

HPFRGC Trustees Meeting 21st August 2023

Minutes

Present: NB/SS/AH/CMud/MH/LC/GS/JJ Guest: Kate Mole

Apologies: VT/CM/AS

Village Show:

Flyers to be collected and leaflet drop arranged by SS. Herald & Website updated.

Tables to be collected Friday 8th by NB & AC from Methodist Church & Bowls club. VT to check for refreshment quantities. AH to arrange for bunting to be hang in hall with all volunteers to be in hall by 4pm to set up tables.

Staging on Saturday 9th – as many trustees as possible for placing exhibits in hall. Stationary packs for judges to be collated by BS/SS. Lead person NB. Judging starts at 1pm, Buffet food for judges SS.

Show Day Sunday 10th, List of all volunteers & trustees to be sent out SS. Minimal parking duties required NB. Disabled only on car park all others on field. Door team SS. Layout finalised on Friday dependant on weather conditions. Paul Colella to photograph winners approx. 3.30pm. Café volunteers SS, Pimm's bar if possible (Bernice & Chris Watkins?) Buy in Gluten Free foods – must be prewrapped. Close 4pm volunteers to help clear up and leave hall, kitchen clean. Cleaner to be asked to come in at 5.30pm.

Meeting September 4th @ 6pm for final run through.

Finances:

- a) Finances all good, new swings c£2600 all funding confirmed apart from £350 from charity. (MH)

Events: Wedding on the 12th August. CMud has offered to take over wedding bookings once they have paid the initial deposit with MH as back up. CMud has also written up procedures to follow for future weddings. SS to enquire whether the laundry of tablecloths can be collected and delivered back to the barn. More clarity on the £500 damage deposit and to be paid and how. A commercial floor scrubber machine was hired to thoroughly clean the hall floor (AC,LC,SS,NB)

Fireworks: GS making more enquiries for a better price.

Repairs and Maintenance:

- a) Installation of battery should complete on w/c 20 August.
- b) Other grant funders are progressing.
- c) Playground repairs in hand (NB/MH/RScarborough) Swings to be installed mid September.
- d) Outside toilet permanently closed AS repairing vandalism damage
- e) Car park lighting post in hand DS/NB
- f) Storage cupboard changes awaiting battery storage unit completed.

Storage:

- a) Various storage spaces require clearing out, referee's changing room to be utilised as storage, A clear out day to be organised. High level shelving above table store.

Future meeting dates:

- a) VS meeting 4th September @ 6pm
- b) Trustee meeting 18th September @ 7pm inc AGM paperwork
- c) AGM 25th September
- d) AGM nomination forms to go to HPC by 1st September (SS)

OAB:

- a) Fire alarm tested but technician informed us we should test weekly and lights monthly. (AS)
- b) Flowers in foyer safety hazard as covered up fire alarm box

Health & Safety issues:

- a) Wednesday 23rd September a female after the gym collapsed and an ambulance was called, she was taken in and all checked over and returned home day with no health issues. A report has been sent to HSE and the accident book completed in the barn. The procedure followed by the gym instructor was deemed appropriate and adequate for this accident.