

HH&CGS COMMITTEE MEETING JULY 21st 2021

MINUTES

Attendees: Keith Attfield (chair), Julie Attfield, Frank Whittaker, Sheila Whittaker, Ann Newman, Janet Larkin, Ken Curry.

Covid Precautions and Risk Assessment: It was agreed whilst all Covid restrictions have been relaxed at this time, the show must continue to take proportional precautions. Julie is judging a similar show next week and she will take special notice of precautions there and report back to the committee.

Frank has asked for risk assessment guidance from Wokingham Council and he awaits this guidance which when received will form the basis of our safety planning. Until then, planning will go ahead as follows:

The scout hall will be used for horticulture but with tables spaced differently and with a strict one-way flow around the tables. The main door will be the entry door and kept open whilst the rear door used for exit only, also kept open. All windows will be fully opened whatever the weather. The safety of the rear door steps to be checked by Ken.

The main hall will be used for home industries and both doors leading to the car park will be used and kept open. One door will be the entry door and the other designated exit with clear signage. Visitors will be encouraged to view the exhibits with a one way flow and tables will be set out to accommodate this.

In both halls, the wearing of masks will be suggested and encouraged and clear signage will support this plus visitor flow direction. Hand sanitisers will be readily available in both halls.

Show Entries, Results and Data System Update: Keith, with the help of Alexander Watt has developed a prototype for this year's show. It needs refinement but will be suitable and Simon Roberts is also assisting in this refinement. The new system will be thoroughly tested prior to the show. Chantal Roberts has agreed to input all data for both entries and results on the day. Janet pointed out a flaw in the previous system involving onion entries and Keith will remove this flaw. Janet also mentioned the requirement for small printed cards to 'signpost' each category where displayed on the show tables, Sheila will source suitable holders for these cards, some 200 in number.

Facebook: The opportunity Facebook offers was recognised by all, Chantal Roberts has agreed to set up and manage a society Facebook account and she is currently working on this, liaising with Keith and Frank.

Remote and Contactless Payment Opportunities: Frank explained that through discussions with Chantal and Simon Roberts, both of whom have been heavily involved in the Hurst Show and Country Fayre (big show), it could be advantageous to introduce a contactless payment facility for show entries, gate entry and other cash payment outlets at the show. This was considered to be an excellent way forward but due to time restrictions and the ongoing development of the new data system for this year's show, we should wait and develop this for next year, to include on-line exhibit

entry and payment. Frank said Chantal will be willing to assist with this by arranging for us to meet with the treasurer of the `big show` and offer guidance and support.

Banners, Posters and Signage: It was agreed we need a combination of these and Keith presented a suggested list with costings together with a 2021 show budget. It was agreed to proceed but first establish what suitable signage is available in the lock-up container to prevent duplication. Frank, Ken and Keith will check this.

Field Management: Ken has drafted out a site plan which may need adjusting once Ken, Frank and Keith have had a site meeting to establish exactly where the tent for the band will be located. Ken said all vendor slots had been taken and most paid for.

Transport, Equipment and Setting Up: It was agreed that instead of using the `band tent` this year, one of the new 14mx7m tents purchased by the `big show` would be used for the band. Frank had received permission to use these. This was easier to transport and meant we would not need the assistance of Ty Bolton. Frank will hopefully obtain the use of his friend`s van again and once confirmed he will build in transport timings into the whole Show Preparation Activity Plan. Keith mentioned that David Lochman`s trailer may be available which can be towed by his vehicle. Frank will order the usual 20 trestle tables to be delivered.

Helping Hands: Frank read out a list of potential helpers and said that he will contact them in turn and seek to incorporate them into his Show Preparation Activity Plan. It was noted that once we have Facebook up and running, requests for additional volunteers will be more straightforward.

Raffle: There will be no raffle this year as no one has come forward to run it.

Ice Creams: Sheila has booked this.

Teas and Light Refreshments: It was agreed not to use the hall kitchen for teas this year, due to social distancing. Sheila will contact the Play School and try to use their facilities, both kitchen and garden. Failing this, teas will be served from a gazebo located next to the main halls entrance and the Scout`s gas heated urn will be used, permission for which has been offered. Scones with individual clotted creams and jams will be served but no cakes due to Covid.

Gates: It was agreed to have a rota system and Julie will ask Jo Penney for her thoughts on this as she was involved in 2019. There will be one gate entrance only this year.

Traffic Cones: We will need traffic cones to be placed in strategic places outside as we have no car park this year. Keith will ask Paul to borrow his and also seek his continued involvement in the show, albeit not in the role he fulfilled previously.

Chris Bowman Metal Crafts: Chris is unable to attend this year and we have no replacement to sell his wares or contactless payment facility.

Collection of Trophies: Sheila will do this and Keith will provide a list of trophy holders and contact details.

Scarecrow Entries: Heather (last year`s winner) will judge the winner and Frank will ask Bruce Spiller if he will once again erect them around the site.

Publicity: Mac has agreed to generate printed media coverage and has requested a 250 word piece plus photographs for the local print media, Keith said he would produce this. Once Facebook is operational, exposure will be made easier and Chantal will be involved. Mac received an invitation from RG10 magazine for the society to record a podcast about the society and the show. Frank has made contact and will be interviewed next week. This is timed to go out ahead of the show.

Awarding of the Trophies: It was agreed that Jacky Jennings would be very suitable and Julie will ask her if she would like to do this.

Site Planning Meeting: Keith, Ken and Frank and possibly Simon Roberts to meet on site in early August.