



# OXENHOPE MILLENNIUM GREEN TRUST

## Millennium Green, Oxenhope Trust Meeting Minutes 30<sup>th</sup> January, 2024

**Attendees:** Ken Eastwood (Chair) (KE), Michelle Smith (MS), Nel Hargrave (NH), Claire Scott-Pearce (CP), Saranna Watkins (SW) and Jill Eastwood (Secretary) (JE).

**Apologies:** None

### 1. Welcome by the Chair

KE welcomed everyone to the first meeting of the year.

### 2. Accounts for the year ending

KE presented the balance sheet for the 2023 Fete Income & Expenditure. A surplus of £1,445 had been achieved.

KE also talked through the cashbook entries which will be brought to the AGM (TBA).

### 3. The Fete

KE stated that there had been three instances of gazebo's blowing over which is a concern as they could have caused a serious injury and thought needs to be given for this year's fete as to how this could be prevented. Also, two of these gazebo's have been damaged and will need replacing. KE suggested driving tall stakes into the ground so the gazebo legs could be fastened to them. Discussion took place and this was thought to be a good idea.

CP enquired whether it would be a good idea to purchase a marquee for the entertainment, so we are not reliant on somebody to deliver it. Last year's tent was also a bit low, and the stage could not be used properly, and concern was raised regarding the PA system getting damaged if it was on the ground. We could still borrow the staging and PA system. Transport will have to be arranged again to pick these items up. CP to research a suitable marquee for purchase.

NH suggested we investigate hiring a van for the weekend since we not only have to pick up the staging and PA system there is also the tables and chairs from Manorlands.

KE stated that we need new signage for the stall pitches. A lot of stall holders couldn't see where they needed to be. Agreed to produce laminated signs that can be re-used and can be stuck to the tables, so the pitch is easily identified. MS agreed to produce these (1 to 50).

CP suggested that we consider providing portable toilets on site this year. This was discussed and felt a good idea in principle.

CP stated that they are about £66 each for the day. CP to double check the price and what the company will need to get them on site.

CP mentioned that the noise from the generator interfered with the entertainment and could we investigate purchasing or hiring a quiet one. KE stated that we had looked into this last year, and it would be too costly. CP mentioned that a cover could be purchased instead. It was also suggested that the layout should be rejigged, and an instruction be given to the food vendors using a generator that it will need to be attenuated and be behind the van. It was agreed to swap around the entertainment and beer tents, to help with this issue.

NH mentioned that someone who had volunteered to look after the raffle prizes ended up having to stay there all day. It was agreed that we needed a better system for ensuring that volunteers are rotated around.

KE mentioned that the price of purchasing a duck for the duck race had been a £1 for years and suggested putting the price up. CP also suggested increasing the number of ducks that could be purchased. Discussion took place around these two suggestions. It was agreed that increasing the number of ducks in the race would cause issues with getting the ducks down the stream. It was also agreed that the price of a duck would be increased to £2 with the prize money also increasing to 1<sup>st</sup> = £50, 2<sup>nd</sup> = £20 and 3<sup>rd</sup> = £10. There may be other minor prizes as last year, but this is dependent on having suitable items.

Selling raffle tickets had proven problematic when trying to sell programmes and raffle tickets at the same time and write down the name and contact details. Discussion took place. It was agreed that the raffle tickets will be sold at the two entrance gates but by different volunteers to those selling programmes. Better signage to be displayed to state how raffle numbers will be communicated should the prize not be claimed on the day (so no need to record names and contact details).

It was felt that we need to obtain more tables and chairs from Manorlands. If it had been good weather, there wasn't enough for people to sit at.

CP mentioned the stall price since one of the stall holders had stated that it was cheap compared to other events they attend. Discussion took place. It was agreed to increase the prices from £25 and £15 if charity, to £30 and £20 if charity.

NH mentioned the bench that had caused a lot of concern when vehicles were trying to get onto the arena field. This was mainly due to the slippery mud, but could it be moved. Agreed someone to look next time they are on the green and suggest where it could be moved to.

#### **4. Maintenance and horticulture**

Nothing to report other than that the tree works, path and fencing works undertaken in the year had made a positive difference to the Green.

#### **5. Any other business**

We need to get the word out of when this year's fete will take place. The date of which will be 20<sup>th</sup> July 2024. Discussion took place of the different social platforms that were available, and CP suggested we set up an Instagram account as well and continue to use the Facebook page.

KE stated that we needed to agree a date for the AGM which needs to be held ideally mid-March. Venue to be Bay Horse if possible. NH to find out availability bearing in mind CP will not be available on a Thursday and KE will not be available on the 13<sup>th</sup> and 14<sup>th</sup>.

Several members of the trust stated that they had experienced issues with access when trying to update the spread sheet for stall holders that is on Dropbox. KE asked if everyone would be able to access Google Docs. Agreed that KE would create a Google Docs area and provide access to everyone.

KE to find out if the Fell Race will be starting from the Millenium Green this year. This will impact on the programme timings.

Need to ensure more time is available for the dog agility and show. Suggestion made to have the kids races first. For futher discussion.

All agreed that Kevin Wright did a marvellous job of compare, although a better PA system for the whole site would help with ensuring that everybody knows that events are about to start in the arena without having to walk around announcing it using the megaphone. Discussion took place regarding the state of the existing PA system. KE to check old equipment and if salvageable to give it to MS to see if it can be fixed.

A suggestion was made that we could do with someone famous to open the fete. Discussion took place. NH and SW made a suggestion and will see if they are going to be available.

Meeting closed.

