

Actions and decisions for Apple Day 5th October 2024 (Meeting held on 21st August 2024)

Attending meeting: Ruth, Eric, Hazel, Colin, Eugene, Lanier, Elizabeth, Adrienne, Nickie

Apologies: Steve R

Action /Decision	Who Responsible	Completed?	Notes
Apple Day will take place Sat 5 th October 2024 10.00 – 15.00			
Publicity			
Posters	Adrienne		Waiting on parking information & honey – Ruth & Hazel
A6 flyers	Adrienne		Need to be ready for Allotment show, & self walking day
Facebook	Ruth /Eric		Will need poster as above
Notice about stealing to be put up in Orchard	Adrienne		Not scrumping but stealing
Flyer & printed advertising media	Hazel	Oct	Get into Oct version – closer to event timing
Mail vols for help & publicity	Nickie		In next maintenance mail & reminder in Sept
Inform Scouts to possibly help	Hazel		
Inform Guides to possibly help - Natasha	Ruth		
Format of the day & who will be at the event			
Time 10 – 3			
Equipment Station	Hazel & Eric		Adrienne to bring pickers
Guides to apple trees	Colin & Geoff		Others when we know who coming
Apple Tent	Adrienne & Barrie		Might need someone else to help Adrienne – Steve R?
Heritage Display	Elizabeth W		Adrienne has the display boards & Hazel to talk to Elizabeth about others from Memorial Hall Elizabeth to discuss with Eugene re content
Apple ID	Eugene & Peter Laws		
Apple Pressing & apple tasting	Possibly Rob if available, but Lanier/ Steve K as back up		Adrienne to bring apple press

Action /Decision	Who Responsible	Completed?	Notes
Honey stall – Dave Eacott or Steve R?	Hazel to check		
Set Up			
Set up 4 gazebos (Ruth & Eric / Hazel/Adrienne) (1 for Heritage & ID, 1 for refreshments, 1 apples, 1 equipment) 6 tables (Ruth & Eric/ Hazel) 3 for refreshments, 2 for ID & Heritage, 1 for equipment High viz jackets (Adrienne) Urn (Ruth) Gas (Hazel) Water	All hands		8.30 start – Nickie to request in mail & WhatsApp Ruth – Urn needs descaling Steve & Lanier will pick up from Hazel on morning or maybe night before
Juicing the apples			
Van hire –	Colin & Barrie		Adrienne has explored cost will be £102.10 each time – probably will need for picking juice up as well tbc
Contact Juicers	Adrienne		https://www.applecottagecider.co.uk/pressing-service they may be able to transport juice – cost of bottles not yet confirmed
Trolley (for transporting at Orchard)	Adrienne		
Labels	Hazel / Lanier		New logo agreed, Lanier to send to Chris. Send to Rob to put on labels
Refreshments			
Urn	Ruth		Ruth will descale
Gas			
Water	Lanier/ Steve		
Tea, coffee, juice, milk, sugar	Ruth		
Cups, spoons, plates, serviettes	Ruth		
Cakes etc	Nickie		To ask volunteers in mail & WhatsApp
Table clothes etc	Hazel		
Chairs			Anyone who has chairs

Action /Decision	Who Responsible	Completed?	Notes
To work the refreshments tent	Ruth/ Robinne/ Nickie	confirmed	
Council / formal stuff			
Complete risk assessment & distribute to named persons & this group	Nickie / Adrienne		Adrienne to send to Council
First Aiders	Eric & Robinne/ Colin/ Geoff / Steve R		Need to bring first aid kits Adrienne approved to purchase bum bags
Check Rivers Hospital re parking possibilities	Ruth		But not on publicity
Check how they directed people to parking, Adrienne has cones	Adrienne		Volunteer to be allocated to direct
Miscellaneous			
Identify apple trees suitable for sending people to pick	Adrienne		1 week before
Eugene to ensure trees are marked appropriately	Eugene		1 week before, we talked about possibility of metal labels & getting a grant to cover cost in the future
card reader	Nickie		
Grass cutting between mid sept & 1 st Oct	Adrienne		
Explore container storage possibilities			
Prep maintenance day the week before	Nickie		Request help on 29 th September 10.30
We agreed to juice 1000 bottles and charge £3 a bottle			Labels as detailed above
AOB			
In separate minutes			

Meeting closed at 9.00