

Wassail meeting 3<sup>rd</sup> December 2019

Attending Ruth (RB), Eric (EB), Adrienne (AR), Rob (RR), Steve (SK), Nickie (NH) and Geoff (GW)

Apologies: Robinne (RC), Hazel (HM) and Dave (DM)

Action	Who	Comp?	Notes
Award	RB EB	Yes	Ruth reported that the award was now in the council offices and Eric will send a photo of it to Rob for the website
Bell Street Stall	RB	Yes	Licence in place till 1pm, rota sorted, take mixed and cox/bramley & sell for 2 for £5
<b>Wassail 18<sup>th</sup> January 2020</b>			
Posters	AR/ RC		AR will request 20 posters from Council and for Robinne to hopefully laminate. RB to target shops as last year. AR will place posters along High Wych Rd after Xmas
Other Signs	AR		Need a 'No Parking Along Access Road' Sign and 'Parking' with Arrow Ahead. We agreed for Rob to buy some traffic cones (20), a table (which will be stored at 23 Rowney) and 10 high viz jackets (all completed during the meeting)
Mail for Help	NH		N mail for help at times on Sat. 10.00 – 11.30am for wood pile. . 2.00 – 4.00 to set up gazeboes, lights etc, bark on paths Then @ 5.30 -8.15 for event and clearing away. With a safety briefing at 5,35pm, Steve and Geoff in charge of marshalling – everyone to send their mobile numbers to Nickie .AR and BR will deal with Fire Pit late Sat and Sun morning. And AR would like to have a lit fire left for her to enjoy at the end of the event
Hire from STC	AR		Fire Pit £50. 5 tables at £5.00 each. AR explained if STC Deliver and collect at weekend a further £20. We will collect and return.
Lights	All		Same as last year - Placed battery lights either side of bridge access, over bridge and in Ceremony Tree. Tea lights in jars + DM's 3 lanterns at base of ceremony tree.
Test on generator	DM	Yes	Dave & Hazel tested – all ok
Lighting Refreshment tent	AR DM		AR has battery torch lantern + 2 other LED lights. BR - One gas lamp. DM will bring one tilley in case needed.
Risk Assessment	AR NH		Once updated by Adrienne, Nickie to send to all persons named on assessment form. One to be sent to Richard Bowran at STC. By AR
Inform Fire and Rescue and PCSO	EB		Eric to contact fire and rescue on the day.
Gazeboes	AR		Using RHSO gazebo and DM's gazebo for refreshments. Ukulele band – old gazebo
Tables	AR		5 for refreshment tent. 3 at front 2 behind
Ten licence	EB	Done	In progress
Rivers Hospital parking	RB	Yes	Verbally confirmed OK.
Parking			Rob has ordered cones as per note above

Bread/ Toast in trees	HM		Hazel?
Fire Extinguishers			AR has only mentioned Fire Blanket and Buckets of water on Risk assessment. Will have more water buckets on site. Lidded ones for burns.
Refreshments	RB  AR		<p>We are selling Mulled Cider and Apple juice, cold cider, apple juice, tea, coffee and hot chocolate. Meeting agreed £1.00 for all drinks. 50p for all cakes. AR will print signs. Agreed NOT to sell bottles of Apple Juice at event, but if any are left at the end they can be sold. N to send out reminder for cakes. AR will mull batch of apple juice day before and bring to reheat. Will start mulling on site at 5.20ish. Needs half hour to infuse.</p> <p>Equipment for refreshment tent.</p> <p>AR to bring - Double gas burner and single one. Two jam pans, ladles and jugs. Ingredients for mulling. Unlabelled apple juice. 2 green table cloths for front of stall. Matches.</p> <p>RB to bring – Double gas burner. One jam pan. RHSO refreshment box and items for all other drinks.</p> <p>RB to bring Gas Urn borrowed from guides. Cost £5.00 for gas.</p> <p>HM to bring cider and float.</p> <p>Persons in tent – Ruth, Robinne, Nickie, Hazel and Adrienne. Hazel and Adrienne will leave at 6.30 for wassail ceremony. Robinne take over mulling .</p>
Cake request	NH		To mail all D list
Entertainment	AR		AR informed Zoe of date and time and put Val in touch with her for music. AR will inform Zoe of Wassail Ceremony programme. AR will give Val of programme format, wassail song sheet and inform parking available in hospital staff car park. Will issue raffle ticket to each band member for free drink at refreshment tent.
Wassail song Sheets	AR EB		Speak to Lisa – no more than 30 new ones
Wassail programme format.	AR		<p>Discussed format of evening.</p> <p>6.00 – 6.30 Ukulele Band playing</p> <p>6.30 Zoe collects together. Explains what we are doing.</p> <p>First two songs from sheet</p> <p>Zoe leads, AR with Wassail Cup full of cider, DM with buckets, HM with bread.</p> <p>Follow over bridge for tree ceremony.</p> <p>Wassail tradition explained</p> <p>AR ( Rob if arrives) reads Wassail Poem and throws cider on tree roots. Buckets banged to scare of evil spirits: bread distributed in trees to encourage birds etc. All follow Zoe back over bridge and sing rest of songs.</p> <p>Ukulele band continue until 7.30pm.</p> <p>AR to send format to Zoe and Val and to helpers.</p>
Safety Matters	GW SK		<p>Geoff &amp; Steve to issue Hi Viz jackets to all helpers, (priority to those out in event area) and to co-ordinate marshalls.</p> <p>Everyone to send NH their mobile number for GW &amp; SK to use</p>

			<p>in case of emergencies</p> <p>Have Safety Briefing at approx 5.35pm for all helpers. Discuss parking matters, fire situation, burn situations. Position of Water Buckets, Fire Blanket and First Aid Kit. Position of generator and cables. Procedure for evacuation of site. Mobile phones must be carried by Eric, Geoff, Barrie and Adrienne. NB. AR not too good. Eric to contact Fire brigade if necessary. Fire done by Dave, but other fire and generator marshalling by Barrie and Geoff. Barrie in charge of fire when Dave at ceremony</p> <p>Eric and Keith to try and keep access road clear and keep an eye on parking matters.</p> <p>Rob, Adrienne, Ruth and Eric First Aiders.</p>
Path & ground	AR		<p>Path either side of bridge. Could be very muddy and slippery. Bark chipping to put down. AR to try mowing the land outside the orchard to even out the bumps to improve safety. Last year we discussed getting bale of straw. (Ruth was to contact Alison Neilson. If not possibility Mynott. He been able to help in past.)</p>
<b>Other business</b>			
Next meeting	NH RB		<p>AGM 18<sup>th</sup> February in Library – we will have a pre meeting (as last year) at 7pm with the AGM starting at 8pm</p> <p>RB to book library</p> <p>NH to check with Hazel re accounts</p> <p>Communication via face book, mail and twitter 21 days ahead</p>