

**RHSO (Rivers Heritage Site and Orchard)**

**Meeting 11/02/2025 7.30pm**

**23 Rowney Gardens, Sawbridgeworth**

**Present:** Ruth Buckmaster, Adrienne Richardson, Colin Gill, Hazel Mead, Elizabeth Waugh, Lanier Pole, Eric Buckmaster, Eugene Keddy, Nickie Hancock

Apologies:

Purpose of Meeting: 300 plan update, Constitution discussion, Gardeners World discussion & Wassail washup

<b>Topic</b>	<b>Discussion/ decision</b>	<b>Action</b>
<b>Welcome</b>	Ruth welcomed everyone & we received apologies from Lucy Holmes who is unwell. Nickie will forward her mail & we will discuss on WhatsApp & mail – completed The questions to reply to are 1. In principle should we apply 2. Who could help Lucy with Application form 3. Who could help run the day	<b>All</b>
<b>Wassail washup</b>	Everyone felt the event was fantastic & having the choir was really wonderful & would be great if it could happen again. It was felt that a date for next year being set would really help but as we need the entertainment it's difficult to plan too far ahead In future we should ask for 2 people to cover the 4 – 5.30 session Sadly only 49 song sheets are left Barrie not able to do so much next year – we acknowledged how much we appreciated what he has been doing	<b>Nickie</b>
<b>Update on 300</b>	Lanier talked about the next event on 26 <sup>th</sup> April. Grant of £300 confirmed, hall will be max o £180, we will have 80 good chairs & 40 extras Insurance for hall is covered by hall RHSO liability insurance will cover within the Orchard Ruth agreed to be the health & hygiene Ruth confirmed there would not be enough cutlery & plates etc – Ruth to order 100 plates Display boards will be put around the room We ran through the times and these were changed to 10 – 10.30 arrival with coffee available & lunch will be at 1pm (latest) Ruth will lead on the food Nickie will do a shout out for volunteers on 26 <sup>th</sup> Ruth to check if water jugs available for lunch & cups etc Lunch will be free with donations not refused Parking – Ruth to contact hospital Discussion on the invite list & decision to use the Launch list (Nickie to forward to Elizabeth) Nickie away March so not able to monitor emails. Decision for Elizabeth to send out from a new Gmail account (Nickie to help set up)	<b>Ruth</b> <b>300 gp Ruth</b> <b>Nickie Ruth</b> <b>Ruth</b> <b>Nickie</b> <b>Nickie/Elizabeth</b>

<b>Topic</b>	<b>Discussion/ decision</b>	<b>Action</b>
	<p>Everyone to consider who else should be invited and send to Elizabeth – the invites will need to go out by end of February Hazel will do article in Link &amp; tell people to look on eventbrite Lanier will set up Eventbrite &amp; once we have 80 it will show as sold out</p> <p>Hazel talked about letter from Hertfordshire Association for Local History requesting a tour of Orchard - Hazel to reply that telling them to look on Eventbrite as tour could be done then, but not sufficient volunteers to do at another time.</p> <p>Nickie to send invite to regular volunteers</p>	<p><b>All</b> <b>Elizabeth</b> <b>Hazel</b> <b>Lanier</b></p> <p><b>Hazel</b></p> <p><b>Nickie</b></p>
<b>Constitution</b>	<p>A discussion on the roles and why we needed a defined number. It was decided that 9 would be a good number with 4 named roles (Chair, Treasurer, Secretary, Town Council Representative) plus 5 committee members</p> <p>In addition we confirmed that in order to keep as inclusive as possible in the future what we would do is send a mail to all the regular volunteers a couple of weeks before a meeting saying that if anyone has anything they want to discuss to either talk to one of the committee or request to come to a meeting.</p> <p>Everyone agreed to send a note to Nickie stating that they would stand and which role if appropriate.</p>	<p><b>Nickie</b></p> <p><b>All</b></p>
<b>AOB</b>	<p><b>1. Juice Sales</b> We tried to find suitable dates but decided to request helpers on whatsapp</p>	<b>Nickie</b>
	<p><b>2. Rivers Book</b> We agreed that the books which History Society had financed they would keep the proceeds – Hazel &amp; Elizabeth to work out how many books their £500 will purchase From the last minutes this might help <i>Elizabeth has updated on cost as follows: £1562.50 ((150 copies £1050) but we see this as an investment as we will naturally get back more than it costs ( £6.25 each if 250 printed, £7 each if 150 printed &amp; sold for £15) but this does not include the cost of changes as above</i></p>	<b>Elizabeth</b> <b>Hazel</b>
	<p><b>3. Talks</b> Lanier is giving talk to U3A on 11/4 Elizabeth is giving talk to Gardeners of Old Harlow (TBA) We thanked them both</p>	<b>Lanier</b> <b>Elizabeth</b>
<b>Next meeting</b>	7.30 1 <sup>st</sup> April at Rowney Gardens	<b>All</b>

Meeting closed 21.45