

**Odd Down Community Association Executive
Minutes 12th June 2023
at The Green**

Those attending: Peter Perkins (chair), Jo Peters, Jonathan Windsor, Ruth Wishart, Liz Vincent, , Steve Hedges, Paul & Clare (PA) & Graham Pearson.

Apologies: Andy Stewart, Joel Hirst, & Duncan McGibbon

1. Minutes 12th May approved. This meeting focussed on Fun Day. Matters arising and other agenda items referred to 12th July meeting.

2. Odd Down Community Fun Day 2 July Final planning

Peter, Graham, Steve and Joel had had weekly meetings with Jenny and Mandy from the Sports Ground (Better.GLL) to organise the Event. Some issues remain and other people are joining in at the last minute so we had to be flexible. CURO had awarded us a grant of £500 to help meet the costs. The meeting reviewed the plans as below:

Timetable for the day. 8am Fun Fair Set-up etc. 10am stalls. 11.45 Brief volunteers. 12noon open. Detailed timetable for all sports and Fitness, Boxing, etc. 3.30 Raffles announcements. 4pm close. Litter pick 4.30 clear site.

Invites and acceptances so far – spreadsheet listing shared. Range of Fees being asked for in some cases. Food: Café, Pizza Van and Ice Cream.

ODCA marquee and plans for the day: Raffle Drum, Tombola, Face painting, Name the Teddy and Sweets in the jar. (3 people needed), Jo, Peter, Ruth, and Dave Wiles. 4 gazebos available. Footballs. Sports Ground staff covering Bike track - timetable/bands and Football- rota to avoid queues. 2 extra staff from Better.GLL. Rogers Fun Fair – for small children. Charging for rides.

Event Management Plan had been approved and included a Risk Assessment and safeguarding arrangements. Mayor had been invited by Steve. Steve is the Event Manager with Jenny.

Lost Child (Safeguarding) procedures had been drawn up with briefing for volunteers at key points including file and forms. Forms also for Event HQ.

First Aid arranged with Mendip Medical (fee £175) who know the Track. Based at Event HQ in Community Rooms. Rest place and First Aid place to be set up.

Insurance: Graham had done some research. He proposed ODCA apply for an insurance policy with Zurich Assurance for us as a charity and community organisation which would include cover for events like this rather than just take out a one day policy for this event as we would get 365 day cover and other benefits. Approved (£157).

Meeting joined by Paul and Clare who had volunteered to provide a PA including music.

Arrangements for PA agreed and to be close to Event HQ. PA part of Risk cover. Special Lanyards and name badges to identify ODCA and volunteers. Secure Cash collection buckets have been bought for the day. ££ Change to be arranged via bank by Graham. Liz to lead on cash collection at the Event HQ as nominated Trustee on the day. Graham visiting adjacent houses to explain about noise, etc. 2 days before the event. Graham to account for and bank any funds collected.

Volunteers still an issue to give cover across the site. Jonathan to take the lead over volunteers on the day. Joel has passed info across. Help on the day confirmed from ODCA members. Refreshments free to volunteers in Community Rooms. Volunteer briefing 1145.

The purpose of the day was to raise funds which was much more likely now CURO had awarded us a grant to cover costs.

Meeting expressed their thanks Graham, Peter and also to Jenny and Mandy for their work organising the event. We all wished ourselves well!