

HURST HORTICULTURAL & COTTAGE GARDEN SOCIETY

MINUTES from the GENERAL PLANNING MEETING – THURSDAY 29TH JULY 2021

Present: Keith Attfield (chair), Julie Attfield, Frank and Sheila Whittaker, Janet Spiller, Simon and Chantal Roberts, Chris and Val Bowman, Pauline MacBrayne, Ted and Betty Smith, Martin and Ann Newman, Eric Rockall, David and Heather Howarth, Louise Kendall, Jo Penney, Mac Stephenson, Richard Turner. **Apologies:** Penny Curry, Pippa Boyd, Dick Simpson, John Edwards, John and Ann Marie Vimpany, Elaine Timmins, Edward and Margaret Jarvis, John Penney, Hilary Reed.

Matters Arising and Feedback from Committee Meetings: Keith welcomed everyone and said this was the first general meeting held since September 2019. A number of committee meetings had been held however and the main points from these were: We will try to hold a full show this year and some planning had taken place, Suzy Watts had stepped down from the President's role, Paul Martin and Heather Howarth had stepped down from the committee. No AGM had been held and he suggested we hold one later this year linked to the after-show general wash-up meeting. Over recent years we had donated most of the show's financial surpluses to local good causes and charities including; Alexander Devine Children's Hospice, Twyford and Wargrave Community First Responders, Hurst 1st Air Scouts, Chelsea Royal Hospital, Thames Valley Air Ambulance, Twyford Age Concern and Chris Bowman had generously donated all revenue from his hand made metalcraft sales to TV Air Ambulance, unfortunately he will be away for this year's show.

Finance: Ann informed the meeting the society had £7,369 in the bank which was some £1,000 lower than normal, the reasons being there had been no income from shows and costs such as insurance premiums were still payable, however the finances were healthy.

2021 Show Planning: A full show is planned, both halls are booked as is the EMC Jazz Band.

Covid Precautions: Whilst Covid restrictions have been relaxed at this time, the show will continue to take proportional precautions. Frank has approached the Environmental Health Officer at Shute End and we will plan the show according to this response when received. 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, the rear door will be the exit. Both doors and all windows will be fully open 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 at all times as will all windows. One door for entry and one for exit, the committee room will not be used this year. Visitors will be encouraged to view the exhibits with a one-way flow and tables will be set out to accommodate this.

Teas/coffees/light refreshments will be relocated from this hall to the play school next door where permission has been granted for this activity. Sheila is organising this service. In both halls, the wearing of face 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.

Banners and Posters: Will be created by Keith however due to shortage of time this year the usual coloured schedule will not be printed and circulated around the village. All entry class forms are on the website and can be downloaded.

Field Management: Ken has drafted a site plan and a site meeting will take place next week to finalise this. Ken, Keith, Frank and Simon Roberts will attend this to establish the precise location for all gazebos, tents and signage. Ken informed that all vendor slots had been taken and most paid for.

Transport, Equipment and Setting Up: A different tent may be used for the band this year as a new, lighter one is available to us by courtesy of the `Big Show`. Frank will hopefully obtain the use of his friend's van again and once confirmed will build transport timings into the whole Show Preparation Plan which will be finalised and circulated after the site meeting. Frank read out a list of potential helpers and will contact each separately and seek to incorporate them into this plan.

Gates: There will be one gate entry point and a rota system this year to operate it.

Ice Creams: Sheila has booked this and it will be situated by the rear entrance.

First Aid: The private ambulance is not available this year however it was never used and considered unnecessary to replace. Simon and Chantal Roberts, being first aid trained, offered to take care of any minor first aid needs.

Photographer: Jo Penney will ask Alex, a local photographer she knows if he would take photographs on the day.

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

Traffic Cones and Parking: The horse field is no longer available for parking so it was agreed to revert back to previous arrangements whereby cars would park on the roads. Traffic cones will be placed in key positions and Keith will ask Paul Martin if we can borrow his traffic cones and seek his continued involvement in the show albeit in a different capacity.

Publicity: Mac Stephenson has agreed to deal with media coverage and will approach the local printed media. He received an invitation from RG10 magazine for the society to record a podcast about the society and show, Frank has made contact and was interviewed for this which will be published on August 18th.

Facebook: Louise Kendall, Chantal Roberts and Keith have established a Hurst Horticultural Show Facebook account with a plan to obtain exposure for the show between now and the show date.

Show Entry, Results and Data System: Keith, with the help of Suzy's son Alexander Watt and Simon Roberts has developed a prototype for this year's show. This will supersede the system Paul Martin first introduced some 10 years ago and will include an online entry form. The whole new system is currently being tested and will be ready for the show. Chantal Roberts agreed to enter all the data onto the new system. With online entries, payments for entries will need to be taken on the morning of the show when the people deliver their entries so we will need to gear up for this. The system will be further developed for next year to include remote payment capability.

AOB: Ted said he would deliver 5 bins for rubbish on the Friday before the show. He would also bring 12 hand sanitizers.

Ann said she would keep an eye on the toilets in the main hall to maintain them in a hygienic condition.