



# MINUTES OF GENERAL MEETING

7.30pm on 14 January 2016 at the Honor Oak Pub, SE23

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## **In Attendance**

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James Cross, Ellie Rogers, Zaria Greenhill, Nicholas Taylor, Dave Lowry, Gavin Bolam, Jim Smith, Marcel Jenkins, Leo Stevens, Annie Maunton, Svea Polster, Alex Roberts, Alex Drew

Apologies: Alan Bailey, Sydney Couldridge, Harry Carnegie, Beatrice Barleon, Robin Dallison

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## **Welcome**

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JC welcomed everybody to the meeting.

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## **Minutes of last meeting and matters arising**

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The minutes for the meeting on 26 November were completed by JC and have been posted on our website and Facebook page. Comments can be made regarding accuracy via our website.

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## **Resignation and Appointments**

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By agreement at the AGM and the meeting on 26 November, it was agreed that the appointment of the additional committee members would be deferred. ZG was unanimously elected as Vice Chair and SC, GB, NT and JS were unanimously elected as committee members.

For the sake of completeness, the full committee confirmed all decisions made at the AGM and on 26 November (including the purchase of 8 new litter bins at the cost of c.£2,000 and the installation of two new benches) and furthermore the payment of £350 to Trees for Cities relating to the tree planting in 2014 was also confirmed.

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## **Fundraising**

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JC confirmed that he had made an application to the Crofton Park Assembly Fund for £1,000 in part payment for 8 new bins. By request of the Assembly, the funding amount has been reduced to £800. JC confirmed that he should be available to attend the meeting on 23 January 2016 to make the pitch for funding.

It was agreed that any further applications for non-Festival related funding would be delayed until after the user survey has been completed.

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## **Trees and wildlife**

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ZG updated the group regarding the remnants (four large logs) of the poplar tree removed from GB's garden. AD confirmed that poplar wood is very soft and therefore, would not be suitable for carving etc. It was agreed that the tree would be used to delineate the wildlife areas along the north and north east boundaries of the Fields. Glendale have agreed to move the logs without charge.

ZG will try to obtain a large oak log from Glendale which can be carved into a sign/seat or as appropriate.

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## **Review of User Survey**

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ER apologised for not completing the survey before now. It was agreed that the group would like to use Survey Monkey primarily (rather than paper surveys) as the Survey Monkey website would collate the results. It was agreed that ER would reduce the number of questions on the survey to 10, so that we do not have to pay to use the Survey Monkey service. The final version of the questionnaire will be agreed via email with the committee.

There was a discussion about restricting the responses to those within a particular radius around the Fields and the best method for obtaining accurate responses. It was agreed that 1) there would be no geographical restriction, 2) paper versions of the questionnaire will be placed in local shops, Seniors, library etc., and 3) houses within a 1/3 mile radius (approx.) of the Fields would be 'flyered'. The flyer will ask the residents to complete a survey on Survey Monkey or obtain a paper copy from ER. ER agreed to create the flyer. SP agreed that paper copy questionnaires could be returned to her house on Blythe Hill Lane. JC agreed to collate the information received.

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## **Constitution**

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NT confirmed that he has drafted revisions to the Constitution and ran through the proposed changes. NT explained that the changes proposed are not substantial; they are more to reflect the current practices of the Friends (such as the removal of the role of Vice Chair which is unnecessary and the introduction of additional committee members if required) and provide more flexibility where necessary.

NT queried whether we need to obtain further contact details for our members and it was agreed that this would be looked into in more detail. It was also discussed whether the members on Facebook can be classed as 'members' as per the definition in the Constitution and it was decided that they are not. It was agreed that the website should be updated, to make it clearer what signing up to the mailing list entails (i.e. membership).

MJ confirmed that he has some additional changes to propose, relating to the financial affairs of the Friends (such as noting arrangements relating to the financial year and the delegated online banking responsibility) and shall provide a mark up in due course.

