**Sweffling Fete Meeting, 11th May 2023, 7.30 p.m. in Sweffling Hut**

**MINUTES**

1. Introduction: Jill Abbott, as chairman, of the fete committee, welcomed everyone to the meeting.

She expressed the thanks of the meeting to Amanda Daniel who was retiring as Treasurer for the Fete and Pam Fagan who was retiring as Secretary and she thanked Mike Smithson for agreeing to act as Treasurer and Sheila Tesh for taking over as Secretary for the coming Fete.

1. Present: Geoffrey Abbott, Sue and Steve Ashurst, Amanda Daniel, Pam Fagan, Ingrid Kibble, Melissa Robertson, Michael Smithson, Maggie Spurgeon, John and Sheila Tesh, Jenny Tyson, Caroline Weatherby, Mary Wilkinson
2. Apologies: Helen and David Blackwell, Anne and Eleanore Fitzgerald, Jean and Kim Hayes Jill Sedge, Anthony Wilkinson

1. Minutes: The minutes of the of Annual General Meeting held on 20 October, 2022, having been read, were signed as a correct record.

1. Matters arising: There were no matters arising that would not be covered by the agenda of the meeting.
2. Dog Show - layout, classes, organisation: Maggie Spurgeon outlined the programme for the Dog Show, which will comprise 8 classes. A judge has already been appointed. Entries for the show from 1.00 p.m. on the day and judging will begin at 2.00 p.m. A small cup has been donated to be awarded to the Best in Show and rosettes will be awarded for each of the classes. Toby’s Pet Shop in Framlingham have kindly offered to sponsor the show. The size of the arena on the Townland Meadow has yet to be decided. Straw bales will be placed around the arena and Jill Abbott will contact Shane Aldred about these.
3. Insurance: Insurance for the Fete is covered by the Church Insurance. John Tesh has already checked with the insurance Company (Ecclesiastical) that this would be fine for 2023. Mike Smithson asked if he could see a copy of the policy, which was handed over to him.
4. Payments - cash or card?: It was agreed by the meeting that it would be impracticable for each stall holder to have a card reader. Sheila Tesh had checked with the Chairman of the Rendham Fete committee who explained that some of the stallholders at the 2022 Fete had used card readers but it had been very cumbersome and time-consuming, so for 2023 Rendham are only accepting cash payments.

Ingrid Kibble put forward an idea that there could be one card reader point on the field and that people could buy plastic tokens with their card, which could then be used on the stalls instead of cash. The tokens could be in various denominations, value to be agreed at a later date. It would be made clear that the tokens would be non-refundable. She would produce the tokens at no cost to the Fete. Steve Ashurst confirmed that there is a sufficiently strong signal on the Townland meadow to support a card reader. The meeting agreed in principle that this would be a good alternative to cash, but felt that cash should still be taken. Mike Smithson agreed to speak to the bank about a card machine after the bank mandate changes are in place.

Stall holders will be asked to provide their own cash floats. At the end of the fete the gross takings should be handed over to the treasurer, who will then re-imburse any expenses, supported with receipts.

1. Who opens the fete?: After some discussion it was agreed that the fete should be opened at 1.00 p.m. by an announcement over the loud speaker system, accompanied by the ringing of the Church bell.

 Stall holders will be told not to sell anything before the official opening.

10. Grand Draw: The meeting was asked to try to obtain prizes from local business contacts where

 possible. A smaller number of larger prizes would the best option. It may be possible to

 amalgamate smaller items into, for example, a hamper. A cash prize is always popular and Sue

 Ashurst said she would look into this possibility.

 Jill Abbott will approach people with a view to running the stall. Draw tickets will need to be

 printed so that they can be sold in advance.

1. Food stalls: It was agreed that food stalls should be limited to the BBQ (John and Sheila Tesh) and teas (Jill Sedge). Ice creams should be available, with cheaper ice lollies for children.
2. Drinks stalls: There will be a beer tent, masterminded by Steve Ashurst and the Brooke-Taylors. Jill Abbott has already spoken with Marie from Sweffling White Horse about supplies. Soft drinks should also be available and John Tesh said he would speak with John McKee (Bruisyard) regarding his source and cost for these, in case it is cheaper than buying from a supermarket. Amanda Daniel commented that it may be necessary to purchase extra plastic glasses, as there were only about 50 available.

The Pimms Stall is always very popular and Jenny Tyson said she would speak to Clare Goddard about organising this.

1. Children’s games & rides and sideshows: It was agreed not to have a Bouncy castle this year.

 Julian Rowe will be asked about tractor rides and Nicky Gooch about pony rides, bearing in

 mind that the space on the field is somewhat limited.

 Other attractions: Coconut shy - Chris Spurgeon

Human Fruit machine - Sue Ashurst, Melissa Robertson and one other

Mystic Miranda - Amanda Daniel

Skittles etc - Ask Albert Lain if we can borrow his equipment. We will

 provide help to run it

 Treasure Island - Eleanore and Anne Fitzgerald

 Splat the rat - to be confirmed

 Face painting - to be confirmed

1. Stalls and tombolas: Bottle tombola- Pam Fagan and Mary Wilkinson

 Produce, cakes, jams and pickles - to be confirmed

 Bric-a-Brac - Caroline Weatherby and Jenny Tyson

 Jewellery: Linda Percival

 Other suggestions?

1. Marquee/Gazebo teams: Jill Abbott will ask Richard Pilgrim if we can use his marquee

Steve Ashurst will arrange for teams to put up and take down gazebos, move tables etc.

1. Advertising : Sue Ashurst will arrange for posters and fliers to be printed. Mary and Anthony Wilkinson will help with putting up posters. Sheila Tesh will advertise the fete in the Bridge
2. Signposts - putting up signs: There are signs in the pavilion and Andy Franklin has parking signs.

This will be discussed at the next meeting.

1. Parking: If possible, parking, other than disabled parking, should be off the Townland Meadow. Steve Ashurst will ask Adrian Holden whether it will be possible to park on the grass field opposite the Old Rectory. If necessary, and if the crops have been harvested, John Tesh will approach John Larter about parking on the arable field across from the Townland Meadow.
2. Recycling and rubbish: Jill stressed the importance of clearing rubbish after the fete. Lined dustbins will be available, suitably labelled for recyclable or general rubbish. Rubbish bags to be collected with general household rubbish in small lots.
3. Any other business: Jill Abbott will ask James Loveridge if he will be named first-aider.

The question of independent stall-holders will be kept under review but the majority feeling was not to encourage this.

John Tesh proposed the idea of Fancy Dress for Children. Small prizes to be awarded, theme to be decided. Fancy dress for stall holders to be encouraged.

1. Date of next meeting: Monday, June 19th at 7.30 p.m. in the Hut.