

## Smalley Community Group

### Meeting minutes

Title of meeting: Planning meeting

Date/time : 25.04.2016 6pm

Venue: The Bell Inn

Attendees: Linda Paget, Neil Paget, Trevor Ainsworth, Angie Burrows, Wayne Roppon, Steve Bower, David Thurmaston, Barbara Heighton, Anne Jobling, Erica Talmey, Margie Rippon, Jean Brown, Jenny Ainsworth, Kerry Spicer –Fox, Mike Armitage, Mary Posiak

Apologies:

Agenda point	Discussion	Action Required	Responsible person	Date to be completed
Confirmation of date	All in agreement that 'picnic in the park' will take place on 10.7.2016	None	N/A	N/A
Development of the community group	<p>Mike has agreed to be treasurer to the group. Discussed need for signatories on the group bank account. The following people will become signatories: Jean, David, Trevor, Barbara, Kerry and Mike.</p> <p>Jenny was elected as vice chair of the group.</p>	Bank account to be opened.	<b>Mike</b>	9.5.2016
Funding for Smalley community group	<p>Smalley community group has been offered some money from the Smalley festival account.</p> <p>Discussion of ways funds could be gathered moving forward.</p> <p>Before the event: Smalley quiz – to be sold for people to complete and enter competition. Logistics to be discussed at next meeting.</p> <p>At the event: ice cream van (10% of sales to Smalley community group) (thanks to Jean) Tombola How many sweets in a jar Raffle Face painting. Logistics of all to be discussed at the</p>	<p>Money to be signed over once bank account is opened.</p> <p>Each committee member to e mail two questions to Erica to compile quiz.</p>	<b>All committee members</b>	<p>TBC</p> <p>1.5.2016</p>

	next meeting.			
What will the event consist of	<p>The event will be held at Stainsby cricket club (thanks to Jean) they will open the bar and offer the club house facilities. Further discussion needed with the cricket club. Discussion to be had with the tennis club about the event.</p> <p>The event will run from 11am – 4pm on 10.07.2016</p> <p>The venue will need to be available from 10am – 5pm for set up/clean up.</p> <p>People will be expected to bring their own food.</p> <p>Attractions for people to watch Kilburn community choir are unable to attend. (thanks to Trevor for contact)</p> <p>Ripley morris men will be contacted now the date is finalised.</p> <p>Teapot singers have tentatively agreed but arrangements need to be finalised. (thanks to Steve)</p> <p>Ilkeston brass band to be contacted now date is finalised.</p> <p>Amber and Erewash sound will be able to be involved in the event. (thanks to Margie and Neil)</p> <p>Discussion of insurance &amp; first aid. The cricket club have relevant insurance for the event. Linda and Neil are first aiders. Discussed inviting scouts to have a stand and ask if the leaders would mind also providing first aid if required.</p>	Contact made with groups to confirm their attendance information to be shared with the group to add to publicity material.	<p><b>Trevor</b> –Ripley Morris men</p> <p><b>Steve</b> – Teapot singers</p> <p><b>Margie</b> – Ilkeston Brass band</p> <p><b>Kerry</b> – Liaise with CC about the event and facilities.</p> <p><b>Neil &amp; Linda</b> - To discuss with the tennis club.</p> <p><b>Trevor</b> - Contact scouts.</p>	11.05.2016
Communication & publicity	Draft leaflet looked at and agreed on further information that should be available on the leaflet. (thanks to	Leaflet to be developed now arrangements	<b>Mick and Angie</b> leaflet	Mission statement to be sent

	<p>Mick and Angie)</p> <p>Contact has been made with Morleys printers – they will be able to print the leaflets when they are ready. (thanks to Margie)</p> <p>Draft newsletter looked at and agreed this is a good and appropriate way to get information out. (thanks to Anne)</p> <p>Discussion of creating website for the group.</p> <p>Discussion of group mission statement agreement of core themes; inclusion, community, residents, opportunities, facilitation. Mission statement to be finalised and added to all of the publicity and communication from the Smalley Community Group.</p> <p>Discussed ways for people to communicate back with community group. A range of options will be available on the back of leaflet. (thanks to Steve and Neil for manning the phone option).</p>	<p>finalised.</p> <p>Newsletter to be developed now arrangements finalised.</p> <p>Website and facebook page to be created.</p> <p>Mission statement to be created be used on all communication and publicity for a consistent approach.</p>	<p><b>Erica</b> put mission statement together &amp; create facebook page.</p> <p><b>Anne</b> to develop newsletter</p> <p><b>Wayne</b> to create newsletter.</p>	<p>out to the group ASAP to allow for the development of communication and publicity. Discussion of these at the next meeting. 11.05.2016.</p>
The Queen's birthday	After further discussion it has been decided it is unfeasible to carry out event for the queens birthday due to time constraints.			
Community group development.	Discussed need to continue to engage with the wider community. Agreed the group would have a stand at the picnic to facilitate discussion with residents. There will also be an invite to contact us with feedback/ideas on the leaflet.			

### Next meeting

Date: TBC

Venue: TBC

Time: TBC

Please send any agenda items or apologies to [ericatalmey@gmail.com](mailto:ericatalmey@gmail.com) by 10.5.2016

