

# Withernwick Village Fete planning meeting.

18th June 2025 at 7:45pm finished at 10:15pm

Trustees present: L Graham, Chair. M Mann, Vice chair. K Brown, Secretary. C Wilkie, Treasurer. J Ashton, E Sherman, C Wrightson.

Apologies from: E Whittaker, D Whittaker, M Ashton, L Wiles, J Gledhill, M Dawson, N Harvey and M Soper

It was agreed when the meeting commenced, to use the preliminary planning meeting minutes to give up dates etc then quickly run down the new agenda made for today for any item's not already covered.

1. The 10 giant games on order from the vault, for which LG will be sent a pick up time on Friday 5th September and a return time on Monday 8th September at the loading bay. JA & CaW agreed to pick these up and return them. We can use google street view to see what the place looks like as we have the postcode, nearer the time. A discussion took place and it was agreed that 2 adults, one at each end, are needed to supervise the giant games as they have to be returned in the same condition or replacement cost will be incurred.

Graham & Mickaela from Phoenix Throwers at Bilton, who brought the children's axe throwing to the Medieval Day have very kindly offered to bring the children's one back for the Fete but would not be able to bring the adults one as they use real axes and we only have one first aid box! A short discussion took place and it was agreed that LG would contact them and ask them to come as both the children and some adults enjoyed this activity. We have one booked from the vault but two would be better.

2. John Naylor confirmed his availability previously and LG posted photo's with his permission showing the large area that is needed for the Ferrett bingo. A discussion took place and as John does this for free, it was agreed that it will be free for the kiddies to play and a small bag of sweets will be given to children who guess correctly. LG will contact John nearer the time and ask where we get the straw bales from for him to build his 'arena' and what the size of the area would be. This would need 1 person there to hand out the bags of sweets.

3. The 'just for fun' dog show up-date, Angie is in Sweeden judging and Lynn has never done one before only watched. ChW agreed to check the availability of Charlotte Sinclair who has done these type of show's before and will get back to us. LG agreed to find out if her young friend who has some of the agility equipment is available to help us too. Both Angie and Lynn have provided enough information and different classes that we could run a full days show! May be next year! We have preserved the barrier netting fence which is stored and ready to use again. Only the paper work is needed and the entry cost per class to be discussed next time

4. LG has contacted St Albans Church, the Ladies group and the knit and natter group this week to see if they want to bring a table and sell their wares to raise funds for their groups but was mindful of the request from Matt about no book stall. LG expects to get a response when they have had a chance to discuss it back at their groups. Lilly Bell Bakes was asked if she would like to bring a table and she accepted the invitation from KB straight away and was happy to be included. A discussion for tables brought from non-village residents and groups took place and was agreed that a minimum donation of £10 be made to the Village charity to help with the £400 field hire cost for the three event's held on the Poor's Land but it was also agreed that LG will do a sketch first to make sure everything planned can fit in before offering table space to our networking friends at Ellerby and Hatfield then the wider community.

4a. A discussion took place and the outcome was to get the old wooden tombola out of Sue's, paint it a bright colour and use this with a different coloured raffle ticket to the see through one which will be used for adults, so running 2 tombola drums, 1 for children and 1 for adults with all prizes on the same table or 2 tables. KB will start collecting adult tombola prizes and will also contact the supermarket champions to see if there are any free bee's going. It was agreed for LG, KB, JA and CaW to go in person shopping to Hancock's, B&M and Asda and see stuff rather than buy online and end up sending stuff back and a budget needs to be agreed. It was also agreed that everything on both of the tombola's would be brand new and unused with toiletry seals intact etc.

5. A discussion took place regarding the beer tent and the outcome was that KB will apply for a Temporary Event notice which needs to be displayed and cost's £21 and can be applied for by the same person up to 5 times per year and can be applied for 10 days before the event although KB will apply with a bigger time gap. All of us can sell the alcohol, so allocations will be made. We need to be under 500 people and the event can't last longer than 7 days. As we are all responsible adults, it was also agreed that we would use more of the barrier netting fence and put it up to make a defined 'Beer Tent' area with sign's clearly saying Adult's only or no children. Buying beers and ciders was

discussed and the internet will be used to see where offers were and prices compared to the cash n carry's in hull before buying.

6. The sunflower competition, plants seem to be growing well, 40 pack's given to village children and the rest to Aldborough primary school. It had been suggested that those from Aldborough who couldn't come to the fete, send photos of their sunflowers to be judged which led to a lengthy discussion. The outcome was that if the child was not present for whatever reason, then they could not be presented with their prize as all prizes will be given out on the day. LG and CaW will take £100 cash and receipt book to brands club for Bill to get his wife to make up the sweet cone's at least 4 weeks before they are needed. They will also find out which charity Bill and his wife will be supporting with the income from us. LG will check how many 'winners' medals she has already and order more to make up what's needed. KB is working out which is the best offer for the printing ink before buying for the certificates with the rosette's on and also pricing up buff coloured soft card to print them on. It was agreed to spend £10 on a 1st prize, £7 on a second prize and £5 on a third prize and everyone agreed to keep their eye's open for idea's when they do their weekly shop. We also need to remember to get the names of the 1st, 2nd and 3rd winner's for the write up.

