



FTS CHRISTMAS FAIR MEETING AGENDA

DATE: Monday 18th October 2021

TIME: 1pm

LOCATION: Thurlestone Hotel WR Room

Attendees: Merry Whitaker, Katie Hickey, Saffron Craig, Katie Jenkins, Sandra Brownjohn, Georgina Carelli, Hollie Harman, Lucy Pannell-Woodward.

Apologies: Sarah Gardener, Sarah Dynes, Charlotte Skouby,

MEETING MINUTES

1. Electing a new chair. Following Sarah Dynes' resignation as Chair we need to elect a new Chair of the FTS. The Vice Chair, Katie Hickey, is happy to stand up as Chair. We think this requires an EGM to have this officially ratified. Therefore the next meeting will be publicised as an EGM and the Chair position opened up. In the meantime Katie Hickey will act as Chair.
2. Christmas Fair.
 - a. Brief on how previous years have run – Nicola Coulson.
 - i. Parentkind Checklist document for Christmas Fair planning.
 - ii. Have always wanted, but not managed to get the children to make craft items that they can then sell at the Fair.
 - iii. £15 charge to external stall holders. Stalls and games in Yeo Room.
 - iv. Use kitchen, sell mulled wine, hot choc, cake stall.
 - v. Santa's Grotto with Father Christmas and 2 elf helpers, in main room.
 - vi. Bottle, sweet tombolas.
 - vii. Raffle.
 - b. Venue and timings. Village Hall is booked for us all day **3rd Dec 2021 1500hrs to 1800hrs**. Set up from 9am.
 - i. **ACTION** Merry email Diane about car park. Need to speak to the owners of the car park about portioning part of it off for a food van. Need to cone off for access of cars at back of the car park.
 - ii. **ACTION** need to inform school. Merry to email Juliet/Miss Garside.
 - iii. **ACTION** Send save the date to parents. Philippa to do flyer – Katie H to liaise. Send via Class Reps.
 - iv. **ACTION** Schedule non uniform day fundraisers with school and come up with a list of what we want to get. Merry to email Juliet/Miss Garside.



- i. Two non-uniform days: 5th Nov asking for a jar of sweets and 19th Nov asking for a bottle of drink.
 - c. Budget and entrance price.
 - i. Those doing Illuminations and donating prizes get invited for a free mulled wine and a minced pie at 1500hrs.
 - ii. Decision not to charge entrance.
 - d. Tables/Stalls.
 - i. Any headline attractions? **ACTION** Merry to see if she can get Christmas Pud bouncy castle.
 - ii. Food van to go outside - Claire? Would require cordoning off the car park and a couple of gazebos (Hollie and Katie H can both bring gazebos). **ACTION** – Lucy PW to ask Claire, also to ask for either a donation per pizza or a flat fee for setting up. Followed by Rose Farm if they're a no.
 - iii. Usborne Books stall – **ACTION** Hollie's friend, Holly to ask.
 - iv. Games - 'Splat the Pudding'.
 - v. Crafts and games – **ACTION** - Sarah G to make a list?
 - vi. Personalised items – e.g. tea-towels, cards, calendars. We need someone to volunteer to run with that? **ACTION** Put out a Doodle Poll via class reps.
 - vii. Year Group/Class Stalls? **ACTION** liaise with classes via class reps to teachers.
 - viii. **ACTION** ask parents if they would like stalls.
 - ix. Grotto – Fred Szkoda to be Father Christmas. Charge and presents? Two elves to keep the queue moving. Recommendation for books as presents. Will need wrapping. **ACTION** – buy books, make date for wrapping. Katie H and Georgina.
 - x. £20 for a full stall, £10 for half.
 - e. Food & Drink.
 - i. Buy from Bookers Sale or Return. Query – who has an account? **ACTION** Saffron to ask Elisa. Katie J to make purchases with help.
 - ii. Mulled Wine.
 - iii. Hot chocolate – Rod has a machine at The Sloop. **ACTION** Lucy PW to ask him.
 - f. Publicity.
 - i. Flyers – Phillipa.
 - ii. Series of blackboards outside school? **ACTION** – Nicola to ask Sam Taberner to make them.
 - g. Raffle.
 - i. Big ticket headliner?
 - ii. Thurlstone Hotel Sparkling Tea for Two.



- iii. Dried Flower Wreath.
 - iv. Georgina's Cake.
 - v. Katie's framed Print.
- h. Lead for organising (including coordinating volunteers).
- i. Santa's Grotto – Katie H and Georgina.
 - ii. Raffle – Katie J and Nicola.
 - iii. Stalls – TBC? **ACTION** Nicola to check previous plans from how many stalls.
3. General expenditure and receipts - Treasurer. Spending to be checked via Chair before actually spent. Expenditure must have receipts (or at least paper trail).
4. AOB. Aim to hold Christmas presents fair in school? No one appointed as lead on this, poss Sandra?
5. Date of next meeting. Weds 10th November 1400hrs at School.

SUMMARY OF ACTION POINTS

Message to Class Reps (Katie H):

1. Save the date.
2. Doodle Poll re personalised items.
3. Who wants a stall? First Come First Served.
4. Raffle offerings.
5. Class reps to speak to teachers re Class game/activities at fair.

Message to School (Merry):

1. Date of fair.
2. Dates of Non-Uniform Days.
3. Next meeting at school? Date and time.
4. Katie H standing in as Chair.

Katie H & Georgina:

1. Liaise with Philippa re Flyer and Save the Date.
2. Sort presents/Grotto.

Merry:

1. Email Diane at the hall re timings and use of car park.
2. Find out about Christmas Pud bouncy castle.
3. Speak to Sarah G about running games/crafts.

Nicola:

1. Speaking to Parentkind re process for new chair.



2. Check records to see roughly how many stalls we can have.
3. Speak to Sam Taberner re blackboards for advertising.

Saffron:

1. Sign up to Bookers.
2. Check new gambling licence is paid for.

Lucy PW:

1. Sort food van. Ask Claire then Rose Farm.
2. Get hot chocolate machine from Rod at The Sloop.

Hollie:

1. Confirm yes with Usborne books stand.

Katie J:

1. Get raffle prizes in.
2. Do the bookers shop (with a helper).