

Item	Meeting Notes (Detail of conversation / rationale for decision)	Post meeting minutes	Responsible	Action points
Theming	Olympics opening night. We could theme it around that and live stream	I cocked up, it's not Olympics opening night so let's sack off the streaming/theming idea.		
Ticket sales	Ticket sales online. Push in playground.		JH	Jonny to build website and link to bank account.
Sponsorship			JH	Jonny to draft terms of sponsorship programme
			AD	Amy Davis to create internal flyer requesting support from parents for volunteering to prep, on the night, sponsorship from their businesses etc.
Sponsorship	We want to encourage sponsorship from local businesses in exchange for advertising at the fayre		Everyone	Everyone to reach out to businesses for sponsorship
Sponsorship			?	Consider partnering with estate agent for sponsorship in exchange for their for sale boards going up in PTA members gardens advertising fair.
Sponsorship			Everyone	Everyone to reach out to businesses for raffle prizes
Sponsorship	Leaflet drop in village once sponsorship flyer is created		Everyone	Deliver flyers
Bar and drinks	Claire has volunteered to oversee stocking of bar and soft drinks.		CM	Claire to speak with Judy RE brewery contact
Bar and drinks			RWS	Rachel to speak to bar contacts RE donations
Bar and drinks			GH	Georgina to speak to bar contacts RE donations
Bar and drinks			CM	Claire to speak with Raj RE soft drink donation
Bar and drinks			CM	Claire to delegate/sort plastic cup hire
Food	Agreed that £3 for adults and £2 for kids is good ticket price even without food. Given significant volunteer overhead to supply food and also given lack of hygiene certificates etc, we'd ideally outsource food supply and take a revenue share	Georgina bumped into someone in pub after meeting who volunteered a pig and possibly hog-roast. Unless this is staffed, I personally think the same thing stands.	RWS	Rachel to try and source external catering supplier - Possibly Claire Hanson.
Food			AD	Amy Davis to add request for caterer on internal school flyer
Legal	Music license (covered by school?) TEN for alcohol sales Public liability insurance Risk assessment(s) First aid plan Emergency/evacuation plan DBS checks not needed		JH and GH	To discuss and formalise
Marketing	Amy D has volunteered to lead on marketing. Ideas include: Social media posts Local news Radio Street banners (permission required from NYCC?) Local posters Leaflets Projector on the day		AD	Amy Davis to liaise with Jonny RE required output
Marketing	We'd like a screen up at fair to thank sponsors, drive awareness for PTA and it's mission. Trevor Kent is responsible for projector at village hall/film club. We may be able to borrow it. Believed Amy Hanson has a relationship. If not, JH to source.		JH	Discuss Trevor Kent with Amy Hanson and if that fails, source a projector suitable for outdoors
Marketing			GH	Georgina to speak to banner man RE free banners and leaflet printing
Marketing			GH	Speak to "Masons" in the village who are a printing company for leaflets. If they're happy to support, pass details to Amy Davis
Technology	Agreed we'll use school PA and JH will create playlist to save cash on DJ		JH	Test school speakers and if not, source PA system
Technology			JH	Create playlist
Stalls	Rachel volunteered to be accountable for management of stalls. "Minimum donation of £20 for a stall £5 for school stall - has to be supervised by parents - no food from unlicensed providers (kids)"		RWS	Develop terms for stall-keepers incl student stalls and need for 3rd parties to have public liability insurance
Stalls			JH	Develop stall-keeper booking form (could be linked to website and facilitate payment)
Stalls	Emma did it last year - still wants to help. Invited children centre, cubs, village hall, candles, cheesecake, mortgages, church		RWS	Delegate/do outreach to previous stall-keepers
Stalls			CM	Book ice cream van
Stalls			AD	Amy to create flyer for businesses that seeks sponsorship, prizes and stall opportunities

Games and activities	Ideas include: "Guess the baby teacher Splat a rat Beanbag shark Tattoos (if not done by a student) How many sweets in a jar Name teddy Straw dip Hook a duck Sweets pong		JH	Any volunteers for activities like this to contact JH. These will be finalised nearer to the event.
Games and activities	Emma Stead - bottle tombola, chocolate tombola - Non-uniform day 7th June - bring a bottle or chocolate		ES	Emma Stead accountable for delivery of bottle and chocolate tombolas
Games and activities			AD	Amy Davis to create dedicated graphic advertising non-uniform day in exchange for bottle/chocolate donations
Games and activities	Jess welcome to sell bags of sweets as per prev year if desired		Jess	Please confirm whether this is something that you'd like to do
Raffle	Agreed we'd draw slightly earlier than normal. Sell tickets on entry		?	Buy raffle tickets
External bookings	Kanga		GH	Georgina to speak to Ben at Kanga RE them attending
External bookings	Agreed an assault course might be a bit different to bouncy castle		JH	Source and book assault course. Check with Sophie on contact.
Marquees	It'd be great to have some of these for shade/rain		All	Request from anyone that you know that has one and report back to group if successful
Cashless activities	We agreed for activities/internal stalls that we'd use a token system instead of cash on each stand to make float issue easier, less handling of cash and facilitation of card payments.		JH	Order tokens
Create site map of where stalls will go	This will be agreed nearer to the time			
Signage	This will be agreed nearer to the time			
Float	No float needed as we have cash from last year in safe			
Inclusive	We agreed no need for additional measures to ensure inclusivity			
Take steps to make your event fun for families facing economic hardship.	We agreed some stalls/activities could be free			
Volunteer rotas	This will be agreed nearer to the time			
Wet weather contingency	This will be agreed nearer to the time			
Closing down	This will be agreed nearer to the time			
Debrief	This will be agreed nearer to the time			