It was agreed that the revised Constitution can be agreed via email, by all members present at the meeting.

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## Festival

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Those present at the meeting each confirmed that they wished to be part of the Festival Sub-Committee. The Festival will take place on 2 July 2016, 12 – 5 pm. The following tasks were discussed and the following was agreed:

- **Stalls** – allocated to LS. The number of stalls and fees will remain the same as 2015, unless there is exceptional/high quality demand for additional stalls. Additional food and coffee stalls will be sought. LS will open the stalls application process to last year's applicants first and then this will be opened up generally in due course. The application deadline will be 1 June 2016.
- **Main stage and infrastructure** – allocated to GB. Budget of £1,300 has been agreed for the stage hire (including secondary stage speakers) and £521 for toilet hire.

GB explained that he has booked Kaiya and the Funk Grunt Band for £400 expenses. He explained that she is an international artist who would draw crowds in her own right and that this represents a very good deal. JC expressed his concern with this, as GB had been expressly told at the meeting on 26 November 2015 not to book any acts or contract on behalf of the Friends. After further discussion, it was proposed that GB would provide a demo/link so that the group could make an informed decision.

JC suggested that there could be an applications process for bands/music groups, whereby the applicants send in their demo to be judged and agreed by the Committee. This was agreed and the deadline for applications will be 14 February 2016. It was subsequently agreed that ER will prepare the flyer and advertise the process. It was agreed that the DJ worked very well last year, but that choirs are difficult to amplify. As part of these discussions it was agreed that a Twitter account should be opened up in the name of the Friends.

- **Secondary stage and kids tent** – it was agreed that this was successful last year and should be repeated. ER proposed that we invite back all acts/groups to perform again. Agreed by all, save for GB who suggested that there should be an applications process.
- **Book acts** – It was agreed that ER will book the following:
  - farm (£500) – there was discussion as to whether we should charge for the farm this year. To be agreed in due course.
  - Lewisham sports (£200) – a variety of sports, as per last year.
  - Punch & Judy (£300)
  - circus skills (£175)

Fairground – GB will book, on same terms as last year. ER requested GB pass on the message that the fairground prices are very expensive.

Beer tent – it was agreed that there should be one stall selling alcohol, but that it should offer a wider range of drinks, such as Pimms. JC will discuss this with the Beer Seller etc. and report back at the next meeting.

Sausages – MJ will ask Mark to run the BBQ again.

- **Friends tent** - ZG, NT and AR agreed to update the Friends tent display by the end of May. Further consideration will also be given to new Friends merchandise.
- **Volunteers** – SC will be asked if he will produce a flyer to attract volunteers.

- **Leaflets/publicity** - ZG will ask if Anne Scott will assist with leaflet distribution prior to the Festival. Libby Powell and Beatrice Barleon will be approached about assisting with publicity.
- **Raffle** – a volunteer is required to run this.
- **Licences and Safety** – JC will make the required applications/licences and review safety processes as part of this.
- **Refuse** – it was agreed that it would be useful to obtain quotes for recycling and general rubbish wheelie bins so that we can streamline the refuse collection process. NT will obtain quotes from the Council.
- **Logistics** – allocated to JS.
- **Stock take/check and clean equipment held at store** – it was agreed that a group will attend the store on Blackheath to clean the equipment etc. A date in April will be agreed in due course.

**Fundraising** – this year we will not receive any funding from the local Ward/Council. LS agreed to contact local organisations such as Barratts and the Local Rotary Club for funding. GB will approach Sainsburys for a raffle star prize. ER will speak with Sebastian Roche to see if they will fund the estate agents signs and/or leaflets.

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#### **AOB**

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None.

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#### **Future meetings**

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The next Festival planning meeting will take place on 24 February 2016. At that meeting, we intend to allocate further jobs to volunteers and agree the set list for the main stage.

**ER**  
19 January 2016