7. Hornsea Ukulele Band are free and are coming to play for us, they need a gazebo with 6 chairs and also need electricity. They have asked that we give them a donation and LG gave permission for them to have a ukulele case open for any donations to go to them. They have kindly agreed to come for the whole afternoon and will take a break while the dog show take's place for something to eat and drink which will be provided by us and then have a wander around the stalls and play for us again after the dog show.

8. No parking cones have been kindly arranged by Jonathan Hunter to go from the gate all around the bend to the straight on Aldborough Road and Louby has been invited to park at the gate as she did a Easter. ES had enquired at Mr Moo's to see if their cart could be available on that day and LG mentioned all of the dogs for the dog show and Mr Moo's new brand of doggy ice creams, ES will keep us up dated and will also enquire about milk shakes too. Parking could be an issue and will be discussed at the next meeting.

9. Abba Dabba was briefly discussed and it was decided that we had enough going on already. There had been a request from a kind gentleman in the village to have lots of sweet things to eat, as it happens KB had been looking into sweets & savoury as no one fancied doing any cooking this time. KB has found a supplier from Doncaster where the more things you bought, the cheaper they became. You buy the items and sell them at your prices and they come with someone to make them but we need 2 people for raffle tickets as on Medieval day. So we agreed that KB should order 80 hot dogs, 10 vegie dogs, 10 gluten free dogs. 100 portions of Nacho's, a candy floss machine, a popcorn machine and a doughnuts machine with all of the sauces including Nutella, enough for 100 – 125 people which should hopefully satisfy everyone's sweet tooth! The cost of the five carts from Sweet Dreams is £1,238 and Nutella would be an extra £49.

A discussion over prices of the raffle tickets, 50p a ticket was discussed which could be redeemed for the sweet or savoury of choice or whether to charge an admission fee with everything free but this needs more time spent so will be confirmed nearer the time if KB is successful in her negotiations. Louby's already have a licence for all of these things and are currently kitting out a van with them, they also have a panini and coffee machine to go in theirs but this is unlikely to be ready for the Fete this year but something to remember for next year.

10. Agreed as in 4 above

11. Refreshment's LG suggested using brands rather than shop's own brand which was agreed and a shopping list will be made before trustees or friends do the shopping using the charity debit card so no personal money is laid out but receipts will be kept. Prices will remain the same £1 for hot drinks and 50p for water and cold drinks. LG volunteered to man the refreshments table and CaW might be thinking about it!

12. A3 laminator has been bought which also does A4 and KB bought the pouches too. Paul has kindly agreed to allow us to use his A3 printer and scanner if needed

13. see below

14. KB is on it with a variety of funding streams and also a new one that has come to light which she is a priority for!

### Item's from New Agenda not already discussed above

2. A discussion took place over the setting up of the Marquees and it was agreed to do this on a Saturday when more people were around to help and to see if this works out any better. LG, ChW, CaW, JA, MA, KB and possibly MS and

the kind gentleman may also be available, leaving one pole left to be held as the roof needs to go up in one piece all at the same time with someone holding each leg ready to go into place.

3. LG had an A3 poster and the A2 she had in her window up on a picture side by side and pointed out that the information was ok on the A3 if you stood close and can see it clearly but the important information that we need to get out there is the date, time, venue etc with the 'what's included' item's in spaces around the edges. LG agreed to put 2 x A2's together to make an A1 sheet which cost £2-£3 per sheet to buy but because hers was white she could only use black ink with yellow highlight for it to be seen. Pointing out that she had originally done the A2 in dark brown with pale brown highlight which couldn't be seen on a test run. LG has 4" uppercase stencils and would buy 4" lower case stencils which would remain her property but was willing to do A1 posters for events to go in her front bedroom window, clearly seen by passing traffic if the charity could supply the bic wide cut black pen's and the yellow highlighters, a discussion took place and this was agreed. LG said she could do a mock up of a poster for everyone to comment on and make changes to etc before sending to our graphic designer friend in plenty of time, this was also agreed and he can quickly print off which ever size we need once he has the finished poster. We also need to make a list of where posters are going, such as shop's local garages etc and how many we need. We also need to allocate people to take them! LG also pointed out that some shops will only accept A4 but other's will put up A3. Posters for shops don't need to be laminated.

