**Minutes of the Stinchcombe Village Show 2013 Working Party**

Second Planning Meeting

Monday 15th April 2013 - 7:30pm - Committee Room, Village Hall

Attendants: Mrs. Nola Bradley, Mr. and Mrs Graham and Cherry Brown, Mrs. Wendy Hamilton, Mr. and Mrs. Ken and Joan Jelfs, Mr. Ian Kirkham, Mr. David Leggate, Mrs. Marian Shaw and Mr. Sebastian Hamilton in the chair and taking minutes

1. Apologies

Mr. Richard Bartlam, Mr. Richard Cheetham, Miss Laura Hutchins, Mrs. Jane Kirkham, Mrs. Pippa Leggate and Mrs. Margaret Wannell

1. Minutes of Last Meeting

The minutes of the last meeting were approved unanimously.

1. Matters Arising

The date of 31st August 2013 had been chosen, as the Straggler’s charity cricket match has been postponed and Coaley Show takes place on Saturday 7th September 2013. There may be a match on the Straggler’s field on the day, but parking will still be available at the club. Ken and Joan volunteered to be car park marshals on the day.

Sebastian confirmed that Mr. Richard Bartlam had very kindly offered the use of his loudspeaker system and gazebos on the day.

The entertainment company that Mrs. Margaret Wannell had mentioned are not available as they will be on holiday over the weekend in question.

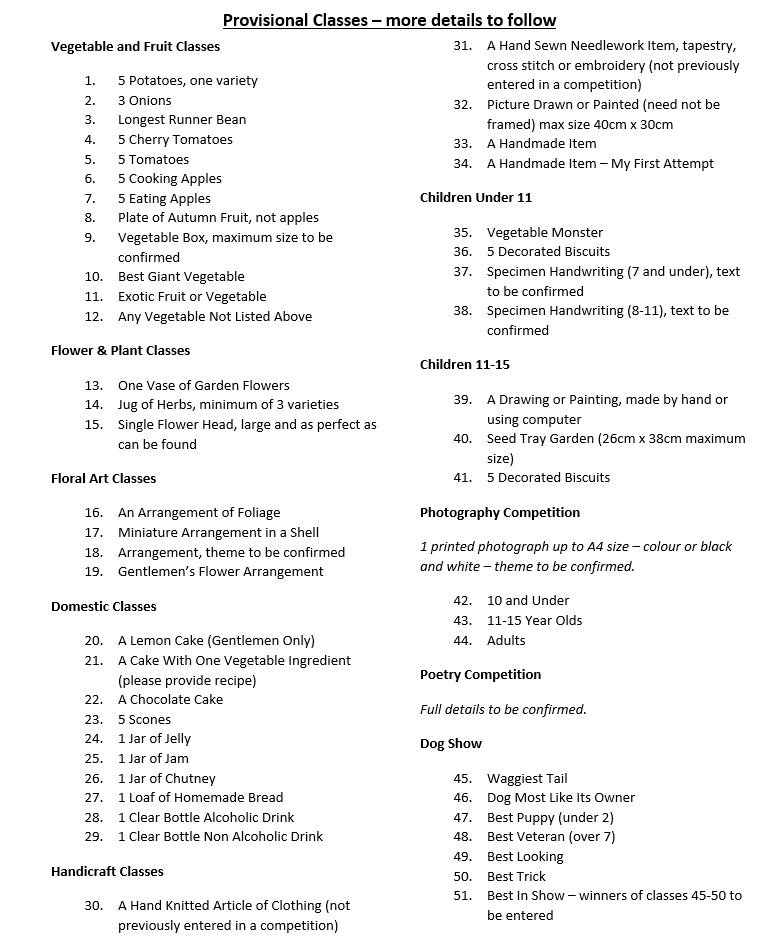
Sebastian had tried to follow the Dog Show up with Vale Vets, but there was no response as yet. He will continue to try.

Mr. Richard Bartlam has the remaining small trophy cup in his possession, and Mrs. Jane Bartlam was the winner last year and therefore holds the large cup.

Graham confirmed that he held just over £300 as the Treasurer of the last Show. This money can be used for any Show expenses (e.g. publicity)

1. Classes

A long discussion was held about classes and we decided on the following as a provisional list:



Sebastian will confirm the ‘Flower and Plant’ and ‘Floral Art’ classes meet with Mrs. Margaret Wannell’s approval. He will also ask her to suggest a theme for Class 18.

Sebastian will ask Mrs. Janet Bartlett’s opinion on an appropriate text to set for the Specimen Handwriting class.

Sebastian will contact Mr. Mike Henton regarding the Photography Competition and ask if he would like to set a theme.

Ian suggested holding a Poetry Competition, and everyone liked the idea of it. It was thought a good idea if the theme was the same as the Photography Competition.

We decided to open the classes to ‘Stinchcombe Friends and Relatives’, which therefore includes those who live slightly outside the boundary and those from St. George’s Church.

