

Friends of Hadlow Road Station – Open Meeting
Monday 28 November 2016 at 2.30p in Memorial Hall

DRAFT Minutes

1. Welcome

Chris Hampshire (CH) welcomed Gill Knock (GK), Hilary Booth (HB), Lyn Jackson-Eves (LJE), Martin Eves (ME), John Morgan (JM), Hilary Booth (HB), Ben Jackson (BJ), Debbie Weeden (DW), Carole Collins (CC); Dorothy Kirk (DK), John Penn (JP), Paul Taylor of CW&C (PT)

2. Apologies were received from Sue Powell (SP), Ged Weeden (GW), Sue Unsworth (SU), Myles Hogg (MH), Pat Jones (PJ) and Jenny Jackson (JJ).

3. Minutes of the previous meeting dated 26 October were agreed as a true record

4. Matters arising from previous minutes. All matters were closed or remain in hand with some covered in below minutes, with the exception of the following ongoing items

- Design of new display boards to be discussed at future meeting Action:-GW
- Mugs for Radio Merseyside – action complete but purchase of 30 at £3.50 each to be organised for sale in Café – ME will ensure GW/DW have a best quality image
Action:- ME/GW

5. Santa event – Sunday 11 December from 13.00 till 16.30

Note - The action lists below reflect the ongoing responsibility for follow up for the event

- a) Review of ticket sales – all child tickets (125) have been sold including the extra 20 as agreed for the extra 30 minutes opening. A few VIP/guest tickets have also been issued. Approx. 190 adult tickets have been sold and are still being advertised. Adult tickets will be available on the day at the gate up to a max of 250 total with BV volunteering to handle that on the day
Action:- HB/BV
- b) Refreshments – A total max of 280 adults, plus the children will be catered for to allow for the helpers/volunteers. Debbie is happy with all the other arrangements and kitchen/serving volunteers etc.
Action:- DW
- c) Entertainment – The Brass Band and Simon are all organised with a gazebo/seating to be set up for them. Simon is loaning his PA and will assist with set up in the morning.
Action:- CH

Other entertainment (face painting and traction rides) see below.

- d) Publicity – paper and electronic. Existing sales posters & FACEBOOK are being marked up to show all child tickets sold out, and no new publicity will be issued prior to event.

ME will be taking photos on the day and post event publicity is too be sorted
Action:- GW

Notices will be put up advising visitors that Photos are being taken on the day will be displayed so ME can exclude these from the AV video. Action:- BV & ME

- e) Raffle – SU advised all going well. Prizes are in hand and available for the day, but it was agreed to also buy a large Teddy
Action:- SU

CH has purchased a Raffle Drum one as shown in meeting

- f) Children's gifts – HB has this well organised and packing is being done.
Action:- HB

- g) Santa & elves – see under item j) below

- h) Face painting – LJE volunteered to be in charge of sales with the face painting set up in the waiting room. LJE has organised a professional face painter for £45 for the afternoon. It was agreed that we would charge £1.00 per child for the face painting.

Action:- LJE

BV will print some notices to say where the face painting is and the price. HB will laminate them.
Action:- BV/HB

- i) Traction engine ride – HB volunteered to be in charge of sales at the Ride. it was agreed we will charge 50p per ride. BV will print some notices to say where the ride is and the price. HB will laminate them.
Action:- BV/HB

- j) Set up beforehand and take down after

CH will manage / organise the set up (and clear up after) with volunteers/helpers who can start assisting from 10.00 am onwards (including the Community Payback team from approx. 10.30).
Action:- CH to request volunteers

Car Parking – Car Park will be locked closed with only a few spaces available outside the gate. Parking to be directed to along Hadlow Road as agreed with Police. FHRS can unlock/open gate to allow St Johns Ambulance and Community Payback team bus in. BJ will manage any vehicle movements for band and catering "drop off" etc
Action:- BJ

Some bunting will be used against walls – the Festival Society bunting will be collected by Chris
Action:- CH

Santa is planned to arrive through the adjacent entrance to the Kitchen at 13.00 with snow flakes/bubbles (subject to test).
Action:- CH

BJ will organise lift/arrival of Santa.
Action:- BJ

The Band will commence playing at 12.45 as people arrive.

4 Girl Guides are and their costumes as Santa's assistant Elves are all organised
Action:- CH

PT advised that on the day he will need to lock up the Station Master's House and leave by 17.00 so we need to put any Council Gazebos & other equipment in there before 17.00. We assume we will be able to start clearing some gazebos and equipment well before this.

It was agreed that the site/waiting room and Car Park barrier can be locked up by CW&C at 18.00. If any equipment/items cannot be removed from site before this they

need to be placed overnight in the Waiting Room to then be removed any time after 8.00 am the next day. BJ may be able to store Gazebos overnight in his garage.

k) Refreshments for FHRS volunteers - it was agreed that all FHRS volunteers assisting for the afternoon can have the normal refreshments without charge. No tickets needed

l) Refreshments for Community Payback Team & entertainers
DW will organise mince pies for the community payback team.
Action:- DW

Special Refreshment tickets will be printed for the entertainers to control multiple servings
Action:- BV

m) Scouts to assist – we agreed to ask for 3 or 4 older Scouts to help with keeping control of litter and clearing up after the event
Action:- CH

n) Other issues

- The Event Planning guide we have been using for Santa's Grotto was reviewed and updated with any changes of status and/or person responsible. See update attached to these minutes
- BV will print Steward Badges – could everyone look for / bring the plastic badge holders we used on previous events
Action:- Everyone
- Sticky "I love Santa" labels will be available for the Elves to stick on Children as they see Santa. CH will advise the Elves
Action:- BV/CH

6. Public consultation on Electronic display in waiting room
This item was deferred to the next full meeting in the New Year

7. Mini events with CWAC in 2017

PT kindly explained his thoughts on running some free events in 2017, for example an Easter Egg hunt and a Willow wreath making session. CW&C would generally be able to supply materials and assist with organisation. Another option was to fit in with the West Cheshire Walking Festival being planned in May. At all such small events the Café could be open to sell Refreshments.

It was agreed that we should try to do some of these. Paul will advise his available weekend dates in 2017 and send a list of other similar activities that we could consider
Action:- PT

PT also suggested we use the CW&C publication of Out & About and their web site to list any other event dates for 2017 – so we need to decide when Santa's Grotto 2017 will be held & advise CW&C by Mid January

8. AOB

a. Approval of Dishwasher – now that we have funds it was proposed by the Chairman that we go ahead and purchase the "commercial" dishwasher for the Kitchen, a spend of just under £2000 was approved by the meeting.
Action:- CH/DW

b. Keys for Signal Box and Ticket Office – it was noted that a member of FHRS committee had signed a Management Agreement provided by CW&C Place

Operations for access to the Signal Box and Ticket Office as we had requested. Gill Knock is acting as designated key holder. The agreement is for 6 months to be reviewed/extended by agreement

- c. Western Link will be at the Station on Thursday 1 December at 12.30 to see how our Kitchen has developed and how we have used their £1000 Grant and to take some photos for their in house "Review". DW and BV agreed to be there to assist and everyone else could attend if they wished

9. Date of next meeting

A short meeting will be held on Thursday 15 December at 2.00 pm at the Station to review our experience of Santa's Grotto when tea/coffee and cake will be provided.

Please note change of time and venue due to lack of availability of the Memorial Hall rooms.