

COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting of Thursday 25th October 2021 Held immediately after the AGM

Members Present:

Richard Monbiot (RM); John Macmillan (JM) (Secretary); Fiona O'Brien (FO'B) (Booking Officer); Guy Reynolds (elected trustee). In attendance Alice Hadridge (AH)

1. Apologies

Nigel Parry (NP) (PC rep trustee).

2. Election of officers

2.1 Chair. JM was elected as chair.

2.2 Secretary. JM agreed to continue to act as secretary.

2.3 Treasurer. GR was elected as treasurer.

3. Trustees

All trustees present signed forms of declaration and consent to act as a trustee for the year 2021/22.

4. Christmas Fair

4.1 FO'B reported that the Fair had been publicised twice in each of Parish News, on the Colton Facebook page and on Rugeley Rocks. She would publicise it again. **JM** would provide **GR** with the text for a poster and **GR** would produce 12 laminated copies to be distributed around adjoining villages' notice boards and in local supermarkets. A volunteer would be required to do this. **RM** would approach Gill MacKay who had done it previously.

4.2 JM reported that we had 16 stall holders plus two village organisations who wanted tables. He had still heard nothing from the PTA. **FO'B** offered to chase the PTA about a stall and also to ask them if they would be providing toys for Santa's Grotto as in previous years.

4.3 FO'B confirmed that Mel Crozier would be doing everything in connection with Santa's Grotto and the kitchen. If not enough cakes were donated, Mel would get some from Tesco's on sale or return. This year we would be charged for the cost of the material for the turkey baps.

4.4 The raffle. It was agreed that in the past there had been far too many prizes. This year the star prize would again be a hamper generously donated by the Dun Cow. **AH** kindly offered to donate a voucher and some chocolates. Donations of bottles of wine were also pledged.

4.5 Setting up. Trustees will set up the tables on the Sunday morning between 08.30 and 09.30. **JM** will prepare a table plan and names [**Action JM**]. Stall holders will be allowed access from 09.30. Mel will set up Santa's Grotto on the Saturday morning.

4.6 Cost. Entrance to the Fair will be £1 per adult with children free. Access to Santa's Grotto will be £2. **NP** had agreed to take money on the door.

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Signed as a true record

Dated