

<p>agree the actual timings with Idol Hands and the A capella singers. DWa also agreed to establish how long MRB required o setup the sage and sound system and to advise SH.</p> <p>The design of the programme to be a single sheet of A5, printed on both sides. SH has an estimate for 500 copies of £150 for A4 folded to A5, so actual cost likely to be less than this. The Committee approved the cost of the programme of up to £150. SH to circulate the estimate. SH has drafted the layout and initial wording. She will circulate these to the Committee for comment.</p> <p>5.4 Agree proposed layout in Master Park. A plan needs to be drawn up and DWa will do one for the car park area.</p> <p>5.5 Rope & stanchions for the car park. SH has suitable coloured tape and road posts and will supply these. DWa will speak to Tony Batchelor about supplying these.</p> <p>5.6 Logistics. SH is doing a detailed schedule & timings for the full set-up and dismantling, i.e. up to 2pm and after 6pm on the day. DWa will do the detailed schedule and timings for the formal programme of events, i.e. between 2 & 6pm. These draft schedules to be circulated to the Committee by Wednesday 16th May.</p> <p>5.7 Financial summary to be redrafted in the light of the additional funding agreed by the Committee today.</p> <p>5.8 Any other issues. Insurance Cover & Risk Assessment. A number of participants have confirmed Public Liability insurance; Food Hygiene certificates; MOTs etc. However, these all need to be copied and forwarded to the Clerk as soon as possible.</p> <p>The quote for OPC's Public Liability cover is £150; it is possible that might increase once cover details are confirmed. Therefore, the Committee approved the cost of the premium up to £250, if this is needed.</p> <p>RW has drafted the Risk Assessment, although the criteria for some elements are not clear. As this formal assessment must be urgently completed and kept on file before the event, RW to circulate the draft to the Committee and then the final version to be sent to the Clerk by Friday 18th May at the latest.</p> <p>In the meantime, SH agreed to print off a number of direction signs for use in the car park and the reserved area near the stage.</p> <p>The Committee agreed a budget of £200 for contingency costs on the day. All such payments to be covered by receipts.</p> <p>It was agreed that an informal meeting be held prior to the event to go over any last-minute practical arrangements. This meeting to be held at DW's house on Wednesday 30th May 2012 at 5.30pm.</p>	<p>SH</p> <p>DWa</p> <p>DWa</p> <p>SH/DWa</p> <p>SH/DWa</p> <p>RW/DJ</p> <p>ALL/DM</p> <p>RW</p> <p>SH</p>
<p>6 <u>Plan for Commemorative Events</u> Due to the shortage of time, this item was held over for the next Committee meeting.</p>	
<p>7 <u>Matters for inclusion on future agenda</u></p> <ul style="list-style-type: none"> • Review of the Picnic in the Park • Commemorative Events 	
<p>The next meeting will be arranged for a date following the Picnic in the Park event.</p>	

There being no further business to discuss, the Chair closed the meeting at 6.45pm.	
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