



OXENHOPE MILLENNIUM GREEN TRUST

Millennium Green, Oxenhope Trust Meeting Minutes 5th June 2023

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

Apologies: Saranna Watkins (SW).

1. General meeting to provide updates and raise queries regarding the upcoming fete

Volunteers – KE suggested a table is produced of the tasks that volunteers will be needed for.

Set up – Trees need to be cut back where low hanging branches occur and will interfere with the setting up of a stall. Grass and nettles will also need to be cut back for the same reason.

Saturday – day of the fete – 08:30 to 13:00

Sue Ryder are supplying the tables and chairs so somebody will need to pick them up.

James Patchet has a flat top.

Stall pitches will need to be marked.

Need to know what each pitch will require.

Briefing - There will need to be a briefing for the volunteers that will be looking after the entry gates.

Will need 2 sets of volunteers so 8 in total, plus a float and will need to stipulate a hand over time.

Plant stall – who ever looks after this stall will need to organise with the nursery the pick up, selling and subsequent drop off of any unsold plants.

Will need signage to state what the money is for.

Stall holders - will be allowed on site from 10:00.

Main Arena – tape and poles will need to mark out the arena.

Gazebo's – one for each gate, first aid & PA and Duck stall. PA system has two speakers that would need to be set up.

Duck Race stall – will need manning and ticket selling. Will someone to tip the Ducks into the stream and follow behind. Will need someone to do the commentary on the race. Prizes

are monetary and 1st = £30, 2nd = £15 and 3rd = £5. Will need to place a net across the weir to stop the Ducks going over! Suggested time 4pm. Will need 4 volunteers.

Commentator – suggested Kevin Campbell-Wright for any event except dog agility and children's races.

Floats for Gates, games and Raffle tickets – KE to contact Andrew to see what he usually did.

Vehicle safety – All stall holders to be notified that all vehicles are to be off site by 12:00. NH to arrange for 4 traffic supervisors.

Generator – KE still to confirm.

Music PA – CP to confirm. Scout tent details to be provided to CP by KE. To be used for beer and entertainment tent. KE to chase Robert Goulding for Markee for raffle prize tent.

Children's activities – smack the rat and tin can alley. Prizes are packets of sweets. JE to sort sweets.

Briefings – to be held at 12. Gates need 4 teams of 2, two sessions 12:30 to 13:30 and 13:30 to 14:30. Raffle ticket sellers 3 plus float with one standing by prizes always from time set up to time the unclaimed prizes are removed from site. MD suggested purchasing raffle books from The Works. Need good quality so tear on perforations!

Dog agility – KE asked how long they will need. 45 minutes? NH and CP to produce a running time of events for this activity.

Children's races – MD and CP to organise the race equipment from Oxenhope or Haworth school. Need to know the structure of the events and number of volunteers required.

Choir – to be in the arena.

Pack up time – this to be 18:00ish.

Photo taker – KE volunteered.

Signage – signs for around village required plus gates to green.

Straw race presentation – NH asked if this could be held at the fete. Discussion took place.

First Aid – JE to check dates on first aid supplies and to replenish as necessary.