

**Minutes of Christmas Fayre Meeting
Held on Saturday 18th May 2019
at 12:30pm in the Church**

Attendees: Gill Baxter; Peter Baxter; Kirsty Baxter-Smith; Helen Cox; Colette Davidson; Jo Dymond; Teresa Galvin; Bernadette Green; Nicki Hall; Sylvia Hopton; Ruth Hudson; Catherine Jenkins; Theo Johns; Peter Kingston; Stacy McIntosh; Mike Mapstone; Pam Mapstone; Maria Mena; John Mulvey; Tim Nurse; Paul Pearson; Yvonne Pearson; Fr Philip Thomas

Apologies: Fionnuala Duddy; Lorna Kelly; Charlotte Lythaby; Jim and Peggy MacDonald; Kate Slattery;

2019 – 2020 (Agenda numbering for the 1st meeting, running through the Fayre season 2019-2020)

1.	<p>Welcome and Opening Prayer</p> <p>Kirsty Baxter-Smith (KBS) opened the meeting and welcomed the group. Fr Phillip led the group in opening prayer.</p>
2.	<p>Introductions</p> <p>KBS welcomed the group to the first meeting, agenda agreed.</p>
3.	<p>History of the bazaar and why we're here</p> <p>KBS set the context of the meeting and spoke about the fact that we almost didn't have a Bazaar this year due to lack of volunteers after the most recent organisers stepped down after many years of service and hard work. Referred to the Bazaar cash 2018 spreadsheet and compared to profit from 2005, before austerity years. Agreed that the profit target for 2019 needs to be at least £7000, similar to 2005.</p> <p>Decision: Profit target agreed for minimum £7000 - £2500 increase on previous years. Group also discussed the need to change the name of the Bazaar, to re-brand in order to bring in more across generations. Theo Johns suggested 'St Joseph and Teresa's Spirit of Christmas Fayre'. Group approved, noting that branding and image will need to be clear and Church name. event date and 'Christmas Fayre' need to be prominent.</p> <p>Decision: Change the name of the Bazaar to SS Joseph and Teresa Church Spirit of Christmas Fayre.</p>
4.	<p>Fayre roles to be filled:</p> <p>Committee chair. KBS volunteered.</p> <p>Treasurer. Peter Baxter (PB) nominated by Parish Treasurer</p> <p>Publicity. This includes advertising throughout the community; production of leaflets; posters in local villages; local press items; updating local schools including Downside and All Hallows; organise leafleting within the parish and local villages. Jo Dymond to lead, assisted by Stacy McIntosh</p> <p>Communication. This includes newsletter and email co-ordination. Charlotte Lythaby to lead.</p> <p>Decision: We will have a separate monthly Fayre Newsletter (will be weekly closer to the event).</p> <p>Art work and banner. Peggy MacDonald has already updated the existing banner with the new date. Helen Cox has offered to look at new banner (possibly reduced cost or free via husband's work) with new name and branding, assisted by Peggy and Stacy MacIntosh.</p> <p>Action: Helen Cox to investigate new banner and lead team for new artwork and branding. Send new brand to Charlotte Lythaby to include in new newsletter.</p> <p>Logistics. This will include arranging clearly labelled boxes in the narthex for donations, clearing and sorting through each week. Needs an organised team. Tim Nurse to lead.</p> <p>Clearing up team. Andy Pritchard has offered to lead. This involves meeting towards the close of the event, transferring unwanted goods to charity shops or back to Church garage, clearing up litter and clearing chairs and tables.</p> <p>Action: Peter Baxter to update Andy Pritchard re. leading Clearing team.</p> <p>Grand Draw admin and sales team. This involves organising printing, distribution and sales of tickets. This needs to be in addition to selling tickets after Mass.</p> <p>Owner: Helen Cox, assisted by Anastasia and Lucia Nurse; Sister Anne; John Mulvey; Ruth Hudson.</p>

