MINUTES OF THE MEETING HELD ON 27TH JANUARY, 2022

Present

Jane Cochrane

Nick Crocker

Sandy Greenard

Jeremy Eyres ( Chair)

Tig Thomas

Minutes of the meeting held on 13th January, 2022

Under point 2 : Fundraising

District Councillor’s name should be Caroline Poulter ( not Porter).

The Scarecrow sculptures are not specifically for the Jubilee

Matters arising

There were no matters arising

Nick reported that we will have £4,900 in the UAF Bank after the Parish Council donation.

Arrangements for the Quiz night of 4th February 2022

Jane had previously circulated a ‘To Do’ list which we went through.

**Action points as follows using Jane’s list**

* 7:00 pm - Raffle tickets to be sold to people when they enter the Hall
* 7:15 Jeremy to welcome everyone and read out Covid rules and thank Sutton Hoo for their generous donation of free-range chicken for our supper. He could mention that 4 of us have passed the Food Hygiene level 2 certificate!
* 7:15 Start serving Amuse Bouche then clear by 7:30. Quiz rounds 1,2,3 start.
* 8:00 Deliver tagine and couscous to tables
* 8:30 Rounds 4,5,6 (Q & A) and Picture Round. Nick, with Tig’s help, has offered to organise the Picture round. Rounds end before Desserts.
* 9:00 Desserts delivered (Sandy/Nick/Peter)
* Answers to rounds 4,5,6 given out after people have finished eating.
* 9:30 Rounds 7 & 8 and Mystery object

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* Sandy to print ingredients of the treacle tart, trifle, pastry and ambrosia custard and send to Jane for printing. (lay on Tables)
* Lists on Tables of desserts for people to choose from, Sandy & Nick to collect.

Sandy to write list

* Two ‘spot prizes’ to be awarded to Team(s) who achieve a score of 10 – Sandy to buy two boxes of chocolates as prizes
* Adnam packs of beer – Jeremy to buy to give to Tom (Quiz Master)
* Expresso cups to be bought by Jane to be used for ‘smells’ game
* Jeremy to check out Hearing loop (to ask Barry Searle)
* Jeremy to provide saniters for each table (8 tables)
* Jeremy to provide good quality paper napkins
* Table cloths /flowesr – Tig to supply
* Jeremy to check with Jan Purcell if the Hall is free on Saturday morning for clearing up
* Greetings cards to be displayed for purchasing. ( On a small table?) To be decided on Friday p.m
* Electronic candles?
* Raffle prizes – Table on stage. ( How to award if people are staying in their seats?)

A homemade hampers comprising marmalade/raspberry jam/ chutney ( donated bySandy) plus other donations.

* Corkscrews – How many?
* Are there sufficient bowls/wine glasses? Jane & Jeremy to check.

Risk Asessment

The Team had read the risk assessment, reviewed and agreed it.

Any Other Business

1) Ufford Place – Parish Council do own the walls at the front of the houses. Permission needs to be sought to allow us to use it for our ‘Wonder Wall’ event. The Notice Board can be removed.

2) Shane Ibbs, the story teller, has confirmed his attendance on Saturday, 17th September performing in the Church first of all for children’s story telling ( 12:00pm) *Sandy to confirm with Jan Purcell)* and then in the Crown at 3:00 – 5:00pm. (This is booked)

 As an alternative, and if the weather is fine, Shane to use the Red Wood area in Parklands wood for the children’s story telling.

3) Mike Bieulieu Pope ( *sp?)* might be willing and available to display marquetry/bird sculptures at the Craft section of the festival. *Jeremy to enquire.*

4) Smart Phone photography – Gemma Watts. *Nick to liaise with Gemma*

5) New Art Boards are needed. Storage might be an issue.

6) Suggestion that the phone Box could be used for stacking with soft toys. People to guess how many there are. Needs further discussion.

7) For information: The Treasurer of the Community Hall is Jeff Cooper; Jane princep is the Booking manager

8) PUNCH would like a review of how the Quiz/Supper went. An article of 300 words written by ourselves.

Date of Next Meeting :

Thursday, 10 February at 6:00 – 7:45 pm at The White Lion. *Jeremy to book.*