



Braughing Wheelbarrow Race Meeting Minutes

Meeting start Date | *Time* 22/05/2023 8 PM | *Location* Jenyns

Attendees

Anne Jenkins Elizabeth Brereton Kim James Nic Donno Natalie Sanchez Rachael Evans

Agenda

1. Raffle
 2. Resources
 3. Risk Assessment
 4. Bar
 5. Volunteers
 6. A.O.B
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Raffle

- Raffle tickets are printed and we can start selling now, we will kick this off at the Celebration Assembly 26th May, current prize list:

Confirmed:

- 2 x Standon Calling Adult Wknd Tickets
- Afternoon Tea At Buntingford Café
- Meal for 2 at The Golden Fleece
- Tottenham Hotspur Shirt signed by entire Women's Team
- Meal for 2 at the Axe & Compass, Braughing
- Silver Leys Polo Club - Afternoon Tea
- £25 Voucher at the Sword Inn Hand
- £50 Van Hage / Garden Centre Voucher
- 2 x Tickets to Braughing Jamboree
- Woody's Play Barn Tickets
- Attend2Health 30 Min Massage
- Bury Farm Play Barn & Beach Tickets
- Woodman Inn Voucher
- Willows Farm Family Voucher

- We need to create a spreadsheet for the raffle with name and contact
- On the day of the wheelbarrow race the winners will be pulled and announced at 5.30 - the compere announces
- It was decided that we would keep fancy dress to sell at Christmas rather than try to sell on the day next to raffle stall

Resources

- Anne has looked through the resources from last year's event to evaluate need for any top ups
- Branded cups large and small - we should buy some back up cups (non-branded) Could ask Tesco Bishop Stortford to donate? We will continue to charge a deposit for branded cups. We will create a line item on sum up machines for cups (rather than combined drink and cup prices for ease of totting up)
- Pimms Jugs - we need more jugs (approx 50) in order to sell as jugs but also to pre make for cup sales. We will charge a deposit for pimms jugs and add as a line item on sum ups.
- Price List - will need new versions designed and printed -the price list was too confusing last year so to simplify, beer and ale will be same price (we will need to add jug deposit)
- Pimms fruit containers- need to source more and could ask Tesco Bishop Stortford to donate more fruit
- We have some new large cool boxes to replace the ones that didn't work last year
- We have bought extra chain for kegs
- parasols - we did not get enough last year by borrowing and they were the wrong size so we will need to buy some
- Our original option for Generator has fallen through due to another charity borrowing at same time- Neil looking into another option
- we have banners for the main bar and raffle but will need one made for soft drinks tent
- We need to order T-shirts with FOJ logo and 'volunteer' on

Risk Assessment

- We have a template which is populated from last year which will be reviewed and update with extra soft drinks bar

Bar

- the soft drinks bar will be separated out from main bar - we will still need to have some soft drinks on the main bar so people aren't queuing twice
- In reviewing the order last year some of the order will change:
 - 8 keg lager
 - 5 keg cider
 - 6 keg ale
 - 6 keg bitter

- If running out can take more from The Fleece as all coming from Green King- we have the correct connectors for this
- We will have a float for each bar and the raffle station - Nat to message Nic about amounts last year
- we have 5 sum up machines - 3 for main bar, 1 for the soft drinks bar, 1 for raffle

Volunteers

- We need more volunteers for the Saturday, current volunteers:
- Thursday Eve: covered
- Friday: covered
- Saturday: we need at least 46 extra hours of volunteering (and that is with some doing the whole day which would be good to reduce!)
 - Bar: 27 hours extra needed
 - Raffle: 4 hours extra needed
 - Soft Drinks: 15 hours needed
- Sunday: covered
- Anne will be doing a shout out for volunteers at the celebration assembly on Fri 26th

A.O.B

- Shed:
 - Wednesday in half term
 - stuff that is in discovery den can move across
- School Trip:
 - 10th July - Paradise Wildlife Park
 - coach is booked
- Fathers Day:
 - gifts being made at the moment -57 people ordered
- Sports Day:
 - providing drinks - buying cans of drinks, Rachel is going to find out if Sainsbury's cheaper
 - do a shout out for parents to make cake again

Actions

- Create a spreadsheet for the raffle with name and contact **Elizabeth Brereton**
- Ask Tesco Bishop Stortford to donate plastic cups and more fruit **Anne Jenkins**
- Add new line item on sum up machines for cups and jugs **Kim James**
- New versions of price list designed and printed (add jugs) **TBD**
- Containers for fruit **Natalie Sanchez**
- Buy parasols - **Anne Jenkins**
- Generator - **Neil Donno**
- Follow up on T-shirts order- **Natalie Sanchez**
- Update Risk assessment- **Anne Jenkins**

- shout out for volunteers **Anne Jenkins (fri 26th May) All (in playground and beyond!)**
- Cans Sainsburys - **Rachel Evans**
- shout out for parents to make cake again, Sports day - **Natalie Sanchez**

Meeting Close Date | *Time* 22/05/2023 9:20 PM | *Location* Jenyns

If you would like to send us a response to anything in the minutes, all suggestions/ recommendations/ volunteers welcomed! We would love to hear from you at: **friendsofjenyns@gmail.com**