

## Minutes Littlehampton Bonfire Society Committee Meeting

Wednesday 19th May 2021 at 20:33hrs

**Via WebCam virtual meeting during Coronavirus pandemic.**

**Attendees:** Ms S Baker (SB), Mr B Bastable (BB), Mr G Donaldson (GD), Mr J Driver (JD), Miss C Grimes (CG), Mr T Jones (TJ), Mrs J Newman (JN), Mr George Pewsey (GTP), Miss S Roberts (SR), Mr M Rowbotham (MR), & Mr William Blanchard-Cooper (WBC).

**Apologies:** Mr Stuart Capelin & Mr Geoffrey Priestnall

**Matters arising from Previous Minutes:** JD had asked all committee members to think up ideas for LBS merchandise. SB asked what ideas had been proposed. Currently we have keyrings, pens, fridge magnets, coasters and badges produced with the society logo on. These items have been sold at market stalls.

How much is usually raised by sponsorship?: SR: £3,000 to £5,000 PA on a good year.

Has there been any interest from members for virtual fund-raising events? None, but some members have expressed an interest in the idea of holding coffee mornings once covid restrictions ease.

Are we all using our new email accounts per the GDPR policy? Yes. GTP has a new email account lbseventcoordinator.vicechair@gmail.com

Vice Presidencies for Allan and Chris Alderton? Yes, both have accepted the offer.

Annual accounts? Now that it is possible to physically meet up, JN & KC and together work through the accounts and produce a budget for the 2021 season.

Response from Lewes or BONCO re native American costume / black-face? None as yet. The first BONCO meeting since covid began will be on Wednesday 14th July and JN will ask at the meeting regarding this matter.

**Approval of Minutes of 20th April 2021:** proposed by SR & seconded by GD the minutes as being an accurate representation of the previous meetings.

**Bonfire Night:** JN to write to Gardner and Scardifield (G&S) re help with barriers.

Skip licence: JN to forward copy

Westbourne Motors charge £680 to be on-call to tow away vehicles parked along the route: JN to contact them for our night 2021.

East Beach B&B The judges usually go there on our night, but it is now under new ownership. Happily the new owners are willing to continue with the arrangement.

BB: The event management plan. BB is trying to fill all of the roles where there are vacancies.

BB and GTP are to meet up this coming week to go over the event management plan in preparation for the first SAGs meeting.

BB has set up a meeting with Inspector Carter (the Divisional Commander for Arun police) to prepare for the meeting.

BB had a meeting with Littlehampton Town Council clerk and deputy clerk. It was very positive. He was able to reassure them that the service funding agreement would be put to good use for the town and the people of the town.

Peter Herbert LTC suggested we are very open with the townspeople. His suggestions were to post the committee meeting minutes and the newsletter on our website.

He suggested we get our programme sponsored for 2022

The programme costs £700

The programme sales make roughly £1,300

So, in order to not lose out we would need to generate £600 in sponsorship for the programme if we are to simply allow it to be downloaded or just give it away.

Keith Croft produces a free magazine for Littlehampton

BB will speak to Keith again about this concept.

BONFIRE cones: Juliet Harris, LTC has communicated that stock of cones is low and may be insufficiency for our needs. JN is in communication with her in this regard. The cones are used to mark no waiting zones.

GTP suggested speaking with Arundel TC in this regard also. They had plenty of cones for their town carnival.

SR: to communicate with Tullett's regarding the hire of the lorry for the torches.

JN: to communicate with HD Whites re use of crane lorry

BB: We would also need an appropriately qualified driver for each lorry.

JN: We need a control room rep

We are awaiting a quote from SECAMB

|                        |   |                                    |
|------------------------|---|------------------------------------|
| 1 X tactical commander | ) | Persons in the                     |
| 1 X SRV transport      | ) | control room who                   |
| 1 other                | ) | sort stuff out if things go wrong. |

JN: We have allowed a budget of £400 for control room communication equipment

Joanne Cresswell (Arun District Council) has asked that all documentation relating to our event be forwarded for circulation to the committee members before the July SAGs meeting (safety). BB & GTP are dealing with this.

Here a vote was taken regarding posting the minutes of the committee meetings onto our website. The motion was proposed by TJ and seconded by SB. All committee members present voted in favour of this change to current practise.

Update on bands: SC has had several quotes.

JN has budgeted £2.5k for bands: Pipe, Jazz and 1 other.

The entire committee gave approval for £750 to get a jazz band booked.