5. Electricity was discussed and agreed that LG should ask Jon & Rachel if we could use theirs again if they are home or if we needed a generator but with the proviso that we make a financial contribution if they allow us to use theirs again as they have kindly donated their electricity to us on two other occasions in the past.

7. Storage KB had been in contact with James at the boat yard who has offered us space behind the gate for a 10' container. KB & LG went to look and measured up one of his containers at the back which was 8' 11 1/2" high x 8' wide x 10' long. KB went back again with MS who suggested shelving and he would make enquiries about this. JA said that only 2 of the Marquee boxes could be stored on top of each other because of the weight. KB would look for funding as second hand one's are £2,500 or there abouts each including delivery cost. It was suggested that a 20' container would be better and KB asked but the space available on offer was for a 10' one. All agreed that if we could get the funding then this would be great as we could have access week days or at the weekend and because it was inside the fencing and CCTV, insurance could be cheaper too.

8. LG asked for EW's opinion before the meeting via message about having a table for sign up's for the Christmas advent windows trail around the village and EW thought this was a good idea to generate more interest for Christmas as some villagers might not know about it yet as not everyone is on Facebook.

9. KB will book Portaloo's again for the Poor's Land and agreed to check out other companies too and get more information on disabled one's in the process.

10. LG agreed to do a sketch of how everything would fit in for swaps etc to be made when she knows if village groups want to bring tables before asking the wider community. Additional tables could be borrowed from various locations and new one's could be bought if we can get funding for a container.

12. LG fed back on the tent hire, to hire one the same size as the white Marquee would cost £900 for the day and to hire one the same size as the old Marquee would cost £450 for the day after a very short discussion all agreed to use what we had. LG said she could look at other companies but they were probably all be around the same price.

13 Geoff from Warners kindly came round after work and did the PAT testing on both of the fridges and the water boiler, everything was ok and we now have the certificate.

15. Someone to open the Fete was discussed, a variety of people was suggested from Peter Levey and Callum Scott to Richard Griffiths who played Harry Potters uncle in the films. To be continued!

16. JA gave an update on the white Marquee pole replacement, MA had been able to re-shape the bigger pole's so they were usable again and they had contacted the US manufacturer who have outlet's here in the UK but who were apparently in the middle of a stock take and unable to give her any further information but she is on it!. Pop up gazebos like Abba Dabba and SMJ were discussed, taking 2 people to walk them out and up in minutes. The heavy all weather one is great for winter but cumbersome for summer and had to be put away again at the Spring event as there were no instruction left with it and no one who remembered how to do it around at the time, LG agreed to get the online instructions when she has some research time. A lengthy discussion took place and the out come was that if replacement poles for the White Marquee came to £150 to go ahead and get them other wise we would buy 3 pop up summer one's at £65 each, total of £189 to get the same coverage. MM pointed out that SMJ had theirs right next to each other in a row. A suggestion made by LW previously was to not put side's up when it's windy but use beach or camping wind breaks which could be put up quickly if needed so there is no 'wind tunnel' effect on the Marquee. CaW suggested that Colours would need to be discussed

17. DBS check's need to be under way after the Fete when everyone has more time. The free one's LG found were for people in regulated activity, after a short discussion on what was regulated activity, it was agreed that what we need is a basic DBS check. KB had been looking at all of the links LG passed on and had also found other 'umbrella' companies offering them. The cheapest she has found so far is £31.50 per check, some trustees and friends already have current one's (less than 3 years old) so the focus will be on those who don't have them already. This was agreed to be put on the back burner as an item to be done after the Fete which is the last big event on the calendar and when we have a better idea of our finances as some funding money is still to come in.

18. LG gave a very brief update of a few things which will be coming from the Charity Commission in the near future and will at some point, have an impact on our small charity as they filter down.

19. Some issues that have cropped up were discussed at length. JA and CaW agreed to attempt to resolve them

20. Other suggestions that have been made were having a supply box handy for event preparation with Sellotape, duct tape, scissors, string etc in and ready to use. Another suggestion was that a list of jobs to be done was made and people allocated those jobs.

21. It was also suggested and agreed that after each event, new hi vis guy ropes and long tent pegs were bought ready to be used for the next event JA agreed to order some. KB and LG will go to Woods to buy all in one wing nuts to replace the broken one's on the old Marquees.

22. The theme for Trustees and friends fancy dress for the Fete was agreed to be 1950's style, so a lot of pink ladies could be hanging around the Poores Land with a lot of T Birds on 7th September. A £20 budget per person was agreed, invoices to go to Carol again. KB suggested bulk buying if we all want the same things, which could be cheaper. A kind gentleman has offered to bring his two Harley Davidson's onto the Poor's Land in keeping with the 1950's theme.

23. Another meeting TBA nearer the Fete for fine tuning was agreed.