	<p>Action: Stacey McIntosh has offered to think about more ideas for generating ticket sales.</p> <p>Silent Auction. This involves generating promises and donations for auction. Note: in previous years, we have combined donations across Grand Draw and Silent Auction and divided as appropriate.</p> <p>Owner: Nicki Hall, assisted by Mike Johns; Yvonne and Paul Pearson and Sister Anne. PA system. Need to find a replacement for system and someone to run it.</p> <p>Action: KBS to ask in Parish for PA system and someone to run it on the day. Will add item to the newsletter.</p>
5.	<p>Stalls and stall holders</p> <p>KBS referred to the Bazaar Cash 2018 spreadsheet and the group discussed existing and new stalls.</p> <p>Continuing stalls for 2019 Fayre:</p> <ul style="list-style-type: none"> • Cake stall. Need more cakes made this year. Owner: Maria Mena • Book stall. Owner: Teresa Galvin • Restaurant. Owner: Mario Di Claudio. This stall involves a huge amount of work from the Di Claudio family who have commented that this didn't make as much profit in 2018 as previous years. The group agreed that we do need the restaurant as will bring people in to the event, but we should revisit the menu, in line with the overall re-brand. Action: Jo Dymond will discuss new menu ideas with Mario and Gill Di Claudio. • Christmas Goodies. Owners: Pam Mapstone and Gill Baxter. Action: Gill Baxter will ask parishioners to start making Christmas puddings for the stall – these can be made now. Item for the newsletter. Action: Pam Mapstone to organise workshop for paper angels for Spirit of Christmas brand. • Christmas Gifts. Owner: Pam Mapstone, assisted by Catherine Jenkins. • Teas and coffees. Owner: Bernadette Green • Tombola. Owner: Peter Kingston • Father Christmas and Grotto. Owner: Alan Ford • Handbags and jewellery. Owners: Yvonne Pearson and Juliet Brown <p>Changes for the 2019 Fayre:</p> <ul style="list-style-type: none"> • Mulled wine stall. The group agreed to change this to mulled apple drink (non-alcoholic) stall at the entrance which would be given in a paper cup, with admission charge, Action: KBS to ask Helen and Darren Phillips if they would like to run this or the Prosecco stall • Interiors: This involves a huge amount of work, plus heavy lifting and sorting. The group are grateful to Liz Walker and ken who have run this stall for many years but who can no longer do the heavy lifting! We agreed that we won't run the Interiors stall next year. Action: Gill Baxter to speak to Liz Walker about Interiors. • Jams and Preserves. The group agreed that we will not run this stall in 2019. We will ask for marmalade and mincemeat, to be added to the Christmas Goodies and the Cakes stalls.
6.	<p>New ideas for stalls for 2019 Fayre</p> <ul style="list-style-type: none"> • Knitted goods. Owner: Lorna Kelly and Pam Mapstone. This may not be a stall on its own – depends on donations. Lorna will source patterns to be given to parishioners to knit similar items. Action: Pam Mapstone to speak to parish knitters to ask for help. • Prosecco bar and Christmas cocktails. Group want to 'capitalise' on the concept and brand for 'Little Sisters of Prosecco!' Investigate possibility of prosecco and Christmas cocktail bar, including non-alcoholic cocktails. Bar needs an owner. Action: KBS to speak to Helen and Darren Phillips. • Floral arrangements. Owner: Lorna Kelly. This will include fresh but also artificial items so items can be made in advance. To include table decorations and candle decorations. Gill Baxter offered to run a workshop for parishioners to show some

	<p>ideas.</p> <p>Action: Gill Baxter to arrange floral workshop.</p> <ul style="list-style-type: none"> Children's clothes and baby equipment. The group would like to ask the School (PTFA) to be involved in the Fayre this year and think that second hand baby and children's clothes will run well. <p>Action: KBS to ask Charlotte to speak to the PTFA about Children's clothes and baby equipment stall.</p> <ul style="list-style-type: none"> Cheddar parish stall. <p>Action: KBS to ask Charlotte to speak to Cheddar parish about running a stall.</p> <ul style="list-style-type: none"> School choir. The group would like the School, plus All Hallows and Downside, to arrange for the school choirs to sing. <p>Action: Charlotte to contact the schools to ask.</p> <ul style="list-style-type: none"> St Joe's school – Year 6 to run a stall? Theo John suggested that we ask Year 6 to run a stall as a project and as a 'thank -you' to the school and parish in their final year. <p>Action: KBS to ask Charlotte to speak to the School.</p> <ul style="list-style-type: none"> Craft stall. Jo Dymond suggested that we run a stall which will 'workshop' a craft item, which people can make at the stall. <p>Action: KBS to contact parishioners for volunteer.</p> <ul style="list-style-type: none"> Face painting or similar? <p>Action: Sr Anne to contact previous stall holder to ask for volunteer.</p> <ul style="list-style-type: none"> Caribbean coffee stall? Stacey McIntosh's mother has run a similar stall. She will investigate. <p>Action: Stacey MacIntosh to investigate 'Spirit of Caribbean' spiced coffee and chocolate stall.</p> <ul style="list-style-type: none"> Pamper stall? Ask for beauty therapist volunteer time to run a stall for mini pamper sessions (file and polish etc) <p>Action: KBS to ask parishioners for contacts.</p>
7.	<p>AOB</p> <ul style="list-style-type: none"> Mobile PDQ card reader. Will be useful to be able to take contactless payments as well as cash. <p>Action: Peter Baxter to investigate</p> <ul style="list-style-type: none"> GDPR forms. Need permission to share group email addresses and contact numbers. <p>Action: KBS to ask Charlotte Lythaby</p> <ul style="list-style-type: none">
8.	<p>Date of next meeting Saturday 13th July at 10:30am in the Church</p>

The meeting finished at 13:45pm

Summary of Actions to be completed before next meeting

Action: Helen Cox to investigate new banner and lead team for new artwork and branding. Send new brand to Charlotte Lythaby to include in new newsletter.

