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

Fourth Planning Meeting

Monday 19th August 2013 - 7:30pm - Committee Room, Village Hall

Attendants: Mr. Richard Bartlam, Mrs. Nola Bradley, Mr. and Mrs. Graham and Cherry Brown, Mrs. Wendy Hamilton, Mr. and Mrs. Ken and Joan Jelfs, Mr. and Mrs. David and Pippa Leggate, Mrs. Marian Shaw, Mrs. Margaret Wannell and Mr. Sebastian Hamilton in the chair and taking minutes

1. Apologies

Mr. Richard Cheetham, Miss Laura Hutchins, and Mr. and Mrs. Ian and Jane Kirkham

1. Minutes of Last Meeting

The minutes of the last meeting were approved unanimously.

1. Matters Arising

Margaret confirmed that props and accessories were allowed in Class 18.

1. Prizes

Richard offered to print the certificates, Sebastian will prepare the templates and send them to him.

Sebastian will also prepare the rosettes, and Richard will bring the two trophy cups with him on the day.

1. Attractions

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| **Attraction Name** | **Organiser** | **Show to organise float?** | **Gazebo required?** |
| Teas | Wendy, on behalf of the PCC | No | No – to be served in the Committee Room |
| Dog Show | All money raised to go to Show funds | Yes | Yes – a small one for administration, which can also house the microphone etc. for the loudspeaker |
| Bric-a-Brac Stall | Mrs. Janet Bartlett on behalf of the PCC | No | Yes – to be shared with the Leggate’s Tombola gazebo |
| Face Painting | Miss Ruth Bradley for Show funds | No – Ruth to organise | Yes |
| Splat the Rat | Sebastian – he will ask the Kirkhams if they can run the stall on the day | Yes | Yes |
| Tombola | David and Pippa on behalf of the PCC | No | Yes – to be provided by the Leggates |
| Map Game | Mrs. Angela Tocknell on behalf of the PCC | No | Yes |
| Wood Carvings | Mrs. Beverley Griffiths on behalf of the PCC | No | Yes |
| Baby Cafe | Stinchcombe Baby Cafe | No | No – they will provide their own and will turn up if they have enough helpers closer to the time. |

1. Plan of the Day

FRIDAY NIGHT FROM 8:00pm – Setting up in the Hall.

*All those available are asked to help. Tables will be laid out and the certificates will be placed to show which class is located at which point on the tables. Cutlery etc. will be allocated as required.*

8:45am – Hall to be unlocked.

*Sebastian will unlock*

9:00am – Exhibitors arrive

*Nola and Marian will be in charge of exhibitors arriving. The process is as follows:*

*The exhibitor gives his/her name to Nola or Marian. Each exhibitor has been given a unique number, which Nola/Marian will confirm against the ‘List of Entrants’.*

*Nola/Marian will then consult the ‘List of Classes by Entrant’ which will show them all the classes which that person has entered. They will confirm that they have the correct details. Any discrepancy to be reported to Sebastian.*

*Each entrant will be given coloured stickers with their unique number on. There will be a sticker for each class they have entered. If possible, green stickers indicate items that can be auctioned, red stickers are for items that are not for sale.*

*A handful of ‘Not for Sale’ notices will be prepared in case anyone wants to make their wish even clearer.*

*Each entrant will be given an A5 Silent Auction sheet for each item they would be prepared to see auctioned off. Areas in pink on the sheet are to be filled in by entrants.*

9:15am – Car park to be cleared of cars.

*The Ruby Club will have opened their car park for residents by this stage*

10:30am – Cut off for exhibitors arriving. ‘Car Park Closed’ signs to be erected

*Ken to provide the ‘Car Park Closed’ signs. Sebastian will borrow the traffic cones from the church.*

10:45am – Tea in the Committee Room for the Judges

*Wendy to organise teas. Richard will put up a small display in the Committee Room about the Parish Plan.*

11:00am – Judging begins

*Nola and Marian will accompany the judges. Once the judge has made their decision the ‘List of Entrants in each Class’ will be consulted to confirm who has been awarded 1st, 2nd and 3rd place.*

*The Judge will write the appropriate person’s name on each certificate and sign it.*

11:00am – Attractions begin being laid out

*Vale Vets will arrive from midday to help – a parking space or two will be reserved in the car park. Richard will set up his speakers etc. outside, and Sebastian will have prepared a draft layout plan for the day. Richard will bring one single gazebo and two double gazebos with him.*

12:00 noon – Judging ends

1:30pm – Show Opens

*Richard and his wife, Jane, will look after the ‘administration’ side of the Dog Show and Richard will also be in charge of loudspeaker announcements.*

*Vale Vets are providing a ‘goody bag’ for each entrant.*

2:00pm – Dog Show: Class 48

2:15pm – Dog Show: Class 49

2:30pm – Dog Show: Class 50

2:45pm – Dog Show: Class 51

3:00pm – Dog Show: Class 52

3:15pm – Dog Show: Class 53

3:30pm – Dog Show: Class 54

3:45pm – Dog Show: Classes 55 and 56

When Dog Show ends – Overall Prize Giving

*The Prize Giving takes place outside.*

5 minutes after Prize Giving – Auction cut-off point

*Everyone who has bid on an item will be asked to check whether they have won or not. The winner of each class will take the sheet to Nola/Marian and pay. All payments by cash, unless in pre-agreed circumstances with Sebastian.*

4:30pm – Close of Show

*All those who can help clear away are asked to stay afterwards.*

1. Publicity

Sebastian will organise a mailout using the Stinchcombe email list. He will also put another notice in the Link, and put entry forms in both churches.

Sebastian had provided Cherry with posters to put in the Noticeboards, and he had put some up in the Village Hall – along with extra entry forms in the pigeon holes.

Sebastian had arranged advertising in Vale Vets.

A discussion was then held about the banner, costing £29, which the Working Party had agreed to buy at the previous meeting. A long debate ensued and, with no clear end in sight, Sebastian called for a vote on whether or not we should have the banner – details of which were outlined in the previous minutes.

7 For, 2 Against, 1 Abstention. Passed.

1. Any Other Business

Richard asked what insurance had been purchased. This had not previously been discussed. Sebastian will investigate further and ask Mr. Andy Cheshire what the Hall’s insurance would cover. Nola will investigate whether the Parish Council’s insurance could cover the Show.

5. Date of Next Meeting

A Post-Show meeting will take place on Monday September 9th at 7:30pm in the Committee Room of the Village Hall.

6. Close

Goodness only knows what time the meeting ended.