1. Judges

Vegetable and Fruit Classes – Graham will contact Mr. Martin Greeves

Flower and Plant and Floral Art Classes – Sebastian will contact Mrs. Margaret Wannell

Domestic Classes – Cherry will contact Mrs. Lindsay Morgan

Handicraft Classes – Marian will contact Mrs. Margaret Larroucau

Children’s Classes – Sebastian will contact Mrs. Janet Bartlett

Photography Competition – Sebastian will contact Mr. Mike Henton

Poetry Competition – Sebastian will contact Mr. Lindsay Cooper, but we have a few other ideas for judges if Lindsay might like to enter himself.

Dog Show – Sebastian will contact Vale Vets

1. Prizes

Sebastian will contact Mr. Richard Bartlam about the certificates, and will continue to investigate the options of rosettes for first place winners.

1. Attractions

It was confirmed that teas will be served in the Committee Room in aid of the Church Funds, and Wendy will organise this. It was also confirmed that the Leggates will run a tombola.

Miss Ruth Bradley would like to run face painting, and the whole committee were pleased at the suggestion.

Sebastian will contact Mrs. Angela Tocknell about running another ‘treasure map’ style competition.

While brainstorming other attractions we all felt ‘Splat the Rat’ is great fun. Sebastian will ask Mr. John Pinch if he might be interested in running this stall, or at least building the necessary contraption!

It was suggested that RSVP (Stinchcombe Village Players) could perhaps run a video of the Pantomime somewhere.

We will publicise the fact that space is available for attractions or stalls, should anyone like to run one.

1. Publicity

We agreed on a variety of marketing tools – and the various responsibilities for overseeing these can be seen in section 9 of these minutes.

Sebastian will investigate his idea of a banner to hang on the Hall, with a space to change the ‘countdown’ each day. E.g. the banner would read “Stinchcombe Show here in \_\_\_ days” and a number could be added each day.

1. We discussed the various roles and responsibilities of the Show and allocated tasks as follows:

|  |  |
| --- | --- |
| **Show Secretary** | Mr. Sebastian Hamilton |
| *-Collection of entries* |  |
| *-Creating entry database* |  |
| *-Organising entries on day* |  |
| *-Designing floorplan* |  |
| *-Attractions coordination* |  |
| *-Table availability* |  |
| *-Gazebo availability* |  |
| *-Point of contact on the day* |  |
| **Certificate Secretary** | Mrs. Nola Bradley |
| *-Helping Show Secretary set out certificates for judge’s completion* |  |
| *-Calculating overall winner* |  |
| **Auction Coordinator** | TBA |
| **Auction Sheet Design** | Mr. Sebastian Hamilton |
| **2x Car Park Marshalls** | Mr. and Mrs. Ken and Joan Jelfs |
| **Treasurer** | Mr. Graham Brown |
| **Dog Show Supervisor** | Mr. Sebastian Hamilton to approach Mr. Richard Bartlam |
| *-Commentator* |  |
| *-Helping judge and providing treats* |  |
| **Refreshments** | Mrs. Wendy Hamilton |
| **Loudspeaker Setup** | Mr. Richard Bartlam |
| **Certificate Design** | Mr. Richard Bartlam/Mr. Sebastian Hamilton |
| **Certificate Printing** | Mr. Sebastian Hamilton |
| **Rosettes** | Mr. Sebastian Hamilton |
| **Village Hall Coordination** | Mr. Sebastian Hamilton |
| **Organising bin bags** | Mrs. Wendy Hamilton |
| **Helpers to set up** | TBA |
| **Helpers to take everything down** | TBA |
| **Publicity – First Leaflet Design** | Mr. Sebastian Hamilton |
| **Publicity – Second Leaflet Design** | Mr. Sebastian Hamilton |
| **Publicity – Leaflet Printing** | Mr. Sebastian Hamilton |
| **Publicity – Leaflet Distribution** | Mr. Sebastian Hamilton |
| **Publicity – Parish Magazine (‘The Link’)** | Mr. Sebastian Hamilton |
| **Publicity – Newsletter (‘The Spirit’)** | Mrs. Nola Bradley |
| **Publicity – Stinchcombe Website** | Mr. Graham Brown |
| **Publicity – Stinchcombe Mailing List** | Mr. Sebastian Hamilton |
| **Publicity – Church Notices** | Mr. Sebastian Hamilton |
| **Publicity – Noticeboards** | Mrs. Cherry Brown (Mr. Sebastian Hamilton to provide posters) |
| **Publicity – Village Hall A Boards** | Mr. Sebastian Hamilton to approach Mr. Richard Bartlam |

1. Any Other Business

We agreed that we would waiver the door entrance fee of £1 this year. We hope this might encourage more people to attend, and we felt confident enough that we would break even so as not to actually need to charge entry.

Sebastian will ask Mr. Eric Collins to ensure that the car park is cleared of all cars by the morning of the Show.

Sebastian will put a flyer in all the Hall’s ‘Regular User Pigeon Holes’ asking if they might like to be involved with the Show or advertise.

5. Date of Next Meeting

The meeting will take place on Monday July 8th at 7:30pm in the Committee Room of the Village Hall. *NOTE: Following the meeting Sebastian became available on this date, it may therefore be changed. Please see appropriate Agenda for confirmation.*

6. Close

The meeting closed at 9:00pm