Action: Peter Baxter to update Andy Pritchard re. leading Clearing team.

Action: Stacey McIntosh has offered to think about more ideas for generating Grand Draw ticket sales.

Action: KBS to ask in Parish for PA system and someone to run it on the day. Will add item to the newsletter.

Action: Jo Dymond will discuss new menu ideas for the restaurant with Mario and Gill Di Claudio.

Action: Gill Baxter will ask parishioners to start making Christmas puddings for the stall – these can be made now. Item for the newsletter.

Action: Pam Mapstone to organise workshop for paper angels for Spirit of Christmas brand.

Action: KBS to ask Helen and Darren Phillips if they would be prepared to run the entrance muller apple stall

Action: Gill Baxter to speak to Liz Walker about Interiors.

Action: Pam Mapstone to speak to parish knitters to ask for help for knitting stall

Action: KBS to seek volunteer for Little Sisters of Prosecco Bar.

Action: Gill Baxter to arrange floral arrangements workshop.

Action: KBS to ask Charlotte to speak to the PTFA about Children's clothes and baby equipment stall.

Action: KBS to ask Charlotte to speak to Cheddar parish about running a stall.

Action: Charlotte to contact the schools (St Joe, Downside and All Hallows) to ask for Choirs to sing at the event.

Action: KBS to ask Charlotte to speak to the School about Year 6 running a stall as a 'thank you' project

Action: KBS to contact parishioners for volunteer to run a crafting stall.

Action: Sr Anne to contact previous stall holder to ask for volunteer for face painting stall.

Action: Stacey MacIntosh to investigate 'Spirit of Caribbean' spiced coffee and chocolate stall.

Action: KBS to ask parishioners for beauty therapist to run pampering stall

Action: Peter Baxter to investigate card machine hire

Action: KBS to ask Charlotte Lythaby for GDPR forms.

Summary of decisions:

Decision: Profit target agreed for minimum £7000 - £2500 increase on previous years.

Decision: Change the name of the Bazaar to SS Joseph and Teresa Church Spirit of Christmas Fayre.

Decision - Fayre roles:

Committee chair: Kirsty Baxter-Smith

Treasurer: Peter Baxter

Publicity: Jo Dymond, supported by Stacey McIntosh

Communications: Charlotte Lythaby

Brand and art work: Helen Cox, supported by Stacey McIntosh and Peggy MacDonald

Logistics (donations organising): Tim Nurse

Clearing up team: Andy Pritchard

Grand Draw admin and sales: Helen Cox, supported by Tim, Anastasia and Lucia Nurse; Sr Anne; Peter Kingston; John Mulvey; Ruth Hudson

PA system: to be confirmed (KBS to source)

Decision - stalls and stall holders:

Book Stall: Teresa Galvin

Bottle tombola: Peter Kingston

Cake stall: Maria Mena, supported by Brenda Titchen and Anastasia Nurse

Cheddar stall: to be confirmed

Children's clothes: PTFA (to be confirmed)

Christmas Gifts: Pam Mapstone, assisted by Catherine Jenkins

Christmas Goodies: Gill Baxter and Pam Mapstone

Coffee & Teas: Bernadette Green

Craft workshop stall: to be confirmed

Father Christmas and Grotto: Alan Ford

Entrance mulled apple juice: Helen & Darren Phillips (to be confirmed)

Floral arrangements: Lorna Kelly

Handbags and jewellery: Yvonne Pearson

Knitters: Lorna Kelly, supported by Pam Mapstone

Little Sisters Prosecco and Christmas cocktail bar: to be confirmed

Restaurant: Jo Dymond (menu); Di Claudio Family (to run) (to be confirmed)

Silent Auction donations and organising: Nicki Hall, supported by Mike Johns and Paul & Yvonne Pearson

Spirit of Caribbean spiced coffee and hot chocolate stall: Stacey McIntosh (to be confirmed)

Date of next meeting: Saturday 13th July at 10:30am in the Church