

## Smalley Committee

### Meeting minutes

Title of meeting: Initial planning meeting

Date/time : 13.04.2016 7.15pm

Venue: The Bell Inn

Attendees: Linda Paget, Neil Paget, Trevor Ainsworth, Mick Burrows, Angie Burrows, Wayne Roppon, Steve Bower, David Thurmaston, Barbara Heighton, Anne Jobling, Erica Talmey, Margie Rippon, Jean Brown, Jenny Ainsworth, Kerry Spicer –Fox

Apologies: Jan Walker, Thomas Alsop, Mary Posiak, Rachel Collier, Christine Pride

Agenda point	Discussion	Action Required	Responsible person	Date to be completed
Confirmation of event	All in agreement that 'picnic in the park' will be the first event arranged by the committee.	None	N/A	N/A
Date of the event	<p>Potential dates discussed.</p> <p>Various other local events must not clash (Steam rally, Horsley Woodhouse carnival).</p> <p>It was agreed that the event should be on a Sunday.</p> <p>Two dates proposed so that they can be cross referenced with the cricket club.</p> <p>Sunday 26<sup>th</sup> July.</p> <p>Sunday 10<sup>th</sup> July.</p>	To check proposed dates with the cricket club to see which would suit them best.	<b>Jean</b>	20.04.16
Location of the event	<p>The preferred location for the picnic would be Stainsby meadow. This is due to the pleasant surroundings and the access to the cricket club facilities. Concerns raised over dog mess and whether there will be enough space with short enough grass to hold the picnic.</p> <p>Discussed possibility of using the cricket field for some of the event.</p> <p>If Stainsby meadow is not viable other locations that will be considered are; Smalley recreation ground; the school</p>	To check what the cricket ground would be able to offer in terms of facilities. Also explore links with tennis club.	<b>Jean</b>	20.04.16

	field.			
What will the event consist of	<p>The event will run from 11am – 4pm on the chosen date.</p> <p>The venue will need to be available from 10am – 5pm for set up/clean up.</p> <p>People will be expected to bring their own food.</p> <p>School sports day type games for children – sack race, egg and spoon, hoopla etc.</p> <p>Attractions for people to watch Kilburn community choir, Ripley morris men, Teapot singers, Ilkeston brass band.</p> <p>The idea of a dog show discussed but agreed that this was not appropriate.</p> <p>Other ideas discussed included bake sale/tombola (to be discussed further at later meetings)</p>	Contact made with groups to confirm their attendance information to be e mailed to Mick to add to the leaflet.	<p><b>Trevor</b> – Kilburn community choir, Ripley Morris men</p> <p><b>Steve</b> – Teapot singers</p> <p><b>Margie</b> – Ilkeston Brass band</p>	20.4.16
Communication & publicity	<p>Discussion of how best to advertise event.</p> <p>A leaflet to be created to be delivered to all addresses in Smalley. Trevor already compiled a ward list to show where leaflets will be delivered and collating a list of people willing to distribute.</p> <p>Leaflets will also be available at the church flower show and the art show W/C 14.5.16.</p> <p>An advert will be placed in the parish magazine.</p> <p>Agreed that we should have a committee mission statement that can be included on all communication to ensure a consistent approach.</p> <p>A mailing list to be set up to help get out further information about this event/future events through mail</p>	<p>Leaflet to be designed (once details confirmed).</p> <p>Leaflets to be printed.</p> <p>Leaflets to be distributed.</p> <p>Facebook group to be created with events added as and when they happen.</p>	<p><b>Mick and Angie</b> – Design leaflet and e mail for committee agreement.</p> <p><b>Trevor</b> to facilitate leaflet distribution.</p> <p><b>Jean</b> to ensure leaflets reach the flower show and the art show</p> <p><b>Margie</b> to speak to Morrleys printers to seek quote on printing. Steve to arrange funding for leaflets.</p>	<p>Mission statement to be sent out to the group ASAP</p> <p>Jenny to send reply slip options to Mick and Angie to add to the leaflet ASAP</p> <p>Leaflet to be sent for agreement prior to next meeting (25.4.16)</p> <p>Other action</p>

	<p>chimp.</p> <p>Information to be passed to Erewash sound and Amber sound for publicity.</p> <p>Discussed having a reply slip system to allow people to sign up to the mailing list as well as state if they would require help with getting access to the event.</p>		<p><b>Erica</b> to create facebook group.</p> <p><b>Anne</b> to set up mail chimp</p> <p><b>Kerry</b> to write mission statement.</p> <p><b>Margie</b> to ensure publicity through radio stations.</p> <p><b>Jenny</b> to consider the logistics of reply slip and support arrangements for people gaining access to the event.</p>	<p>dates to be confirmed at the next meeting.</p>
The Queen's birthday	<p>Discussion of a window dressing event on the weekend of 11<sup>th</sup>/12<sup>th</sup> June with the committee selecting a short list for the Mayor to judge and a prize to be awarded at the picnic.</p>	<p>Details to be added to the facebook group and leaflet, Mayor to be booked for the judging.</p>	<p><b>Erica</b> to create facebook event.</p> <p><b>Mick, Angie</b> to add to leaflet.</p>	20.04.2016
Committee Development	<p>Erica appointed as secretary.</p> <p>Discussed need for a constitution and a treasurer to apply for more funding to help development of the group.</p>	<p>Develop constitution for the group.</p> <p>Appoint Mike Armitage as treasurer.</p>	<p><b>Anne, Trevor and Kerry</b> to liaise regarding constitution.</p> <p><b>Trevor</b> to talk to Mike about his new role.</p>	25.4.2016

### Next meeting

Date: 25.4.2016

Venue: The Bell Inn

Time: 6pm

Please send any agenda items or apologies to [ericatalmey@gmail.com](mailto:ericatalmey@gmail.com) by 24.4.2016