

Clearbrook Community Association

Minutes of the meeting held on 7.3.16.

Present

Frances Staniforth (FS), Sue Goad (SGd), James Dormer (JD), Kathy Watts(KW), Jamie Lee (JL) and Vicky Wilkinson(VW).

Apologies

Steve Gokhale,(SG), Julie Lintern(JAL), Jocelyn Watson (JW),Alan Hughes(AH).

Minutes of previous meeting agreed and signed by Fs and VW.

Matters arising

All agreed that the notice board looks better in new position and with new front.

It was felt that the walls of the hall need painting and it was agreed to ask John (caretaker) to paint the walls below the picture rail.

Telephone – ongoing.

JL informed committee that the new website is still not up and running properly. FS to email re taking over the administration of the old web site. Action FS

Asset check to take place on 21.3.16. at 10,00 a.m. Action FS, VW, SGd.

Kathy to write a job description for her post of Hall Administrator and then job to be advertised in the next newsletter. Action KW

End of year accounts need to be verified (end of March) Alan Newberry to be asked Action VW

Correspondence

Adverts for staging – not required

Treasurer's Report- enclosed separately.

Future Events

Pantaloons – license has been organised and staffing for the evening already agreed. Posters and fliers started to be distributed. Action SGd

Jazz in the Village – need license (KW to instruct SGd and JW in process). Also need to price pasties for interval, Ellis bakery has supplied pasties in the past Action SGd

Saffron Fayre – can close the road for 3 hours free of charge but need more information. We will need stewards and signs and consider parking and access from both ends of the village. JD will speak to Barry re using the field for parking. Action JD

We will need to use someone with their own insurance for pony rides, it was suggested that we talk to other groups for advice and support. Next meeting 30th March at 7.00 pm at End House.

Action FS

Coffee mornings

Saturday 2nd April – plant sales – need someone to run this event and it was suggested that we ask for support in the next newsletter.

Saturday 14th May – produce sale, to encourage people to bring along jams, veg etc to sell

Saturday 4th May

Saturday 2nd July – Saffron Fayre 2.00 – 5.00 p.m.

AOB

Newsletter – JL will add on newsletter to web page as a PDF. JL also offered to take over Facebook page from VW to manage.

All agreed that we should meet with JW and her husband to discuss the hedge and try to finally resolve the issue. Action FS

Urn – need to order a new one. FS will contact John James re ordering one of the same model.

Kathy needs someone to open the hall on 19th March, at 3.00 p.m. Action KW

Tablecloths – SGd showed samples at the last coffee morning and members present agreed on the type and pattern. Action SGd to buy 6 table

cloths to fit small tables.

Fireworks need to be ordered and all agreed to spend £600 (same amount as last year) Action VW
The event will take place on Saturday 5th November and will need to be widely advertised.

Date of next meeting Monday 4th April.