

# PIP 2018

## Minutes

19:30 9<sup>th</sup> February 2018 @ North End Farm.

Present: Adrian, David K, Corinne, Steve, Colin, Bev, Nigel, Simon, Mina, Clare  
Apologies : Dee, David G

### 1. Progress about...

- Budget, AB asked all to email costs for items booked or planning to get budget spreadsheet done.
- Entertainment & Daytime Stalls - CG gave report on day stalls and entertainments booked so far. There will be no kids disco at the beginning of the evening event this year but it was agreed to try a silent disco run by Tone FM at a cost of £350 which includes everything. Wellington are booked and the climbing tower again.
- Licensing, Security & Safety – AB updated everyone. 6 Security guards this year. Event Management plan for 2018 in progress. Awaiting SAG reply for the safety meeting date.
- Food Vendors – AB reported we have all now booked bar the paperwork from one. £1100 generated this year with the extra vendor and one extra ice cream van.
- Bands, Stage & Sound – DK has booked one of the bands (Area52 AB to arrange deposit) and will be booking the other(s) next. Dan the sound man has been booked and has quoted £xx. This will include some upgrades to the stage lighting from last year. A discussion about the size of the stage and we are to look into either two trailers or possibly a stage built from scaffolding. AB has been in contact with Simon Cooper @ SRK to see if they would sponsor a stage for us.
- Plant – Brandons have supplied a quote for the plant hire again but it was decided to have an extra self powered lighting tower for the back of the field which could also power the silent disco.
- Bar (including staff, lorry & ordering) – AB has been trying to get hold of the top brass at ASDA for the possibility of getting a discount on our bar order. He also has a contact for Sainsburys but MG also said she would get her husband to get a name for us a well.
- New Gazebos – AB updated on the grant application from Larkfleet and also Dave Durdons offer of some second hand gazebos from the old Taunton market. AB to get in touch with DD to see what exactly is on offer.
- Car Parking – The field used for parking last year has been used by fly tippers and it was agreed that we should clear this since it was us that left the fence down. CS to contact Viridor to see if they could help with a skip or two so we can clear it before asking if we can use it again. It was discussed about doing this on the Village Clear Up day on May 19<sup>th</sup>
- Hay Bales – Nigel confirmed that Hopkins will again buy any bales from us again at cost so CS to order 120 bales.

## 2. Official Roles

Official roles for the day and evening events for the Event Management Plan and the Risk Assessments.

- Event Managers – AB DK SG
- Emergency Controllers – AB CH CG
- Fire Officer – CH CG
- First Aid Coordinator - YG
- Marshal / Volunteer Coordinator – AB CG
- Bar & Licensing – SG CS
- Day Time Display Coordinator – CG + helpers

## 3. Sponsors

We need to start with this sooner rather than later.

- WYG have been approached via the PC via SA
- Grant has been applied for the gazebos from Larkfleet fund.
- DK is going to ask DG (not able to attend meeting) if he could start looking around for possible sponsors.

## 4. Help on the day.

- Scouts any news? No news yet
- Harlequins, do we want 4 in the evening again and do we want any during the day? It was agreed to have three marshals this year since we have the extra security guards. We have requested the three young marshals from last year if possible.
- We have 6 security guards booked for the evening – AB confirmed and has been quoted by 3D
- First Aid – AB reported that the firm used last year have come back insisting on a massive increase of FA staff and an ambulance. After looking at the incident reports from last year it is not known why they think this is necessary. AB to get quotes from alternative supplier or solutions.

## 5. Tickets

Agree design, numbers and prices – AB to email these for agreement.

## 6. Letters of thanks to PIP 17 supporters/sponsors with a brief note saying how much we made and what we propose to do with it

Thank you letters have not been done yet. AB to do.

Maybe a press release in gazette post PIP 17 – Do we want to advertise outside our parish really ?

## 7. Raffle

Are we going to do one and if so we need a volunteer to organise. No volunteers so it was agreed to let the school run a raffle if they wanted to.

A simple cash (or a bottle) draw for returns is still going ahead to encourage people

to return wine bottles.

#### 8. Flashy Toys

It was agreed to allow this to be run by a 3<sup>rd</sup> party on the understanding they keep the pricing the same levels as last year. This will be done by a young couple who is a medical student raising funds for his tuition.

#### 9. Other Events & Donations Update – AB updated all.

- Pre-school thank you card with pictures
- Donation to Baptist church for youth projects
- Fred (Yet to get back to me)
- Defibrillator
- Flower Show Sponsored Prize – It was agreed that it would be nice for the flower show to maybe run another competition along side the bake off i.e. decorate a potato or something along those lines. AB & Bev to contact Peter from the flower show committee. Bev is happy to help them advertise with the bake off.

#### 10. Anything Else ?

- Something to jazz up the stage back drop ? DK is going to have a look options.
- Mod existing banners. DK agreed to handle. We may need to order a new one that went missing from the south of the village.
- Any other banners ? DK & AB will see what we have and if we need more or need to replace any.
- Shall we get more signs printed rather than us print & laminate all the time. Looks more professional and can be used more than once. It was agreed to get some decent signs printed for things like the disabled only car park emergency meeting points etc. AB & DK
- Cones, can we borrow again or should we buy some. SG will check.

Meeting closed 21:30ish