

## MINUTES

### FRIENDS OF HOLLINGWORTH COMMITTEE MEETING

Monday 7<sup>th</sup> February 2022, 7pm – 9pm, Brian's House

**Present:** Brian Wilkinson (Stand in Chair), Chris Parrack (Treasurer), Jan Malpas, Sarah Vella, Dee Smylie (Minutes), Marilyn Wilkinson, Cllr Jacqueline North, Verity James (via zoom)

#### Agenda Items:

**1 - Apologies:** Maria Roberts, Phil Barton, Paula de Felipe.

**2 - Minutes from last meeting:** Minutes agreed

#### **3 – Matter arising from last meeting:**

Brian updated the group to say Arnfield Brass Band will attend and play at the Christmas Light Switch On, 3<sup>rd</sup> Dec, the FoH agree to donate a small amount of money.

Brian also confirmed that the electrician will be available to switch on.

Marylin confirmed that the Fundraising Group will still continue as a group to support FoH.

**4 – Treasurers Report:** There is currently £3144.77 in the bank.

5– FOH General Meeting – 17/2/2022:

- Sarah has created posters showing upcoming events which can be handed out at meeting.
- Each event lead will give an update on status and progress of particular event.
- Bingo – Marylin confirmed Bingo will take place at the meeting, Jacquie and Jill will organise. The bingo board that has been borrowed from the Liberal Club will need to be returned after the meeting. Brian suggested and the group agreed that we should buy a board of our own if Bingo is going to continue.
- The group agreed a Quiz should take place for the following General Meeting and Brian will organise.
- Next General Meeting will be Thursday 17<sup>th</sup> March at the Conservative Club. Brian to book in with club and FB page admins to add event to publicise.

6 – Defibrillator: Chris will check each month and let the group know if cover is needed.

7 – Diary of Events update: 07842339364

- Queens Jubilee – Verity updated the group that music has been confirmed and asked the group to consider the cost of £230 for the entertainers to which the group agreed. The gazebo if required is at the Conservative Club and there is also a generator but it will need testing to see if still works. Verity has asked that if anyone can bake some goods for selling that would be helpful and that flyers will be needed for advertisement. First aid was discussed, do we have a First Aid kit? If not, one will need to be purchased. Jan also advised that she will hopefully have her re-newed First Aid certificate by the event date. Jan advised that the Etherow Group may be able to run a craft stall if required. Brian to see if he could organise 'Beat the Goalie' with Hollingworth Juniors. Risk Assessments still need to be organised and Event Notification submitted to the Council. Jan and Chris will work with

Verity on this Jan confirmed that if the weather was not ok then the Church could be used as a back-up. If there are any other suggestions/ideas for the day please let Verity know.

- Easter Trail – Sarah has asked for donations for Easter eggs and so far there has been a good response. Will still need volunteers on the days to assist on the trail.
- Litter Pick – Chris now has all the equipment, but storage needs to be considered especially if Chris isn't available on the day.
- FoH Walk – as previously planned for Sunday 13<sup>th</sup> March.
- Panto – Chris advised that preliminary talks are being held with Partington Theatre.

8 – Grant Allocation: Sarah has sent guidance to the group, from Mary, on how to apply for grants. Mary kindly offered support at anytime if needed. Jan will still lead on this. Jaqueline thought there may be a grant available specifically for the Jubilee event 'Plant a tree for the Jubilee' which she will look into and update further.

9 – Draft Constitution: Chris sent the group the version with final amendments, the group will look to agree via email and take off the agenda. This version will need final sign off at the Annual General Meeting to be help at the end of the year.

10 – Operational Changes/communications: no update.

11 – AOB: None

12 – Date and time of next meeting: 7<sup>th</sup> March 2022 – 7pm – Phil and Paulas House, 52-54 Green Lane, Hollingworth.

Actions Log:

Current Action Log				
Date	Ref	Action	By	Update
7.2.22	13	Brian to buy Bingo Board if needed	Brian	NEW
7.2.22	14	Return Bingo Board to Liberal Club after General Meeting on the 17 <sup>th</sup> Feb.	Brian	NEW
7.2.22	15	Organise Quiz for next General Meeting	Brian	NEW
7.2.22	16	Book Conservative Club for next General Meeting 17 <sup>th</sup> March.	Brian	NEW
7.2.22	17	Purchase First Aid kit if required	Verity	NEW
7.2.22	18	Prelim enquiries on 'Beat the Goalie' for Jubilee Event	Brian/Verity	NEW
7.2.22	19	Risk Assessment & Event Notification for Jubilee Event	Jan/Chris/Verity	NEW
7.2.22	20	'Plant a tree for the Jubilee' Grant	Jacqueline/Verity	NEW
7.2.22	21	Litter Pick Equipment Storage	ALL	NEW
24.1.22	1	Notice board – inspect and check if usable	Sarah	
24.1.22	5	Stock/materials inventory	Chris	
24.1.22	8	Enquiries for future General Meeting presentations – Silver Cord?	Marilyn	

24.1.22	11	Document Storage	Phil	
<b>Parked/Placemark/Ongoing Log</b>				
24.1.22	2	Make enquiries on availability for event venues/judges and provisionally book. (Bake off, Electrician for light switch on, Judge for scarecrow comp/bake off, Children's Christmas Party, Bingo)	Sarah/Dee/Brian/Marilyn	ONGOING
24.1.22	3	Grant allocation process for Panto	Jan	ONGOING
24.1.22	10	Revise constitution following agreed changes and email to group	Chris	PLACEMARKER Email agreement needed then to be finalised at AGM
24.1.22	12	Create upcoming events as Facebook events	FB Page Admins	ONGOING
<b>Completed Actions Log</b>				
24.1.22	4	Bingo for next General Meeting on 17 <sup>th</sup> 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