**Bonfire Night / Torches:** MR: All of the stock of torches were recently taken out of the torch shed, checked individually and counted. Some torches were destroyed as they were not up to standard. Other torches needed to be rewired. This was done. Present were MR, BB, SB, SC, GD, MR's son and Catherine Robinson. The committee wishes especially to thank Catherine as her experience and skill are invaluable with a task such as this.

We currently have 2667 torches ready. BB wants us to have 3,000 torches.

TJ has contacted our torch supply man - it is too late to order more torch sticks this season.

We have a supply of 650 sticks in the torch shed.

TJ asked if he should put in a request for torches for the 2022 season. The committee opted to return to this subject later in the season.

We may be able to source sticks elsewhere. MR is making enquiries.

TORCH SHED SITE: The site owner has advised that we may not have access to the site at weekends. This is a blow as we have always employed weekends to gather for torch making. It is likely this change in practise has been brought about following a safety review. We may use the site in the evenings instead. However this is not as good a choice for many of the regular torch makers due to their working hours.

One idea going forward would be to take the makings for the torches to MR's garden. The made up torches to be stored in the shed in the usual way.

SB suggested we contact the site owner to confirm that we have good access on the Friday before our event to facilitate torch dipping. BB to action this.

Further sessions for torch making will be discussed once we know if we have to make torches in Mick's garden or during evenings spent at the torch shed.

**Fundraising:** The market has raised £120

The plant Fair raised £1,398.75 over the three days. SR rounded this up to £1,400 out of her own pocket.

TJ: The society has recently lost the sales of electricity cards which have been a fundraiser for the past 10 years.

GP is still selling books online and recently raised £35.84

A further £15 was also raised by Ebay sales.

**Membership:** We have 3 new members

GDPR: All committee members to email to CG their permission to hold their personal data as per our policy. Next year we propose to change the policy so that members have to opt out if they do not wish us to hold their data. By agreeing to be a member they automatically agree for us to hold their data.

**Facebook:** Can JD / CG email to JN details of volunteers, bands etc that pop up on social media?

**Summer Fair:** 3rd July 2021 (we hope) at the . . . . . (to be decided) to include a grocery trolley raffle as at previous May Fair events.

**Newsletter:** Add a bit about the society seeking for new sponsorship

Kay Herbert, a long standing member has passed away. Put in a line to thank her for her years of support.

Welcome new members.

Inform the members of where we are regarding torches for the parade.

Promote the design competition.

Advertise the summer fayre (when date known)

Trumpet the success of the plant sale

Allan and Chris Alderton have both accepted their offers of vice-presidencies of the society. Thank them for their years of hard work and write a little piece about each one.

**Exemption Business:** Here followed some committee business not for general review.

**Dates for the Diary:**

3rd **July:** Summer Sale TBC

11th **September:** Town Show

**BONFIRE EVENTS: for the 2021 season (thus far)**

Northiam 9th October

Heathfield 23rd October

LITTLEHAMPTON 30th October

Chailey & Rye 13th November

Barcombe 20th November

**Any other business:** RADIO INTERVIEW Sue to be interviewed on BBC radio Sussex on Saturday 22nd May to promote the society.

Julieta Harris suggests we use our social media page as much as possible. Where possible to add photos of anything and everything the society does to keep us in the public eye. Also we do not have many photos on our Facebook page or our website. JD to speak with Steve Flynn to see if we may have access to more photos for our pages.

**Next Meeting:** Wednesday 30th June ?? Face to face meeting at the Wick Trades and Labour Club at 7.30PM?

**Meeting ended:** 22.35

Susan Baker

Minutes Secretary

**Action Point Summary**

**ALL Members** - to email to CG permission for the society to hold their data.

**BB** - prepare for SAGs meeting / Review of Event Management Plan using the Purple Guide.

Continue to fill roles per event management plan.

To contact the torch shed site owner to ensure good access on the Friday before our event to facilitate the dipping of the torches.

**SB** – Radio BBC Sussex interview.

**SC**- Continue trying to book walking groups, bands

**GD** - contact Steve Flynn re use of photos for website and social media pages

**JD** -

**CG** - forward the name of the new members to Sue for the newsletter

**TJ** – Market stall

**JN** – Meet with KC to go through the accounts and generate an accurate budget for 2021

**GTP** - Help with Event Management Plan and preparation for SAGs meeting

**GP** - sell more books

**MR** – Make enquiry's re torch sticks - ? a different supplier?

**SR** –

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CC: Allen Alderton, Chris Alderton, Lauren Burchfield, Ray Jordan, & Rachel Stanford.