

MINUTES

FRIENDS OF HOLLINGWORTH COMMITTEE MEETING

Monday 7th March 2022, 7pm – 8.30pm, Phil's House

Present: Brian Wilkinson (Stand in Chair), Phil Barton, Jan Malpas, Dee Smylie (Minutes), Marilyn Wilkinson, Cllr Jaqueline North, Verity James.

Agenda Items:

1 - Apologies: Maria Roberts, Paula de Felipe, Chris Parrack, Sarah Vella

2 - Minutes from last meeting: Minutes agreed

3 – Matter arising from last meeting:

Action point 13 – Brian will buy a new Bingo Board for around £35.

Action point 15 – Brian has organised the Quiz for the next General Meeting on 17th March. It should last about 45 minutes at the end of the meeting. Teams of at least 3 people and will cost £1 per person to enter. The winning team will take the entry money as winnings. There will also be a raffle and will cost £1 per ticket. Only concern that there is no microphone and it may be difficult to hear. Dee to look into.

Action point 18 – Brian has spoken to Hollingworth Juniors Football Club and they will supply balls and net for 'Beat the Goalie' game for the Queens Jubilee event. Brian to send Verity the contact details for Carla, the clubs secretary.

4 – Treasurers Report: Chris provided an email updated to the group. There is currently £3213.42 in the bank. The public liability insurance of around £500 will be paid this month.

5– Diary of Events Update

- Easter Trail – Sarah sent an update to the group. Many kind donation of eggs have been received from people, local businesses and Cllrs, but more is needed. Jaqueline kindly offered to donate more eggs from the Longdendale Cllrs if needed. Clue sheets will cost £1 each. The event will be available between 1pm until 3pm. Sarah will ask Matt at Brightmores if he will sell the clue sheets there and Sarah will deliver clue sheets where needed. Sarah asked if anyone who picks up children from the school can organise a date and time so parents can pick up clue sheets from school? Verity and Marylin said they can do this. They will email Mrs Tickle to see if she will put out a communication also. Sarah has the clue sheets and route made up and will email them to the group. A risk assessment will need to be completed – Jan says she will look to see if she has one. Sarah asked for volunteers to walk the route to help spot any obvious issues, Dee said she will do this. Volunteers will be needed on the day; the question was asked of how many? Marylin said she will be available. Also put out a request for volunteers at the general meeting.
- Queens Jubilee – Verity updated the group of progress so far. The group agreed paper cups and tablecloth could be purchased from FoH funds if needed. Marylin will look and see if she has cups spare from a previous event. Dee to send poster to Verity for 'Guess the Sweets'. The 'Plant a tree for the Jubilee' was discussed and the group agreed to defer this until later in the year. If group agreed to go ahead with this at a later date, Jacqueline said

FoH could apply for funding from the Ward fund. Tameside MBC can also provide buying and planting advice. Discussion was had about the back-up venue either the Scout Hut or Gunn Inn, due to certain repair issues for the Scout Hut it was agreed the Gunn Inn would be more suitable subject to Risk Assessment which Verity will complete when the Public Liability Insurance has been paid. Phil to liaise with Verity and Open Spaces with regards to the placement of Gazebo, generator and PA. Verity to think about provisions for litter.

- Litter Pick – Marylin and Dee said there was a good turnout on Saturday. The later start time and dry weather helped with turnout. Storage of equipment is still a consideration. Jacqueline sent an email to Chris regarding the rubbish bags.

6 – Grant Applications: Jan is still looking to see what grants may be available. It would be useful if we have estimated costs for the panto so Jan can see if appropriate grants are available.

7 – Defibrillator: Chris provided an email update to the group to say although defib is working ok it needs registering with the British Heart Foundation.

8 – Communications: Phil confirmed the WhatsApp group is up and running. Investigations are still needed on an appropriate document storage solution for the website. The existing email mailing list could still be used if GDPR is resolved by asking people to opt in or out of communications. Dee volunteered to work with Phil on this. Brian to send the minutes of the last General Meeting to Phil so they can be uploaded on website.

9 – Fundraising Committee: Marylin said the group have yet to meet will be arranging a discussion soon. They will discuss and decide whether the monthly bingo event should continue, or it should just be at the General Meeting once every 3 months. The group will also discuss the Christmas Party and options for a nominal payment to secure places, so people are committed to attending the event. The last even was over catered in food and presents as people simply didn't turn up.

10 – FoH Constitution: No further update although a decision on what is to be included in the document needs to be made with regards to the minimum amount of committee members and quorum. To be kept on the agenda for next meeting and will discuss again.

11 – AOB:

- FoH Logo – Brian showed some examples that a local graphic designer came up with. It was agreed to add a 'brainstorming' session to the next meeting to come up with ideas about what this group represents and a suitable logo.
- Presentations for General Meeting – Brian reminded the group that ideas are still needed. Can the group please make enquiries and update at next meeting.
- Neighbourhood Watch – Jacqueline informed the group that there is new a new Chief Constable, x2 new beat officers and x3 PCSOs that are covering the Longdendale Area. There will be a meeting to introduce themselves and try to resurrect Neighbourhood Watch groups in the area. If anyone is interested the meeting will be held at St Barnabus Centre in Hattersley, 11am on Tues 15th March. Dee to put the info on the FB page. Jan advised she may have the contact details of the former Neighbourhood Watch coordinators in the area to see if they are interested.

