



Minutes

Fireworks Night Meeting

Date | time 24/07/2023/ 06:30pm

In Attendance

Chis (Home Farm), Hollie (Prettygate), Jayne (Prettygate), Laura (Home Farm) and Sarah (Prettygate)

Introductions

Everyone introduced themselves and their roles within their school's PTA.

(Please note that the table at the end of the minutes contains a summary of all the actions taken at the meeting today).

Fireworks Night

General

- HA shared with the group a spreadsheet with the list of all the elements for organising the fireworks night.
- It was agreed to use this spreadsheet to capture all actions, costs and links in central place.

Actions:

- HA to set up a SharePoint Folder to save and share all information relating to fireworks night.
- HA to produce a risk assessment and share with the group.

Fireworks Display and Performance

- SB confirmed that the fireworks display has been booked.
- DJ has been booked.
- It was agreed based on last year's feedback and cost was to not book fire performers.

Actions: Home Farm to check booking and payment

Stalls, vendors and facilities

- Fish and Chip Van has been booked.
- Bar Rumba has been provisionally booked – Further discussion on this was had outside of the meeting.
- Bar, Hot drinks and Sausage rolls – TBC.
- It was agreed to not make up sweet bags this year and to just purchase candy floss and package sweets.
- First Aiders
- There was a discussion about the fairground ride and the potential for the event to receive a percentage from ride sales.
- Lights and barriers.

- There was a discussion on LEDS. It was agreed to all share ideas to compare and approve purchase.
- Toilets

Actions:

- SB to send the Fish and Chip Van and stall holders the booking form.
- Home Farm to enquirer with Perrins.
- Home Farm to produce a proposal for the bar, hot drinks and sausage rolls.
- Chris to enquire whether the event will receive a percentage from ride sales.
- SB look into price and numbers for candy floss and packaged sweets.
- Prettygate to sort the alcohol licence.
- HA to speak to Liz about lights and barriers.
- All to share LED product ideas and agree on final purchases.
- SB to check on toilet hire and share detail on Finance form.

Sponsors and Promotion

- It was agreed that organise for 20 address each for Estate Agent Boards.
- It was confirmed that John Fowler will be a sponsor for the Prettygate. One other sponsor to be identified.
- Small businesses for stall sponsorship to be identified.
- Approaches to promoting the event is through Estate Agent boards, banners, school and Friends of Prettygate website, school newsletters, Parent mail, FB groups, Class What's App Year Groups.
- There was a discussion about using last years banner design and update and edit for this year.

Actions:

- Chis to ask Matthew James regarding Estate Agent Boards.
- Home Farm to identify One other sponsor.
- Need to approach small businesses to sponsor the stall.
- HA to design the poster, banner and boards.
- Becky to send over last year's poster/banner design.

Site Plan

- There was a discussion regarding availability of gazebos. HA mentions that Prettygate may have 3 to offer which was matched by Home Farm.
- First aiders would like to be stationed in the hall.

Actions: Becky to email the site plan to Hollie.

Volunteers

Actions: SB to email the group the volunteer sign up form and sheet.

Entrance Fee

- There was a discussion regarding ticket sales and there was a suggestion for Becky to show the group how to set this up.

Action:

- Home Farm to look at other firework displays and compare prices.
- Becky to sort ticket sales.

Finances

- It was agreed to all log any spend on a shared finance form.

AOB

Chris raised an enquiry regarding match funding from banks and large corporate companies.

Next Meeting

The next meeting has been provisionally set for Monday 4 September 2023 at 2:00pm at Hollies house in Ambrose Avenue.

Summary of Actions

Activity	Action	Owner
General	• HA to set up a SharePoint Folder to save and share all information relating to fireworks night.	Hollie
	• HA to produce a risk assessment and share with the group.	Hollie
Fireworks Display and Performers	• Home Farm to check booking and payment	Home Farm
Stalls, vendors and facilities	• SB to send the Fish and Chip Van and stall holders the booking form.	Sarah
	• Home Farm to enquirer with Perrins.	Home Farm
	• Home Farm to produce a proposal for the bar, hot drinks and sausage rolls.	Home Farm
	• Chris to enquire whether the event will receive a percentage from Fairground ride sales.	Chris
	• SB look into price and numbers for candy floss and packaged sweets.	Prettygate
	• Prettygate to sort the alcohol licence.	Prettygate
	• HA to speak to Liz about lights and barriers.	Hollie
	• All to share LED product ideas and agree on final purchases.	All
• SB to check on toilet hire and share details on Finance Form.	Sarah	
Sponsors and Promotion	• Chris to ask Matthew James regarding Estate Agent Boards.	Chris
	• Home Farm to identify One other sponsor.	Home Farm
	• Need to approach small businesses to sponsor the stall.	All
	• HA to design the poster, banner and boards.	Hollie
	• Becky to send over last year's poster/banner design.	Becky
Site Plan	• Becky to email the site plan to Hollie.	Becky
Volunteers	• SB to email the group the volunteer sign up form and sheet.	Sarah
Entrance Fee	• Home Farm to look at other firework displays and compare	Home Farm

Activity	Action	Owner
	prices. <ul style="list-style-type: none">• Becky to sort ticket sales.	Becky