

PIP 2019



Agenda 19:30 Tuesday 15th Jan 2019 @ The Bell Inn

1. Approve Previous Meeting Minutes

Update on David Knight and welcome any new committee members

2. Working Groups

Updates / progress from individual groups.

- Accounts
 - CS Has offered to do the accounts but is not keen to handle any cash. Update from CS about new bank account. Decide how to proceed.
- Safety
- Security
- First Aid & Fire
 - SWAS booked again to provide First Aid cover
- Food Vendors
- Plant & Stage
 - DK has been removed from all jobs as he will not well enough to help this year
- Site Planning & Layout
- Toilets
- Stalls
 - Forms will be emailed out to the stalls from last year. Pitch fees for commercial stalls to be increased to £15 and the other still free. All charities & commercial to be asked if they do well to try to give a donation.
- Raffle & Flashy Toys
- Tickets
- Entertainment – Day Time Arena

- Activities – Day & Evening Time JM / AB
- Bar – License & Staff SG / CS
- Bar – Stock & Lorry SG
- Hay Bales NC / SH
- Sponsorship ALL
- Recycling & Rubbish AB / DF
- PR & Advertising JM / CS
- Helpers & Staff CH / DF
 - Discuss jobs list for volunteers so we can advertise for helpers. Starter list on separate page.
- Bands & PA CC / AB
 - Update from Dan Martin (PA guy) re all music & PA

3. Anything Else

Discuss anything else we have missed off.

4. Fish & Chip Lunch

LayZRicks is booked and a cheque for the bulk of the bill has been raised. AB will do the difference with cash on the day. All bingo stuff has been purchased. School ambassadors update. We need to confirm who will get the sundries etc. Agree timings & do we get some feedback for the Xmas meal idea.

5. Somerset Wood Project

Discuss if we would like to support. (Additional docs attached)

6. Somerset Day

SCC promoting this day for 11th May 2019. Discuss if we would like to support with a bit of entertainment, BBQ etc at the Rec, put on for free maybe but keep very informal.

7. Church Request

Discuss if we would like to support. (Additional docs attached)

8. Equipment Purchases

Are we happy to proceed. (As per separate page)

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On The Day Jobs

Friday Pre Event

Job	Name

Sunday Post Event

Job	Name

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On The Day Jobs

Saturday Pre Event

Job	Name

Day Time Event

Job	Name

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On The Day Jobs

Between Events

Job	Name

Evening Event

Job	Name

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Budgets

Group	2018 Spend	2019 Budget
Security	£702.00	£750.00
First Aid	£600.00	£600.00
Plant	£1,120.00	£1,500.00
Toilets	£1,608.00	£1,700.00
Entertainment – Day Time Arena (Approx)	£50.00	£50.00
Activities – Day & Evening Time	£1,770.00	£2,000.00
Recycling & Rubbish	£150.00	£200.00
PR & Advertising	£540.00	£500.00
Staff	£240.00	£400.00
Bands & PA	£2,370.00	£2,500.00
Grand Total (Inc VAT)	£9,150.00	£10,200.00

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Capital Expenditure Purchases

Rock Awnings

Item	Qty	Unit	Total
Gazebo 3m x 4.5m – White roof – No side walls	2	£399.00	£798.00
Gazebo 3m x 4.5m – White roof – With side walls	2	£499.00	£998.00
3m Gutter	4	£10.00	£40.00
4.5m Gutter	4	£15.00	£60.00
Leg Clamps	4	£5.00	£20.00
Table - 3m Pop Up (Heavy Duty)	4	£119.00	£476.00
Table – 6' Plastic Folding	5	£49.00	£245.00
Table – 8' Plastic Folding	5	£59.00	£295.00

RinKit

Item	Qty	Unit	Total
Table – 4' Round Plastic Folding	6	£39.00	£234.00
Chairs	100	£12.50	£1,250.00

All the above are list prices and I know I will be able to get a discount

Other Suppliers

Item	Qty	Unit	Total
Ebay – Ratchet Straps	2	£16.99	£33.98
CPC – Rope Lights	4	£24.60	£98.40
CPC – Cable Reel - 50m	1	£54.30	£54.30
CPC – Cable Reel - 25m	1	£37.33	£37.33
CPC – Cable Reel - 10m	2	£15.78	£31.56
GalaTent – Festoon Lights	4	£40.00	£160.00

Grand Total (Inc VAT)

£4,831.57
