	JB DW
<p>JB to seek approval from S De G.</p>	JB
<p>Cable ties required. JB to check with PG whether we have some in the Lime Kiln</p>	JB
<p>EW to provide gazebo 3m x 3m for Arts & Crafts</p>	EW
<p>EW to provide walkie talkies. EW to test prior to event.</p>	EW
<p>KH to set up WhatsApp group. All attending happy to share phone number for group.</p>	KH
<p>PG to check the container and the Lime Kiln to gather up all the available Hi-Viz vests.</p>	PG
<p>Decision to be made to order more depending on how many we currently have.</p>	
<p>SL offered to wash all.</p>	SL
<p>First aid kit from office can be taken to Tanyard. JB to check all up to date.</p>	JB
<p>SL offered to be a first aider for the event. MB speaking to Rame Responders.</p>	MB
<p>JB to speak to Rame Responder who attends Singsanders to see if she can be available.</p>	JB

<p>It was noted that there needs to be a good supply of black bags, mops buckets and brooms at the village hall for the event. JB to check. Brett to be on hand to gather rubbish and put by the bins. SL suggested buying some rubble sacks from the Premier for the recycling/rubbish collection as they were nice and strong. FR offered to purchase 5 packs of rubble sacks.</p> <p>Café Abundance will provide 3 x food waste bins @ £2.50. Rame Refuse to provide recycle bins for rest of the waste: 2 at Village Hall, 1 in The Tanyard. FR in contact with them over this.</p>	<p>JB BR FR FR</p>
<p>9. Wildflowers 500 custom printed seed envelopes and seeds yet to be ordered. JB looking into. SL has agreed to pack the envelopes with the seeds. FR to provide a basket to display the seeds. It was agreed that some should be positioned in the Tanyard. Any leftovers will go to the schools, pre-school, the Scouts and the Rame centre</p>	<p>JB SL FR</p>
<p>10. Signage for on the day JB confirmed that we do not require to close the road and that Cornwall Council Highways were happy for us to place some guidance/informational signage on the roadside. JB/KH to order some signage along the lines of 'Community event in progress' or 'Pedestrians crossing, proceed with caution'</p>	<p>JB/KH</p>
<p>11. Raffle & Prizes It was decided not to attach the raffle tickets to the invitations before distribution but that anyone who attends will be offered a free ticket for the draw.</p> <p>Prizes so far include: House of Commons whiskey, 2 x Torpoint car wash, smaller prizes. EW to source more prizes.</p> <p>Someone will be required to make announcements to remind attendees to collect their raffle ticket and announce the winners – M Edgcumbe suggested as K Ewert possibly not available later in the day. JB/KH to ask ME</p>	<p>EW JB/KH</p>
<p>12. Communication a. Invitations All present agreed that they were happy with the existing text. It was noted that no other suggestions had been submitted for review.</p> <p>The group agreed that the invitations should be sent at the same time as the newsletter. The parish event is on Saturday 22nd April.</p> <p>SL and NR discussed that a distribution list of rounds exists and SL said she would search for it.</p> <p>It was agreed that we should print 1100 invitations and have ready by Friday 14th April for distribution alongside the newsletter, that weekend.</p> <p>b. Promotion It was discussed that the annual parish event would be a great opportunity to advertise the Coronation event, setting up a table/stand. Arrangements for this TBD.</p>	<p>SL JB/KH</p>



<p>12 x A4 posters to be printed alongside invitations and distributed around the village and used at the APC event. JB/KH to arrange printing.</p>	JB/KH
<p>It was agreed that a press release was not required as it could grow the event beyond the parish. Charlotte Turner who lives in the village writes for Cornwall Live, so JB agreed to contact her to see if she wanted to attend and cover event</p>	JB
<p>13. Contingency Plan</p> <p>In the event of foul weather, it was agreed that the Silver Band and Patchwork Youth Hub would need to be cut from the itinerary to ensure that the event ended at 5pm. If not, it would run on until 7pm. The group's decision for this was based on the fact that we had not committed to paying them, and they were not technically from Millbrook.</p> <p>The main hall table layout would be 2 long rows running down the length of the hall, with the stage set up between the 2 fire escapes at the back (New Road end). The food, drinks and seating would then be spread across both floors, with the Pre-school arts and crafts in the attic room. Craft sellers would need to be cancelled.</p>	
<p>14. Meeting date for volunteers / final task list</p> <p>A volunteers meeting for the w/c 24/4/23 was suggested. NR/FR available Mon – Thurs, KB/JB not on the Tues evening.. SL and DW had left the meeting, Monday at 6pm agreed was best for the remaining meeting group members. JB to check with SL and DW and email Mike Wood with the suggested date.</p> <p>The support required from the volunteers with be setting up and packing down of tables and chairs on the day of the event and helping with serving food and refreshments.</p>	JB
<p>15. Points Not Covered</p> <p>It was not possible to cover everything that needed to be discussed so it was agreed that a further meeting, particularly for Risk Assessment would need to be arranged. Date TBC</p>	
<p>16. Budget</p> <p>Fran asked for a copy of the budget summary - Jo to forward to FR asap.</p>	JB
<p>The meeting ended at 15:40</p>	