

MEETING MINUTES

7th March 2023, 7.30-8.30pm

Attendees

Zohra, Lisa, Mick, Seema, Jackie, Jo, Amanda, Daniel, Jenna Kenyon, Sarah, Gretel, Paula, Jenna Knott, Caroline Siggs, Ben, Chantelle.

Apologies

Caroline Roundell, Gretel, Tamara

Matters Arising

- The last meeting was held 01.11.22, no matters arising.

Previous Events

Bonfire – 5th November 2022

- Great turnout, which was brilliant as there were various other local bonfires held on the same day; helped that the weather stayed dry.
- Issues with youths in the toilets and changing room, meant that younger children were unable to use the toilets. Removed the tape from the internal doors. Ben marshalled. BBQ was chaotic, it was unclear till the day where the BBQ would be located due to the work being carried out, won't be an issue next time.
- Limited FOSMS volunteers. Jackie was poorly therefore fireworks weren't set up during the day. Thankfully Iain Schofield stepped in. The fireworks were amazing just over very quickly as multiple were set off together. In future we need a back up plan for lighting the bonfire and fireworks with two people assigned.
- Sarah mentioned that the quantity of mulled wine available was better as we only ran out towards the end, probably short by around 5 bottles. Lisa suggested we need 30 bottles for the 2023 bonfire night. Jackie queried if we could purchase them now as they would be cheaper and store them, but we agreed to start purchasing in September.
- Amanda suggested selling beer, but this has been unsuccessful at previous bonfire events. Caroline thanked Frank Littlers and Sons for kindly donating some of the meat.
- Total income £2786.69, expenses £1438.71 making a profit £1347.98, which is slightly lower than last year £1516.89.

Wine Tasting - 19th November 2022

- Good night everyone seemed to enjoy it. Everyone was around one larger table. Not the biggest money spinner but a nice social event.
- Income £245, expenses £160 making a total profit of £64.00 (last year's profit £149).

Calendars

- The increase in printing and binding costs meant that the calendars only made a £10 profit. Suggested to maybe sell them in September.
- There was a large quantity unsold and the effort it takes to create the calendar, the decision was made to not to create one this year.

Christmas Markets – 19th November 2022

- This event didn't take place due to lack of numbers.

Santa Run- 9th December 2022

- Zohra felt it was quite slow and too long was spent going down side streets. It was a lot of walking as both Mellor and Mellor Brook were done in one night. Suggested same night but two teams so less walking.
- Jackie queried if it was too close to Christmas and maybe holding it slightly earlier. Quite a few houses didn't come to the door and just waved from the window. Mellor Brow is particularly steep for Chris and the walkers.
- The music player broke halfway so Mellor Brow residents weren't alerted as early when Santa arrived. Donations totaled £452.81 minus £30.22 expenses gave a final balance of £422.59.
- Suggestions for this year were to shorten the route and advertise the route on every lamppost so that will be taken so people living on quiet side streets can walk to the main road to see Santa. Notices that read Santa stops here. Maybe a QR code with donation and live tracker?
- Jenna said although the event didn't raise as much as previous years it's a Mellor tradition to have Santa visit.

Concert Magazine

- It was difficult to sell the magazines, Zohra mentioned that there is often a dip year and then successful the next year. The price was increased by 50p, but the majority were only charged £2 due to lack of change. The printing costs have also increased.
- Advertisements were also difficult to secure due to increases in costs businesses were reluctant to advertise. Many previous businesses dropped out however we did secure several new businesses.
- Profit was slightly reduced at £871 due to an increase in printing cost and lack of sales, last year's profit was £1053.
- Daniel suggested combining the cost of the concert to include a concert booklet. Due to there being two shows this year and some parents having children in both KS1 and KS2, therefore paying for two sets of concert tickets, people were more reluctant to buy a concert magazine.

