

Friends of Hadlow Road Station – Events Sub-committee Meeting
Wednesday 26th October 2016 at 7.30pm in the Memorial Hall
Draft minutes

1. Welcome
Chris Hampshire welcomed Barry Vowles, Debbie Weeden, Gill Knock, Carole Collins, Martin Eves, Lyn Jackson-Eves, Peter Henry, Pat Jones, Sue Unsworth, Hilary Booth, and Sue Powell.

2. Apologies
Jon Penn, Ged Weeden, John Fisher, Jenny and Ben Jackson, Liz Young, Ken Stubbs and Dorothy Kirk.

3. Minutes of meeting held 12th October 2016 **Action**
Minutes read and agreed with the exception that Santa's surname is corrected to Woodrow.

4. Matters Arising from meeting held 12th October 2016
GK to chase up her contact re Christmas cards, CH has emailed the image. GK
BV advised that blank cards with envelopes and cellophane wrapping are available at 10p per card and printing 'in-house' could cost around 10p per card.
Design of new display boards will be discussed at a future meeting. GW
Running mini-events with assistance from CWAC will be discussed at a future meeting. CH
DW advised that the FHRS mug for Radio Merseyside is ready to collect, plus a second mug as a sample. DW
A copy of Cheshire Life magazine was available at the meeting.
CH has written to Neston High School's head of drama.
HB has re-booked the children's train for the Santa Event. The fee charged is consistent with that charged at CWAC events, however a reimbursement may be possible as FHRS is a charity.
CH confirmed that the Community Payback Team are booked and the car park closure has been arranged with Paul Taylor.
FHRS has around 25 traffic cones which should be sufficient.
CH confirmed that 8 gazebos will be available for use at the Santa event.
BV advised that FHRS can borrow tables and chairs from the Memorial Hall if required, bearing in mind the 15 band members will need seats.
LJ-E has tried a number of places for face painting but with no success to date. She will continue to try and arrange this. LJ-E
CH has booked half of the Chester Brass Band to start at 12.45. Simon the barber has also been confirmed.
BV explained that FHRS cannot apply for a music licence as CWAC own the building they would have to apply or formally instruct FHRS to apply ourselves. This will be followed up with CWAC. BV

Action

CH has booked the 2 girls who were elves last year. DW confirmed that 2 senior rangers are also available to be elves which would mean they could take turns and have a break. The girls must be supervised and Ann Faulks is trying to arrange for someone to be present.

SU to check if Santa has DBS check in place.

SU

SU has had a good response to her request for hamper items.

Raffle tickets have been printed.

HB has started buying presents but needs children's age information before buying too many.

GK has purchased the materials for decorating the signal box.

CH has purchased two external lights.

St John's ambulance has been booked.

DW has looked at some mats for the entrance to the waiting room and will measure up and order soon.

DW

5. Santa Event

a) BV has created sample child and adult tickets. All agreed they looked fine but if possible the 'age of child' options could be in larger text. BV will print tickets and has sufficient paper but may claim for ink if necessary. BV to print tickets for sale as soon as possible. (110 child tickets and 250 adult tickets).

BV

CH will deal with any sales on Facebook but local children should take priority for the first week of selling so any Social Media publicity will start a week after local posters and sales table on the village green.

CH

b) Refreshments are to be the same as last year. Catering has been concentrating efforts more on the café launch so far.

c) As noted above, the band and Simon have been booked.

The choir are disappointed they have not been asked.

There was discussion about locating the performers nearer to the waiting room. The speakers will be located near the door to the station master's house and close to the external socket.

Santa will arrive through the middle gate (near the kitchen) and ME will look into smoke grenades to add atmosphere.

ME

d) Publicity – the Santa event Velcro sections will be put onto the large banners once the tickets are ready.

GW

There will need to be approx. 8 posters put up throughout the village. BV will design and print and HB can laminate them.

BV HB

Contact telephone numbers for the ticket sellers need to go on the posters.

BV

BV will also create 'car park to be closed' posters for Paul Taylor to display.

BV

Event posters should also go up in village noticeboards and in the waiting room. (DW pointed out the board in the waiting room is very high making notices at the top difficult to read and access.

SU

Action

BV advised that the hinges are on the side so turning it landscape format would make it difficult to open and close. This will be discussed again at a future meeting).

- e) 1000 raffle tickets have been printed. Prizes are: baby doll in crib, Ryan Giggs shirt, 2 hampers and a book donated by Jon Penn. CH will look into costs for a tombola spinning drum. CH
- f) Children's presents are being bought for £3 and as child tickets are £3 there will not be any profit made on child tickets and the cost of their refreshments will be at FHRS cost.
- g) Santa – no further comments to those noted above.

6. AOB

CH explained that there is some confusion over communications with 'Hannah's Quintet', who performed at last year's Santa event, as to whether they had been definitely booked for this year. They are asking for a £150 cancellation fee. CH will respond by email apologising for the confusion and hoping they will be able to secure an alternative booking. It was suggested that as FHRS is a charity we might offer 15% cancellation fee if a favourable outcome is not achieved.

CH has completed the form requesting the £250 donation from Myles Hogg's councillor budget.

It was agreed that CH will send a VIP ticket to Myles Hogg and ask him to open the event. CH

After discussion, it was agreed to charge 50p for the children's train rides.

It was agreed to provide gifts to those who are providing their services free of charge : elves £10, Santa £25 and Simon £25. CH

ME agreed to video the Santa event and there was a vote of thanks to him for his work producing photos and videos for FHRS.

7. Date of next meeting.

2.00pm on **Monday 28th November** 2016, at the Memorial Hall.

It was agreed that the Open meeting scheduled for 7th November would be cancelled. CH

The Officer's meeting scheduled for 5th December, may operate as an open/event meeting if final details for the Santa event need to be discussed. If there are no Santa issues unresolved, this meeting may be cancelled at short notice.

It was agreed that regular Officer's only meetings were probably unnecessary going forward and future meetings will be open to all.