

Minutes of meeting on 8th June 2015

Those attending; Penny Gregory, Elaine Flower, David Picton-Jones, Ian Hine, Emma Downer

1. Welcome – Meeting started at 19:30.

1a Meeting welcomed Mike and Ben, representatives from CADG who came to discuss the set design for the November production. The protocol we have with CADG is still in place and operational and the agreement is that set building takes place only two weeks before production week to allow for lighting to be tweaked and adjusted accordingly. As the production starts on Tuesday 23rd November, set building is planned for the weekends of 7/8, 14/15 and 21/22 November. Mike showed us the plans for the set which needs to be robust enough to withstand door slamming (production is a 'farce'). We acknowledged that space on the stage will be an issue for the Auction. Ian will get on and brief the key hirers – Mike's plans were agreed subject to discussion with key groups. Mike offered to remove set doors to allow easier access to cupboards on stage. **Ian will liaise with Ben once discussed with hirers.** Mike and Ben left the meeting at 19:50.

Please note – these minutes have been typed to record discussions under the relevant heading and not necessarily in the order in which they were discussed at the meeting.

2. Minutes of last meeting - Signed as correct.

3. Matters Arising from last meeting – all to be discussed in main agenda or through reports submitted prior to meeting.

4. House

Please see Ian's monthly report, circulated by email.

Points to note:

- Ian has requested that all AHA's be returned to him by 19th June.
- SGHQ – There is concern about the role that Ian performs for them i.e. chasing invoices as well as bookings. We felt that debt collection needs to be led by the SGHQ committee.
- Curtains – Penny replayed the legal guidelines for length and security of curtain pulls. Penny offered to check the curtains at the RR and adjust if required. Pencilled in diary for Weds 10 June.
- Inventory – Meeting agreed to ask Amy if she would like to be involved. Ian will approach Amy, ask for her ideas and come up with a plan in time for next RR meeting on 22 July.
- Skinner Field signs – Lisa Davis will be coming to meet us on site to discuss our ideas vs regulations.

Set up time charging structure – We discussed issues where hirers set up, leave and then return to their event and what to do with the time in between which is un-hireable. We need to be sure about the clear up and set up times for each hire. **Ian will check the booking form and review wording to create a prompt re set up and clear away times.**

Cover for Ian's holiday – Emma, Elaine and Penny are available. Handover meeting has been provisionally planned for 6 August, 9am, between Penny, Elaine and Ian. **Ian will check if Amy is booking any holiday over the summer.**

Cricket nets – Piers has said he has the removal of the nets in hand. He is pleased with the cutting of the trees (low hanging boughs) and we note that the bowling pitch is now being mowed.

5 Finance

Bank balances £ 24062.50 CAF Gold / £510.30 CAF Cash

6 Grounds

Gate from St Peters Close / garages – **David will liaise with Larry with a view to laying skelpings to even out the ground levels around the gate..**

7 Miscellaneous

Curdrige Show – Programmes are due later this week, in time to hand out at the Bishops Waltham carnival. Elaine is disappointed with the level of consultation from Dan although Grace continues to send weekly updates and handle queries.

Chris Pink – We talked about how to acknowledge the volunteer work that Chris does for the RR and Show. **Ian will investigate high visibility jackets and torches to present to Chris.**

Beer festival – Website has been updated. Ian has contacted James for the artwork. Penny hasn't heard from the band but Elaine has had email contact and will pass the details across. It will cost £400 approximately to get a band in. If there is no further contact from Ken Wood and the Mixers, Penny will speak to James to identify alternative groups who have a 'following'. Food will be pulled pork wraps, same as last year, although we need to be mindful of portion control.

8 Redevelopment

We are waiting for Tony Burton's return from holiday on 15th June. We acknowledge that the exclusivity period deadline of 1st June has now passed but are happy for this to lapse until Tony returns. Elaine will write an article for the Parish Magazine to bring the public up to date. Ian will release this through our social media channels too.

Elaine continues to gently push all those associated with the project. She will liaise with Tony Burton to arrange the meeting with Steve Opacic at WCC.

Emma to notify SGHQ of current progress at their next meeting.

Post CIO – still query over Skinner Field – Elaine to chase Nick Vaughan and also liaise with Burtons as no contact yet from WCC to organise a strategic meeting. **(Holding Note)**

9 AOB

Wobbly floorboards / filling – Lee Cooper coming to look with a view to repairing troublesome areas.

Meeting closed 21.40

Meeting dates

Wednesday 22 July

Monday 7th September

Tuesday 6th October

Monday 2nd November

Monday 7th December

Long Term Projects

Record of volunteers, volunteer contracts

Grants