

HURST HORTICULTURAL & COTTAGE SOCIETY

MINUTES OF A GENERAL MEETING

Thursday April 28th 2016 at The Castle Inn, Hurst.

Present: Kathy Tuggey (Chair) Frank and Sheila Whittaker, Keith and Julie Attfield, Edwin and Margaret Jarvis, Howard and Janet Larkin, Suzy Watt, Paul Martin, Ted and Betty Smith, David and Naomi Bassett, Eric and Sue Rockall, David and Heather Howarth, John and Jo Penney, Mac Stephenson. **Apologies:** Barbara Stephenson, John and Ann-Marie Vimpany, Ken and Penny Curry, Gavin and Sue Verdin

Matters arising from the meeting of February 18th 2016: Management of incidents: Keith reported that he and Ken had conducted a risk analysis of our main show activities and facilities. This was broken down into five separate areas as follows: Kitchen, Main Hall, Horticultural Hall, Car Park and Main Site. A report for each area will be discussed in due course with the individuals responsible for operating each of these areas. Ken is contacting the local police to keep them up to date with the show activities. With particular attention to incidents requiring first aid, Ted had obtained the services of a professional ambulance company and accompanying qualified paramedic to attend for the whole show at no cost. This company is European Medical Services and the ambulance will also be used to show people around the ambulance and discuss their work, not only providing a professional first aid service but also an additional point of interest to the public.

Finance: John handed out a detailed analysis of the 2015 show accounts which was briefly discussed. The subject of cash prizes for children was discussed and it was agreed that the same cash prizes to those of 2015 would be given at this year's show. A gazebo would be provided this year for the people managing the main entrance gate. It may be necessary to purchase one or two additional gazebos but this would be decided closer to the show when it was known how many were needed in total. Kathy thanked John for his diligence in managing the society's finances during the past year.

Mini Show: Suzy volunteered to organise and manage this year's mini show and said that she had Matt to help her do this. Naomi said she would advise Suzy about what needs doing. The mini show schedules are the same each year and Janet has these and judging is done by everyone present, with no allotted judges. The date for the show is Wednesday June 29th but it was noted that on the same evening there is a talk by HVS at the village school which may affect our numbers. It was agreed to try to change the date of our show by a day or so and Suzy would get back to Frank on this, Frank will then communicate the new date. Mac asked about publicity for this show and it was agreed that we will not seek any publicity as it is a small affair. There would be a planning meeting for the main show held after the show as usual. **(Note, since the meeting, the date has been confirmed for Tuesday 28th June)**

Schedule: Keith informed the meeting that the various lists for entries and classes had been amended and checked by Julie and Janet and these would be published on the website on 1st May. The timings for the show activities are the same as last year and the raffle will be drawn in advance to save time. John said he will bring a large white board for the winning raffle tickets to be displayed for all to see. Each of the raffle prizes will have attached to it the corresponding winning raffle ticket for the recipients to collect.

Keith said that the schedule is now in four separate sections for added clarity: Scarecrow class, Home Industries classes, Horticulture classes and Children`s classes. Additionally he will produce a separate mini schedule for Children`s classes and whilst it is included in the main schedule it will be useful for giving to schools and leaving at certain schedule display points. The design of the front cover was discussed and the feeling was to move away from the chrysanthemum we have used in recent years. The actual design will be decided between Keith, Mac and maybe one other.

The cost of the schedules will be £280 for 2,000, £40 for 1,000 children`s ones and £25 for 25 posters. Distribution to be the same method and people as last year and Mac asked to be added to the list. Timing of distribution to be in early June and Keith will advise.

Main Show Saturday August 20th 2016: Frank read through a list of main tasks needed to stage the show and confirmed volunteers for each of them as follows:

| TASK | NAME | TASK | NAME |
|-------------------------------|---------------|---------------------------|----------------------|
| CAR PARKING | ERIC, DAVE | COLLECT TROPHIES | EDWIN |
| TEAS | BARBAR A | MOVEMENT OF EQUIPMENT | FRANK, KEN, KEITH |
| BOOK SCOUT HUT | FRANK | BOOK VILLAGE HALL | FRANK |
| BAR | GAVIN, SUE | BAR LICENCE | FRANK |
| PUBLICITY | MAC | GATE MANAGEMENT | TED, DENISE |
| BOOK JUDGES – HORTICULTURE | KATHY | BOOK ICE CREAMS | SHEILA |
| BOOK JUDGES – HOME IND. | JULIE | BOOK HOT FOOD (Castle) | FRANK |
| BOOK BAND | FRANK | VENDORS | KEN |
| BOOK PHOTOGRAPHER | FRANK | FIELD MANAGEMENT | KEN |
| BOOK AUCTIONEER | JULIE | RAFFLE | HEATHER |
| PLANT AND FLOWER STALL | BETTY | SHOW ENTRIES, STATS. | PAUL, SUE |

Kathy said she would contact the Horticulture judges to confirm their attendance.

Yet to be decided how and where to display the scarecrow class. Trophy is yet to be decided for this class. Frank to look at the four trophies owned by HH&CGS which have been lent to the Hurst Country Fayre, to see if one of these would be appropriate.

Children`s certificates will again be given to all child entries with the same design as last year and Paul agreed to do this.

Heather will organise the raffle with assistance from Keith and Julie regarding prizes, Howard and Ted for pricing and cash taking.

Frank to liaise with Nicky Girdler regarding the Alpacas.

Mac showed the coverage in the latest HVS magazine. He has arranged an entry in next week's RG10 magazine. He has also agreed for a piece to appear in the Wokingham Borough News July edition which has coverage of 65,000 throughout the whole district. He passed around his planned media schedule for the year.

AOB: The free seeds to children initiative held at Sheeplands last year will not be repeated this year however it is likely we can obtain a supply of free seeds from them which will be given to children. Sheeplands are prepared to display a supply of our schedules and posters for their customers to take.

Kathy will liaise with Ms McGrail Head Teacher at St Nicholas to attend a Friday assembly when parents are there to encourage interest in horticulture and children's entries into the show and to give out free seeds together with the special children's schedule.

It was agreed that Kathy would ask Ms McGrail if she would be the judge for the scarecrow class at the show.

Keith distributed copies of a promotional leaflet from Sheeplands.

Kathy thanked everyone for attending and for their continued enthusiasm for The Society. The date of the next meeting will be after the mini show, the precise date of which is yet to be confirmed. (Since the meeting this is confirmed as Tuesday June 28th - this incorrectly read Thursday June 30th in the first version of these minutes)

The meeting closed at 9:45pm.