

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

**Steering Group Meeting 17/1/18**

**23 Rowney Gardens 1930**

**Present:** Ruth, Eric, Rob, Hazel, Keith, Dave, Eugene, Adrienne, Elizabeth W, Nickie

**Apologies:** Robinne, Geoff

**Minutes of last meeting** – these were agreed by all present

**Finance:**

Eric reported that we had a positive balance of £594 plus the value of our stock which, (as long as we are able to sell it) will cover the cost of this years' pressing.

The heavy maintenance costs (e.g. grass cutting, necessary signs etc) will be in the budget of the Sawbridgeworth Town Council (STC). If we need a grant for equipment we can apply for it.

We discussed the pros and cons of having our own bank account and be able to see all our income and expenditure. The following points and decisions were made:

If we hire something, for Apple day or similar, we could pay the council for it.

We believe the STC will pay for juicing and we will pay STC (ex VAT)

Any work required to be done to the beech hedges surrounding the Orchard – will be undertaken by STC

Eric will check the insurance details to ensure we are covered for maintenance

Elizabeth Waugh reported that the grant to reprint the book has been approved. They will be selling for £15 plus £2.50 post and packing and the profit will be split with the History Society. (We need a dry place to store them)

Eric proposed we re-constitute a fundraising or community group and open a bank account which was seconded by Elizabeth.

The following committee members were proposed and seconded

Chair: Ruth – proposed by Eugene, seconded by Adrienne

Treasurer: Hazel – proposed by Ruth and seconded by Adrienne

Secretary: Nickie - proposed by Ruth and seconded by Hazel

All present voted in favour

The Constitution needs to be edited and the group made some changes which Rob agreed to write up and send a link to everyone. This will be agreed at the next meeting

The proposed new constitution was proposed by Rob and seconded by Eugene

## **Wassail**

We went on to discuss the Wassail and everyone was disappointed that owing to Operational issues it was cancelled this year and it was reported that local residents were also disappointed. Adrienne had produced a very comprehensive checklist to help with planning the next Wassail which we all discussed with a couple of immediate actions and we will plan in detail in the autumn.

Approach Rivers re parking etc – Ruth

Test the generator – Adrienne & Dave. Eugene to speak to Dean regarding electrical testing

## **Xmas Lighting**

For next year we need to be clear on times of the event and start earlier. We could also apply for a licence to sell mulled cider.

## **Bell Street Stall**

Need a licence from Wendy Ellis with a copy of our insurance – Ruth

**Next years main events** – Bell St Stall March 24<sup>th</sup> 10 – 2.00, May Fair 6<sup>th</sup> May, Fun on the Field 1<sup>st</sup> July, Scarecrow festival 9/10 Sept, Apple Day 6<sup>th</sup> Oct, Bishops Stortford Lights

Ruth applying for licence and will be lead person.

Investigate insurance to check we're covered for extra events – Eric

Blowing bubbles to salute the blossom will be investigated for another year (Eugene to ask Bob Lever when considered to be best time to run event)

We will consider buying our own gazebos etc in future meetings

## **Maintenance**

Rob reported that it was going well, membranes were holding up we will need some more consumables such as tent pegs (it was agreed that no approval required for spend)

## **AOB**

Storage for the books

Nickie to gather names of people requesting books via website

With Apple Day 6<sup>th</sup> Oct – we may need two maintenance days in Sept to prepare.

Next meeting Weds 11<sup>th</sup> April @ 23 Rowney Gardens

Meeting closed at 10.00