

SMASH CEB Minutes Meeting Wednesday 2<sup>nd</sup> March 2022

4 Pm The Old Inn

Apologies

Kathy, Jo, Ali, Sara, Rachel, Melissa

In Attendance

Tony L, Tony A, Jamie, Pauline, Georgie and Janey

An advertising board for the area on the corner of the main road and entrance to Village hall is going to be made by Georgie it will be safely fixed as other banners have been done in the past. Vinyl/Plastic Banner not viable as uneconomic and unenvironmentally friendly.

Jamie, Tony L and Tony A have agreed to a woodworking session using recycled wood to provide banners and information signs. To include the achievements and aims of the group plus a sponsorship/thank you board. Plus little boards to go up the hill on the way into Malborough.

Children KCC have agreed to make banners for the event to “zone” the hall. KCC to have a stall on the day.

Ali has sent slogans for banners.

Discussion on fixing of signs in hall to be discussed at next meeting at the VH.

As people are donating their time for free – speakers/volunteers/group members a suggested cost price of the food and drink from the climate café has been suggested – agreed with Janey as the fairest way. All transactions will be carefully monitored by Janey and the cost price taken out of the profit total.

Communication between Sub Committee and Parish Council has been discussed. Minutes of SMASH CEB meetings are available to read and any questions or queries can of course be asked via email, phone call, in person. SMASH CEB are proud to be a sub committee of the Parish Council and to have achieved so much on behalf of the community and the Parish Council and the wider Devon community. The fair will be a reflection of SMASH CEBs dedication and passion to Climate Change and diversity in the community.

Georgie has arranged to borrow a Risk Assessment that we can borrow and amend.

Stewards on the Day will be responsible to keep an eye on hazards.

Jamie Rundle is responsible for First Aid on the day.

Money and donations to be handled at the end of the day by Kathy. Tony L to locate donation buckets.

Tony A to be responsible for Media on the day – projectors, slides etc.

Georgie will oversee the Childrens area to be named Family Area? It was raised that children should not be unattended at any time or left in the annexe – the MC on the day will announce that Children are the responsibility of their parents at all times and should not be left alone. The side door to be locked so children can not run away or get to the road.

The Annexe will include Storytellers, Kids Drawing, Nicky Falcone to be a guest artist, Pauline to read Lost Words and children can draw something they like from the book.

Anna Turns to share a stall with Green and Wild who will do a Q + A with her about her new book Go Toxic Free.

Any new stall holders will be asked to bring gazebos as they will be outside.

Janey to take on Publicity to include social media and press release.

A more simple poster is going to be produced for schools and other sites. Perhaps to be included in letter week at school.

Posters can be printed A4 30 for £5.20

Janey to send press release to Timothy Leigh at the Kingsbridge Gazette. TV and other media outlets to be contacted.

Janey is looking into the safeguarding policy – it can be copied and reproduced to suit the needs of the event for the internet.

A greetings person will be seated at the entrance to the fair where they will sell raffle tickets and encourage donations.

A board to encourage guests to join the SMASH CEB Facebook page will be erected – so we do not take any personal information and breach data protection laws.

Next meeting allocation and rota of jobs on the day – who is responsible for what.

SMASH CEB facebook page will be advertising for volunteers and every member of the group encouraged to recruit a volunteer each.

22 confirmed stalls, Tesco, Coop and Morrisons all to be approached.

Work In Progress

Hope Cove Lifeboat and RNLI , Plastics and the hurdle maker to be asked if they want a stall.

Lots of raffle prizes confirmed including a days beekeeping with Jamie R.

All speakers to be checked and confirmed – a timetable has been drawn up. Jackie Hodgson to be approached.

Photo of Jubilee Tree Planting to be organised with the Gazette.

PA system to be checked.

Tree Planting to be held at 9.45 am after the childrens procession and before the opening of the Fair.

Next meeting Village Hall Wednesday 9<sup>th</sup> March 4pm

I thought we decided the planting was to be at 4.15 after much discussion?!, We'll ask this afternoon.