

Friends of Hadlow Road Station – Officers Meeting
Monday 3rd October 2016 at 7.30pm in the Memorial Hall
Draft minutes

1. Welcome
Chris Hampshire welcomed Sue Unsworth, Debbie Weeden, Ged Weeden, Joan Butcher, Gill Knock, Barry Vowles, Hilary Booth and Sue Powell
2. Apologies
Myles Hogg
3. Minutes of meeting held 27th June 2016 **Action**
Minutes read and agreed.
4. Matters Arising from meeting held 27th June 2016
All actions are completed with the exception of considering a way to facilitate online donations via the website. CH will investigate. CH
5. Chair of Catering committee
CH to amend the constitution to include DW, as chair of the catering sub-committee, as an officer. CH
6. Review of 150th Anniversary Event
JB has already circulated by email a 3 page report. This covered: thanks to those who helped make the event a success, the effect of the weather, timing of the event, visitors' evaluation, finances, limited access to the Station Master's House, proposal for a business plan to be drawn up and items covered by the Big Lottery Celebration

Funding: LED screen (£628)	CH
Commemorative Plaque (£700)	GK
Chairs (£480)	DW
Tables (£698.50)	DW
Advertising banners and stands (£270)	GW
Renovation of existing plaque (£500)	GK
Hire of historic costumes (£180)	JB
PA system (£650)	GW/CH
Display boards (£400)	GW
Entertainment (£185)	JB
'Brief Encounter' film (£79.99)	JB
TOTAL (£4771.49)	

Receipts are needed for the Lottery claim. JB to check if she or CH needs to deal with the receipt submission. JB

CH has already asked Paul Taylor to arrange consent for the installation of the LED screen and will contact him again. CH

Action

CH has spoken with Martin Eves who has agreed to produce the material for the DVD to be run on the information screen.

CH

In total 182 adult tickets and 22 child tickets were sold for the event.

What went well

Jill Collins and the Guides serving team worked really well.

JB has sent 'thank you's to the Scouts and Neston High School and will also thank the bands and the choir.

DW has thanked the catering volunteers.

JB noted that 'Community Spirit' was a recorded highlight by many visitors on the evaluation forms.

Children liked the train rides best.

'Simon le Barber' was extremely popular to the extent that at CH's request, he performed for 30 minutes.

What can we learn for future events.

Written instructions would be useful in the event that someone is called away from their post.

Money taken in each location needs to be properly labelled when returned as money taken on train rides isn't currently identifiable.

The band and speeches could not be heard at the refreshments end of the platform – using the opposite platform was discussed.

Problems with restricted width (gazebos wouldn't fit), access is difficult and there is no power supply.

In future it would be useful to prepare 2 set up plans, for dry and wet weather to make better use of the gazebos etc.

Longer performance slots would be better than many short slots, so each performer would remove their instruments, music stands etc leaving clear space for the next performer.

Not many children attended and sales of child tickets did not increase after the price reduction.

Heavy rain on the day undoubtedly effected numbers attending.

Sunday is probably a better day to run events as many people have other commitments on Saturdays.

Volunteers – more are needed as the work load was too much for the number of regular volunteers and the committee members.

Posters – would be better if one person produced the posters to prevent errors, eg the time of the event was missing and HB's contact number was incorrect on some versions. CH suggested using electronic communication more effectively.

Thanks

CH expressed thanks to JB and all who helped make the event a success.

SMH (Station Masters House) Update and Storage

Action

CWAC plan to sell/rent the SMH so using it for storage etc. cannot be relied upon long term. CH and BV have previously tried to gain some agreement with CWAC over access but without success.

There are 2 separate storage issues: catering and events. Moving all the tables and chairs for the 150th was too much hard, heavy work. BV to look into costs for hiring tables and chairs. Present focus needs to be on storing items for the catering operation.

BV

Business Plan

BV suggested that, the original 'wish list,' compiled when FHRS was established, should be revisited. Items could be added/dropped in view of what has been achieved to date, (ie events, raising £10k and opening the café) and what we plan to do in the future.

The principle aims were to: maintain and improve the appearance of the station, open a café and publicise the station.

After the aims and wish list items have been objectively reviewed, the need for a business plan may be the outcome. Such a plan needs to be based on the anticipated needs of FHRS (storage and operational issues etc.), not solely to acquire the SMH.

BV pointed out that FHRS relies on approx. 20 committed volunteers and estimated that around 50 volunteers could be required to continue running projects and events. Funding for future projects will be needed.

BV offered to look into these issues, with the remainder of the officers focusing on the Santa's Grotto event and the café this year. All agreed with the exception of JB.

BV

JB is concerned about losing the SMH as FHRS need storage to move forward.

7. Santa's Grotto Planning (11th December).

It was agreed to defer this item for the next Events Sub-committee meeting on 12th October.

8. Finance

HB tabled a financial update which did not reflect the 150th Event as details are not yet available.

9. AOB

Action

CH advised that any day now CWAC will be providing FHRS with 2

contracts: one covering the operation of the kitchen, the other allowing access to the signal box and waiting room.

Café Opening Plans

DW and CH met with CWAC last Friday. CWAC has noted that FHRS are taking the café operation seriously.

DW advised that the café is opening on Sunday 30th October, 10am-1pm serving a bacon brunch. Prices will set at a sensibly competitive level to other outlets in the village. The menu will be built up slowly with a full menu being available in the Spring. There is a need to be realistic about volunteers' time. DW

The date for the next opening always needs to be advertised. DW carried out the pre-training talk at the last catering meeting. DW

Hanging Baskets

There are three hanging baskets up at present which are difficult to plant. GK suggested that if 3 spares were purchased, they could be passed to Burleydam who would plant them up at hopefully a reduced price. All present agreed. GK

'Thank you' to Volunteers

HB suggested that FHRS is minded to properly thank all volunteers and to show appreciation by inviting them to be involved with planning events by attending meetings.

The people of Willaston should be thanked for supporting the 150th Event in the rain.

SU advised that a raffle prize winner from the Land Transport Services may be a useful contact and passed contact details to CH. CH

9. Date of next meeting.

7.30pm on 5th December at the Memorial Hall.