



OXENHOPE MILLENNIUM GREEN TRUST

Millennium Green, Oxenhope Trust Meeting Minutes 1st July 2024

Attendees: Ken Eastwood (Chair) (KE), Nel Hargrave (NH), Claire Scott-Pearce (CP) and Jill Eastwood (Secretary) (JE).

Apologies: Michelle Smith (MS)

1. The Fete

NH and CP to update the volunteer list and assign tasks.

KE stated that JE's First Aid accreditation had expired and considering the Fete was more involved, suggested that we needed someone who was still qualified. MS was suggested and texted and confirmed she will be the First Aid contact for the Fete. Need to have a copy of her certification.

Raffle Prizes

- KE to contact Dog & Gun for voucher
- KE to contact Wagon & Horses
- NH to contact Bay Horse for voucher
- NH to contact Oxenhope Fish & Chip shop for voucher
- NH to contact Co-op for Hamper

NH to sort traffic management.

CP to send form of words to KE for sending to stall holders closer to the time.

KE to send holding reply to all stall holders stating not allowed on site before 09:30 and need to be off site by 12:00.

NH to send full logistics information later.

CP stated that volunteers to help set up need to be on site by 08:30. Discussion took place about what time to pick hire van up on Friday and what time it can be dropped on following Monday.

Cost is around £100. To be used for staging, new large marquee, PA for stage and anything else we need.

KE to find out where the church marquee has been stored.

KE will pay for toilets 48 hours before fete. CP to clarify time they will be dropped off.

CP knew of someone that had recently put on an event and had a lot of change. Enquired whether it would be useful for Fete floats. JE to work out what is needed and inform CP.

NH stated that Wayne and Kev are sorting PA. KE enquired about the speakers and cabling. KE now added to WhatsApp group.

Matt the bar man has all the kit he needs sorted. Marquee is 3m x 4.5m.

KE to sort out the use of the Scout marquee.

KE to ensure megaphone is working and spare batteries are available if needed. To check inverter is working and caravan battery is fully charged.

Discussion took place around Duck Stall. Agreed JE to purchase a larger duck for on top of gazebo.

KE to order pegs and straps for new Trust marquee.

Meeting closed.