

**Friends of Hadlow Road Station – Events Sub-committee Meeting**  
**Wednesday 12<sup>th</sup> October 2016 at 7.30pm in the Memorial Hall**  
**Draft minutes**

1. Welcome

Chris Hampshire welcomed Barry Vowles, Debbie Weeden, John Morgan, Gill Knock, Carole Collins, Martin Eves, Lyn Jackson-Eves, Dorothy Kirk, Ben Jackson, Jenny Jackson, Pat Jones, Sue Unsworth, Hilary Booth, Ged Weeden and Sue Powell.

2. Apologies

Jon Penn.

3. Minutes of meeting held 14<sup>th</sup> September 2016

**Action**

Minutes read and agreed.

4. Matters Arising from meeting held 14<sup>th</sup> September 2016

All present agreed that a table at the Christmas Card Fair on 19<sup>th</sup> November is not required as tickets are expected to sell well.

GK to speak to her contact re printing 200 FHRS Christmas cards with the 'Santa on a bike' image.

GK

CH to send GK the image by email.

CH

BV offered to investigate the cost to purchase blank cards and envelopes for in-house printing, should this prove possible.

BV

GW advised that the banners are now available with the additional 'event specific' sections which can be Velcro fixed to suit.

GW has been allocated to the design of new display boards but this is not a priority issue.

GW

FHRS had a table at the Residents Society AGM – nothing significant to report.

5. Evaluation of 150<sup>th</sup> Anniversary

There has been an officer's meeting since the event, which concluded that while the event had been hugely popular and enjoyable for the attending public, the committee and volunteers had found it too much work. CH explained that in future, activities would be smaller and simpler in scale, with volunteers working time slots so that they could see and enjoy something of the performances themselves.

CH has spoken to Paul Taylor (Ranger) who is willing to help FHRS with smaller events and suggested that CWAC would be able to offer more assistance and support. Events such as Easter Eggs hunts would be feasible at low cost/free for children, with the support of CWAC as station owners being acknowledged.

CH

## Action

CC suggested that planning more flexibility into the refreshment serving times would work better, rather than making people wait for a particular time.

It was suggested at the officer's meeting that there should be two event plans: wet weather and dry weather, to make best use of gazebos etc.

It was noted that more volunteers were needed to cover all locations and requirements on the day of an event.

Radio Merseyside broadcast a very good interview with CH and DW. DW suggested sending a FHRS mug with a jar of Bovril to the DJ as a 'thank you' and to hopefully maintain the contact. GW to investigate the mug.

GW

Cheshire Life attended and took photos which are planned for the November edition. Further to CH's inquiry, they offered to send a free paper copy which CH will make available to those interested.

CH

HB tabled a financial report for the event. This shows a profit of £32.09 but includes the hygiene training course (£284.00) and does not take into account the grants received for costume hire (£180.00), entertainment (£185.00) and banner (270.00).

CH to write to the Head of Drama at Neston High School.

CH

CH concluded the evaluation by thanking the officers and volunteers who helped make the event a success for the village with a special thanks to Joan Butcher for the significant amount of time and work she put into the event.

### 6. Planning for Santa Event

Last year the event ran for 3 hours and 106 children came to see Santa.

This year the event will run 1 – 4pm, planning for 105 visits to Santa in 3 hours. The event start time should be on the tickets and we should aim for a prompt start.

There was some discussion about whether to have the train rides for children again. The train rides were very popular but mean that the car park will need to be closed to provide sufficient space.. BJ advised that parking was a nightmare at last year's event. Bad weather can make the field parking muddy very quickly.

	<b>Action</b>
It was concluded that the train would be booked – HB to confirm with owner.	HB
The advertising posters for the event should encourage people to walk to the event.	
BJ will speak to the Mitchells about using their field.	BJ
CH to arrange for the Community Payback Team to assist.	CH
CH to speak to PT about the car park closure.	CH
BJ suggested that a drop-off zone is demarcated, especially for the brass band players who had to carry instruments and music stands from the field at the last event. GK to confirm to BJ the location of parking bollards.	GK BJ
Gazebos – 8 are available. CH to speak with the Festival Society and Paul Taylor to confirm they will be available.	CH
FHRS have about 24 chairs and a few tables. After some discussion, it was concluded that it would not be necessary to hire any more. BV to ask if we could borrow some at last minute (if required) from the memorial hall.	BV
a) <u>Tickets</u> – after some discussion it was agreed that the children’s tickets should be printed with the options boy/girl and age brackets for circling as appropriate, this assists with buying presents. There will 4 sellers: HB, SU, Annette Troche and Hannah. 105 children’s tickets priced £3 and 250 adult tickets priced £5 will be printed. BV will print a sample ticket.	BV
b) <u>Refreshments</u> – adults will be offered mulled wine and a mince pie.	
c) <u>Entertainment</u> – LJ-E offered to speak to the Community representative at Asda and follow up the free face painting activity as suggested by CH. A few face painters would be ideal to keep the queue moving.	LJ-E
Half of the Chester Brass Band and Simon the village barber would also be approached to perform.	CH GW
CC advised that her sister-in-law JC has offered the loan of a snowman costume, snow machine and CDs of children’s Christmas music. It was agreed to accept her kind offer as background music would be useful in between performances.	CC
BV will apply for a music license.	BV
Santa’s elves have been booked and their costumes arranged via Rotary.	

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| DW will contact Ann Faulks re senior rangers to assist at the event.   | DW                 |
| <u>d) Publicity</u> – posters to be put up in the village notice boards, at the Station and along the Wirral Way. Facebook should also be utilised. HB’s correct telephone number should be checked. The Velcro sign for the large banner on the level crossing gate should be fixed after the café opening which is our next ‘occasion’.  |                    |
| <u>e) Raffle</u> – SU will ask WI members to donate gifts which can be used to make up 1 large and 1 medium sized hamper for prizes. ‘Tea for 2’ at the café could be another prize. SU will look into the printing of raffle tickets which could be used for other raffles in the future. CH to check with the Residents Society if FHRS can use their raffle License which names CH as promoter. CH to draft a sample raffle ticket. | SU<br><br>CH<br>CH |
| <u>f) Children’s Gifts</u> – it was agreed that as the tickets will cost £3, and Myles Hogg is supporting the event with a £250 subsidy, the gifts should be purchased at £3 each.   | HB                 |
| <u>g)</u> All present agreed that SU could contact John Woodford to accept his offer to be Santa.  | SU                 |
| <b>8. <u>AOB</u></b>   |                    |
| CH to be the MC for the event as no one present wanted to take on the role.  | CH                 |
| GK has been looking into decorating the signal box and suggested using anti-crease fabric on net curtain rods, the hooks for which could be left in place. All agreed to this at a cost of approx. £50.00.   | GK                 |
| All agreed for CH to purchase two 240v external lights at £20 each.  | CH                 |
| BV will book St John Ambulance for the Santa event.  | BV                 |
| DW advised that a mat is needed for just inside the waiting room doors as the floor was very wet and slippy, despite mopping, at the last event. It had also been reported that the end of the platform was slippy.  | DW                 |
| CH has contacted the National Lottery. They do not require a return/receipts/response in respect of the grant awarded. The Heritage Lottery Fund may support the future track renewal project. CH advised that the contract from CWAC has been posted to him.  |                    |
| <b>9. <u>Date of next meeting.</u></b>   |                    |
| 7.30pm on <b>Wednesday 26th</b> October 2016, at the Memorial Hall. NB this is a change to the date proposed at the end of the meeting.  |                    |