

# Minutes of Sopley Festival Committee planning meeting

Held at Sopley Parish Hall, **Tue 9th May 2017**

Meeting convened at 7:05pm

## Present

Dianne Banger, Steve Banger, John Eccles, Phil Emmel, Imogen Fidler, Terry Pattison, Caroline Paul, Ian Pinder, Ann Ramm, Andrew Rawstron, Chas Rowden, Lizzie Rowden, Ian Searle

## Apologies

Norman Hiscock

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## RAFFLE

- Ian Searle offered to
  - arrange registration (cost £40 (then £20 in subsequent years))
  - print tickets (cost £30 for 1000)
  - help sell tickets on day
- CH was suggested as promotor
- £100 cash agreed as main prize, with a max of approx 6 prizes in total
- CH & NH to liaise with Ian & Gilly Searle and report back to cttee
- It was suggested that tickets should be sold on the **3 weekends** prior to the event, at strategic spots, e.g. Bransgore High Street & pubs etc.
- It was recommended that **4 volunteers** should be available to sell tickets around the site on the day, with tickets also for sale on the gate and at dedicated raffle stand

## PA SYSTEM

- It was agreed to have two separate systems, with a feed from the stage one to the main one in field - via shrubbery?

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## EVENING EVENT

### Catering

- Beef steak: 1lb = 4 servings; aim to cater for 150+
- Aim to serve food c8:30pm, charge £5 per plateful
- SB to buy bulk of food, & research prices (for next meeting but one)
- PE to order ?200 rolls from Ringwood Lidl, but AKR to collect on day
- NB Barbecue needs moving from Moorlands to grounds of Woolpack after 5pm; spare gas cylinder also required

### Music

- In hand

### Power

- Backup electricity supply not required
  - Do need light source for catering
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## **FESTIVAL SITE**

### **Entry**

- Barrier to be placed across main driveway immediately beyond the traffic turning into car-parking field, in order to ensure safe access for pedestrians crossing between car-parking field and Festival site

### **Water supply for Teas**

- Either 12-litre or 5-litre containers to be used
- Need a means of pouring / decanting

### **Advertising**

- 2 new banners required **TP to draft wording**
- Suggested location: outside Moorlands
- 2 existing banners to be retrieved from ?Hall storage **PE to find**

### **Fire**

- 3 types of extinguisher to be borrowed from Hall and sited at official fire point near BBQ

### **Risk assessment**

- To be discussed at next meeting **JE & LR progressing**

### **Traffic flow**

- To discuss with **NH** at next meeting

## **THOSE 'EXCITING MAIN ARENA EVENTS'...**

- NF Beagles (David Ayles) now confirmed attending
- Other definites:  
2 vehicle parades, raffle draw and dog show championship
- Other possibilities & suggestions:  
2nd maypole performance (in addition to one in lawn area)  
Barn dance session **AKR to contact caller**  
Slow bike race(s)  
Display / parade of motorbikes etc. from Sammy Miller's **IP to contact**

## **VOLUNTEERS**

- Mike & Mrs Wiseman available to help on Friday evening as well as during Saturday.
- CP's sister Penny possible to help on gate
- Christchurch Cycling Club not available

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**Next meeting: Tuesday 23rd May 7:00pm in Small Hall**

Meeting closed at 8:40pm.