

## Meeting Minutes

2nd November 2021  
19:30-21:00

Attendees		Apologies
Zohra	Lisa	Jo
Mick	Ben	Paula
Seema	Caroline R	Jenna Kno
Caroline W	Jenna Ke	
Jackie	Sarah	
Lynsey	Fiona	
Daniel	Gretel	
Chantelle		

### Matters Arising

Last meeting held 14.09.21

Microphone has arrived, purchased by Ben at a cost of £71.53. Caroline to issue a cheque.  
Hi Vis vests- Daniel managed to find cheap hi vis vests for £2 each. Ben to buy 15 hi vis vests.

Discussed the decoration of the sleigh.? add charity number to the design.  
Instead use Christmas decorated buckets with charity details. Discussed a lanyard for collectors.

Chantelle mentioned she had a few buckets, asked to bring on Friday for the bonfire.

### Previous Events

#### Summer Ball – Saturday 2<sup>nd</sup> October 2021

Money In  
Tickets-£2040.  
Roller coin- £40  
£5 notes- £185  
Raffle- £300

Money Out  
£50 notes raffle- £100  
Hotel- £1170.45  
Décor - £40  
Simon DJ- £200  
Prizes- £42

Final Profit £1011 Previous ball £1012. Amazing and great effort from all involved as there were only 52 tickets sold and 50 attendees.

Discussed how the food was awful and some returned the food. Ran out of quite a few drinks.

## **Spooky Disco – Thursday 21st October 2021**

Really well attended especially by KS2.

49/60 KS1 attended

75/80 KS2 attended

Last minute change of entertainer, discussed how he seemed to cater for an older audience. Despite this all children seemed to have a good time.

Issues with parents wanting to stay all evening for KS, 15 parents. Need to be clear that children must be dropped off.

Entertainer £50, Bread £26.50 Final profit banked £360

Issues with miscommunication regarding the clearing up as the teachers were taking down the décor. Discussed that FOSMS members should stay until the hall is tidy.

## **Upcoming Events**

### **- Bonfire Night – Friday 5<sup>th</sup> November 2021**

Fireworks cost- £595

Wood- Lots of wood arriving, Ben to do a quick collection either the Thursday evening or Friday morning.

Paul Gregson- providing lighting

Paul & Martin- Buckets on gate

Last year some children managed to smuggle in sparklers. Try to enforce no children under 16 allowed without an adult.

Patrol with spotlights.

Bonfire Building at 9:00: Lisa, Ben, Mick, Tony

KS1 are making the Guy Fawkes.

Volunteers:

BBQ- Liz, Jo & Chris

Caroline to get Tea bags, coffee, paper cups, sugar, milk, whipped cream x 2, marshmallows, and hot chocolate x2.

Hot drinks to be located in the West wing.

Two Urns: Zohra & Chantelle.

Slow Cooker: Caroline

Mulled Wine x 16 bottles (~6 glasses/bottle). 10 bottles to be purchased by Chantelle.

Could use hob but require an induction Pan or could use microwave.

BBQ- ask Phil and Liz to start the BBQ early if possible, discussed possibility of pre-cooking food and finishing it off on the BBQ.

Volunteers: Sarah, Jenna Ke, Caroline W, Mrs. Hounslow, Caroline R, Ben, Lynsey  
Volunteers to arrive around 16:30-16:45

### Stalls

-Balloons (containing lentils), Glow sticks and Bubbles- Caroline R & Jenna

-Toffee Apples (15 choc, 10 red and 5 whit choc) drinks & chocolates- Chris, Lynsey & Ben

-Hot drinks- Caroline W, Jamila, Laila? & Sarah

Caroline W has organized an alcohol license for the event. Obtaining an event by event alcohol license is cheaper than a full year's alcohol license.

Zohra has informed Ribble Valley Fire.

Jenna is first aider if required.

Clear up- Jackie suggested like last year do a shout out and ask parents to pick up rubbish and take a bin bag home each.

Bonfire clear up- Weather dependent.

### - **Cheese & Wine Tasting 13/11/21**

Sold 20 tickets, ideally need 10-15 more to be sold. (Daniel taken 10 more tickets)

Jo is away so Mick to open up and lock up.

Cheese and Nibbles including breads included.

Discussed maybe purchasing a few cheeses ourselves.

### - **FOSMS Calendar**

Currently with the printers. 140 copies requested. Last year we ordered 180 copies.

- **Concert Magazines**

15/11 School work to be ready  
Adverts- Need to be in by next week  
Aim to be ready for the end of the month  
Advertise on the Mellor fb groups

- **Santa sleigh**

**Mellor - 03/12/21 Mellor Brook & Mellor Brow- 06/12/21**

Chris Wilson to organize lights and music  
Lisa to order new Santa suit budget of £70.

Volunteers 03/12/21- Ben, Jackie, Gretel, Sarah, Caroline R, Jenna Ke, Jenna's mum.

Volunteers 06/12/21- Ben, Lisa, Daniel (TBC), Sarah

Zohra mentioned that the sleigh will be leaving at 18:00 and volunteers cannot bring their children on the Santa run collections due to health & safety.

Caroline has organized the street collector's license. Small lotteries license: SL0236 (New number).

- **Colours Fashion Show – 18/03/22**

All high street brands available for purchase.  
Need an alcohol license for the event.  
Discussed price and food:  
£10 including potato pie supper/ Cheese and Onion pie supper (pie costs £3/person)

Maybe book Village Hall 5-11pm  
Promote in January.

- **Manchester Markets Shopping Trip – 27/11/21**

Sold 5 tickets so far. Coach seats 22 people at a cost of £9.70/person. Tickets being sold at £15/ person.

**Finance Update**

None Balance: £10,104.48

**School Update**

No update, Jo absent and all points covered during the meeting.

## **Any other Business**

FOSMS Christmas Meal -01/12/2021 at 19:00  
Lisa needs names of FOSMS members for website.

Run first aid course in Feb 2022.

***A gentle reminder to all FOSMS members to kindly read and reply to all emails even if you are not able to assist with an event/request.***

**Date of next meeting: Tuesday 11<sup>th</sup> January 2022, 19:30, School**