

Actions and decisions for Wassail 25th January 2025 as decided at planning meeting 3rd December 2024

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

Apologies: Steve R

Action /Decision	Who Responsible	Completed?	Notes
Will take place Sat 25 th 6 - 7.30 weather permitting			Decision will be made in the morning
Posters / Publicity			
We decided not to advertise outside of Sawbridgeworth			
Adrienne will do the signs & posters as usual Robinne or Ruth will do laminating Hazel doing the Flyer Adrienne checking that Rob putting on web Banner will be put up one week before event Hazel printing – 25 posters, 16 of them to be laminated	Adrienne Ruth Hazel Adrienne Adrienne Hazel	completed	To be put up after xmas
Mail vols for help 10 – 11.30 for wood pile & bark on paths etc 2 – 4 to set up gazebos, lights, bark on paths etc 5.30 – 8.15 for event Marshalls/ clear down Sun – 10am – rake up	Nickie		
Paul will be asked to help flatten the area by Adrienne	Adrienne	completed	
Fire Pit/ Generator & equipment./ Gazebos/ heaters			
Check generator – Check PAT testing required Collect fire pit & other equipment from Hazel Cookers & urn & water Amplification	Hazel Hazel Ruth & Eric/ Adrienne		Hazel to ask Steve R if able to check generator is working. Hazel getting Chris Cowdrey to do necessary PAT Ruth to check if connectors are available Val can bring amplification but also Chris from STC can provide sound system

Action /Decision	Who Responsible	Completed?	Notes
			Barrie picking up fire pit Everything else being picked up by Colin, Steve K & Lanier from Hazel on the Sat
Gazebos			
Require 2 of matching size for refreshments 2 for musicians			These are from Ruth & Eric & Adrienne Eric is looking for a new one
Risk Assessment			
Complete risk assessment Nickie distribute to named persons Adrienne to send to council	Adrienne Nickie Adrienne		NB remove ref to Steve R (not available)
fire & rescue & PCSO Legal stuff			
Inform Fire & rescue & PCO Apply TENS licence	Eric Eric	completed	
Lights etc			
jars & T lights as usual Battery lights – decision to light trees & bushes as normal plus more on the bridge, Ruth to buy more batteries High viz jackets Torches	Adrienne Ruth Adrienne Nickie		Ruth to explore rubber wire covers for the electrics from STC Marshalls to be requested to bring a torch
Equipment PAT testing			
Hazel has talked to Chris Cowdrey	Hazel		
Parking			
Road pins & tape	Adrienne		
Check Rivers Hospital re parking possibilities	Ruth	Yes	But not on publicity

Action /Decision	Who Responsible	Completed?	Notes
Refreshments			
Mulled apple juice £1 Mulled cider £2 Hot drinks £1 Savoury items & cakes £1			
Adrienne getting all spices, mulling will be done ahead of time	Adrienne		
At the event			
Refreshments – Ruth, Nickie Mulled area – Adrienne, Monique Blessing – Ruth Wooden cups – Ruth has Fire Marshall & briefing - Geoff	Ruth Geoff		Hazel to mull the cider ahead of time and Adrienne mulling the apple juice Marshalls Lanier Steve K, Colin, Eric
Other Misc			
Song Sheets			The number of these will be made up to 100
Collecting of Song sheets			All to collect and give back to Adrienne
Wood chip			Adrienne may get some vols to move wood chip closer to wassail area on 5 th Jan
Lighting by side of road slope	Lanier		Lanier to look at possibility of using spotlamp
Marshalls should have a torch	Nickie		Request of vols
Volunteers			Once we know who is coming we should allocate specific jobs and in particular ensure someone shadows Barrie

Action /Decision	Who Responsible	Completed?	Notes
Outline Programme 1800 Band 1840 Welcome to Wassail & 300 – Zoe Close 1930			
Wassail lyrics on QR code			
New song	Lanier / Adrienne		Needs printing & putting on back of current programme

Meeting closed at 9.30