Mill Ford Friends Summer Fayre Planning meeting February 8th February 2023

Meeting started at 10.00am

Present, Karen Dark, Cat Wilson, Jason Cole, Tony Holman, Fran Holman

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|  |  | Actions |
| 1. | Fund Raisin has been signed off by Claire Wills(head) and this is to go on the Friday Flyer as well as being sent home with the students on Friday (end of term) |  |
| 2. | Summer Fayre – was discussed and there was to be no bouncy castle due to Health and safety and potential insurance implications. Vendors are to be told that a non-refundable deposit is required. To be included on poster. |  |
| 3. | Flyer for the summer fayre is ready for sign off after half term.  |  |
| 4. | Jason is booking the ice cream van and it has been agreed to have 15% of takings for the school. A donation is also being made for the raffle . Ice Cream vendor had DBS and 5 star hygiene and insurance. Jason may also know of a Slushie vendor for the fayre. The Burger van and sweet stall – It was agreed that these will also pay 15% of takings. It was agreed to take a fixed fee for the stalls |  |
| 5. | Karen and Jason will walk around and measure the areas for school fayre after meeting. They will provisional areas for the dance troup, singers, disco, magic show and area for lino flooring.  |  |
| 6. | Mill Ford Friends logo and letterhead is to be agreed and signed off.  | All agreed on logo |
| 7. | 3rd Party forms are to be filled out for stallholders |  |
| 8. | Jason will liase with Laura for police and fire service as well as St Johns ambulance,contacts to attend for the school fayre. This will be requested through email to Claire Wills/Laura |  |
| 9. | Charities will be approached to provide information on services and information on respite and other relevant topics.  |  |
| 10. | It is hoped to have an area for the craft stalls to be together.  |  |
| 11. | The bunting and signs for the school will be looked at after the meeting.  |  |
| 12. | Keith has said that he would be happy to support the summer fayre.  |  |
| 13. | The traders will be expected to arrive between 9-10am |  |

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| 14. | The fayre will be open from 10am  |  |
| 15. | Letters for stallholders are to be drawn up, including an official invite letter, Acceptance and Thank you letter, and will include an invitation for support through donation to the PTFA and/or raffle donation.  |  |
| 16. | Cat will contact Tropic rep, Tam Mildren for Fidgets stall, and Daniel for the wire model ornaments. | Cat |
| 17. | Karen will contact Crafty club to see if they would be interested in having a stall.  | Karen |
| 18. | Jason has a contact for stall for wax melts.  | Jason |
| 19. | Emails are to be set up for Mill Ford Friends  | Jason – completed  |
| 20. | It was agreed that Cat will arrange the raffle.  |  |
| 21. | The need for HiVis jackets was discussed.  |  |
| 22. | Karen, Jason, Tony and Fran did walk around of the area for school fayre.  |  |

Meeting closed