

RHSO (Rivers Heritage Site and Orchard)

Meeting 01/04/2025 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: none

Purpose of Meeting: 300 celebration update

Topic	Discussion/ decision	Action
Welcome	Ruth welcomed everyone to the first committee meeting of the year which was to finalise details for the 26 th April. Ruth handed over the chair to Lanier for the discussion on 26 th April	All
26th April Numbers	Lanier explained that plans were going well and that the working group were doing a great job. Numbers for 26 th were discussed: and it was agreed that the access to Eventbrite would be closed as we have around 85 responses. We also agreed to stop promoting via posters etc and Hazel and Adrienne will remove posters as appropriate	Hazel & Adrienne
Catering	As previously agreed, Ruth will lead on catering with the following decisions: Ruth will produce a shopping list but Lanier will buy what is required We will provide Tea, coffee & biscuits on arrival (hatch) Ploughmans will be prepared in the kitchen by helpers (who will all wear aprons)	Lanier/ Ruth Ruth/ Nickie/ Monique/ Chris
Timings	All helpers to arrive by 8.45 to set up 10am – 10.30 informal welcome with tea, coffee & biscuits 10.30 Ruth gives introduction including housekeeping & fire procedure 10.40- Kate from Herts Garden Trust 11.50 – Introduction to the Audley End talk (Elizabeth introduces) 12.30 – lunch 1.15 – Introduction to talk by Peter Laws Followed by Eugene, Colin & Hazel taking participants to the orchard for guide	
Misc	Colin to manage Q & A in talks Elizabeth to introduce Adrienne to be at orchard to point out parking Guides to wear high viz jackets Kitchen volunteers to wear aprons	Colin Elizabeth Adrienne Guides Kitchen

Topic	Discussion/ decision	Action
	<p>Lanier to get rubber strips from Chris H to cover cables and to find lanyards</p> <p>Contingency for bad weather – Lanier to have a powerpoint presentation available</p> <p>Hazel to pay for hall</p> <p>Ruth to do laminating (Elizabeth to drop off what's needed by 14th)</p> <p>Adrienne will sell books and juice, Nickie to bring SumUp</p>	<p>Lanier</p> <p>Lanier</p> <p>Hazel</p> <p>Ruth / Elizabeth</p> <p>Adrienne / Nickie</p>
Risk Assessment	Adrienne ran through all aspects of the risk assessment and we thanked her.	
AOB	<p>Elizabeth talked about a potential trip to Audley End. Lanier to do a poll on whatsapp</p> <p>Art Competition – Lanier asked us to look at the 300 website & give feedback</p> <p>Adrienne will be mowing the paths</p>	<p>Lanier</p> <p>All</p> <p>Adrienne</p>
Finance	Hazel reported that the bank is looking healthy with a balance of £4491.15	
Next meeting	7.30 1 st July at Rowney Gardens when we will set the date for Apple Day	All

Meeting closed 21.15