12 – Date and time of next meeting: 4th April 2022 – 7pm – Brian's House, 31 Heather Grove.

Actions Log:

Current Action Log				
Date	Ref	Action	By	Update
7.3.22	22	Microphone for General Meeting	Dee	NEW
7.3.22	23	Brian to send Verity contact details for Hollingworth Juniors club secretary re: Beat the Goalie game for Jubilee	Brian	NEW
7.3.22	24	Easter Trail – Sarah to send clue sheets and route to group. Verity/Marylin to organise day at school for people to collect clue sheets. Sarah/Dee to walk route	Sarah/Verity/Marylin/Dee	NEW
7.3.22	25	Jan to see if previous Risk Assessment done for Easter Trail and send to Sarah	Jan	NEW
7.3.22	26	Jubilee – Marylin to see if paper cups, Dee send poster for guess the sweets, Phil to consider H&S of PA/gazebo and Generator.	Marylin/Dee/Phil	NEW
7.3.22	27	Bingo dates – Marylin to meet with Fundraising Group and update at next meeting.	Marylin	NEW
7.3.22	28	Defibrillator – needs registering	Chris	NEW
7.3.22	29	LOGO – ideas	ALL	NEW
7.3.22	30	Neighbourhood Watch – Jan to send former co-ordinator details to Jacqueline. Dee add post to FB page.	Jan/Dee	NEW
7.2.22	17	Purchase First Aid kit if required	Chris	
7.2.22	19	Risk Assessment & Event Notification for Jubilee Event	Verity	
7.2.22	21	Litter Pick Equipment Storage	ALL	
24.1.22	1	Notice board – inspect and check if usable	Sarah	
24.1.22	5	Stock/materials inventory	Chris	
24.1.22	11	Document Storage/Communications	Phil/Dee	
24.1.22	10	Revise constitution – to be finalised at AGM	ALL	
Parked/Placemarkers/Ongoing Log				
24.1.22	2	Make enquiries on availability for event venues/judges and	Sarah/Dee/Brian/Marilyn	ONGOING

		provisionally book. (Bake off, Electrician for light switch on, Judge for scarecrow comp/bake off, Children's Christmas Party, Bingo)		
24.1.22	3	Grant allocation process for Panto – estimated costs needed	Jan	ONGOING
24.1.22	12	Create upcoming events as Facebook events	FB Page Admins	ONGOING
7.2.22	20	'Plant a tree for the Jubilee' Grant	Jacqueline/Verity	PLACEMARKER to be reviewed later in year
Completed Actions Log				
24.1.22	4	Bingo for next General Meeting on 17 th Feb and discuss future bingo dates	Marilyn	COMPLETE
24.1.22	7	Posters for upcoming events	Sarah/Brian	COMPLETE
24.1.22	6	Preliminary enquiries on alternative Panto options	Chris	COMPLETE
24.1.22	9	Further considerations for upcoming events by each lead person	ALL	COMPLETE
7.2.22	13	Brian to buy Bingo Board if needed	Brian	COMPLETE
7.2.22	14	Return Bingo Board to Liberal Club after General Meeting on the 17 th Feb.	Brian	COMPLETE
7.2.22	15	Organise Quiz for next General Meeting	Brian	COMPLETE
7.2.22	16	Book Conservative Club for next General Meeting 17 th March.	Brian	COMPLETE
7.2.22	18	Prelim enquiries on 'Beat the Goalie' for Jubilee Event	Brian/Verity	COMPLETE
24.1.22	8	Enquiries for future General Meeting presentations – Silver Cord?	Marilyn	COMPLETE

Appendix A – Diary of Events

Below is a list of events with agreed preliminary dates, subject to availability of venue hire, volunteers and external factors like electrician availability. The considerations listed are not exhaustive and more details will be required when the lead person is planning the event.

Event	Date	Lead	Considerations
Easter Trail	Sat 2 nd April	Sarah	Advertisement, donation of eggs, volunteers needed, pram/disability friendly route.
Queen's Platinum Jubilee	Sat 4 th June	Verity	Advertisement, legalities, decorations, entertainment, business contribution.
Scarecrow Competition	12 th -18 th Sept	Sarah/Dee	Theme 'Around the World', Advertisement, judging for Sun 18 th , prizes.
Bake Off	Sat 15 th Oct	Sarah/Dee	Advertisement, prizes, selling hot drinks & cake only, room hire/availability.
Lantern Workshops	Nov TBC	Brian/Marilyn	Materials, engagement with brownie, scout, school to run workshops, advertisement.
Christmas Light Switch on/Lantern Parade	Sat 3 rd Dec	Brian	Advertisement, timings, electrician, music/band. Health & Safety. Mulled wine/mince pies. Decorations for tree.
Children's Christmas Party	Dec TBC	Marilyn	Confirm date, grant, legalities, Health & Safety, venue and room capacity, small donation for tickets, food, santa, presents, entertainment.
Santa Sleigh Ride	Dec TBC	Phil/Paula	Vehicle, decorations, santa, dates and times, route, advertisement, music, sweets to hand out, volunteers.
Village Panto	TBC	TBC	Grant, venue, travel.
Bingo	TBC	Marilyn	Future dates, prize money, raffle, advertisement, bingo board, venue.
Litter Picks	First Sat of each month 9.30am or 2pm	Chris	Advertisement, bags, litter-picks and gloves.
Guided Walk	Sun 13 th March	Chris	Advertisement, future dates, routes.