School Disco- 10th February 2023

- Infants seemed to be quieter than previous disco's, juniors' disco was busier. The DJ seemed to entertain the children, Lisa thought he was better with the juniors.
- Snack and juice were served in the hall so only had one room to tidy.
- It was discussed that maybe it should be held on Thursday or an alternative day before the holidays, as on the last day some families may have gone away.
- Total profit was £320, last year's spring disco made £223, Jackie suggested we could hold more disco's as they are quite straightforward and raise more than other events. It may lose value having several discos.

Upcoming Events

Easter Raffle – Being drawn 31st March 2023

- Lisa found there were less offers/discounts, and the items were more expensive overall.
- 1st prize- Ninja
- 2nd prize- Scooter
- 3rd prize- Echo and Ring doorbell
- 4th prize- Chocolate Hamper
- Dan queried why we sell the tickets so late, Zohra replied that we have tried sending them out earlier in previous years and found families usually forget about them. Dan suggested giving them earlier and giving to local businesses to sell the tickets.
- Usually the tickets are given out 2-3 weeks before the raffle is drawn. A significant amount of preparation is required, including printing, cutting, placing in envelopes, the ticket numbers are allocated to each child.
- Tickets must include the charity number and space for the name and address of the purchaser.
- Seema to modify Easter Raffle poster.

Quiz Night – Date changed to 21st April 2023

- Seema to modify posters and tickets to be advertised after the Easter Raffle.
- Seema suggested making it a family quiz, but difficulties with ensuring the questions cater for all ages and children may not be engaged all the way through. As a family event alcohol consumption would be less.
- Church recently held a quiz night which was £7.50 a ticket and included food which was a homemade pie, it was well attended.
- Last year there were 20 tables of four and it was difficult to navigate around the hall, couldn't fit in many more. The price last year was £5 and included nibbles, discussed maybe having food but the price would have to increase and options for food would be difficult (? Pizza van, fish and chips) whilst trying to keep costs low.
- Decided that it would be similar to last year no food, just nibbles, adults only but start slightly later at 19:30.
- Chantelle suggested holding a different event to include children such as chocolate bingo, but obtaining prizes may be difficult as we already ask for chocolates for the gala day.
- Seema mentioned in the FOSMS survey one suggestion was an Easter hunt around school, difficult to organise to ensure each child obtains a prize. School have an easter hunt for the reception children.

Food Fest –20th May 2023

- Same as last year.

Gala Day – 7th July 2023 amended since meeting to 30th June 2023 due to BBQ availability

- Mick suggested holding the gala day on a Friday after school rather than holding it on a Saturday as most families will be available as they will be collecting from school. Exactly how it is usually held but on a Friday.
- Zohra had reservations due to volunteer availability and restriction to set up due to classrooms being in use. Unable to set up BBQ under Class 4 canopy as that area is a fire exit, therefore BBQ must be situated elsewhere. Gas BBQs were also suggested but maybe a hazard. It would be easier for staff on a Friday as they don't have to return on a Saturday.
- Jo said that that school would be free after 1pm, if it was raining then the kitchen would be utilised. Unable to use the after-school club room on a Friday.
- Volunteers (30/06)- Seema, Amanda, Jenna Kenyon, Chantelle, Tamara, Sofia (reception mum), Sophie (reception mum) Mrs Fielding, Mrs Hounslow, Mrs Higgins, Jenna Knott (after school). Sarah, Ben, Lisa, Jackie, Daniel TBC.

Finance Update

- Bonfire Night – total income was £2786.69 and expenses totaled £1438.71 of which the fireworks were £550.00. Other expenses were the temporary event notice (alcohol license) which was £21.00, drinks, food and glowsticks. I'd like to thank Frank Littler and Sons who very kindly donated some of the meat to us. We therefore made a profit of £1347.98 – slightly down on last year's profit of £1516.89.
- Wine Night – total income was £245.00, and expenses were £160.00 for Enoteca and £21.00 for the temporary event notice – a profit of £64.00. Last year's profit was £149.00.
- Santa Sleigh – a change to the format this year, trying it on one night instead of two – total income was £452.81, the only expense was the sweets £30.22 – giving us a profit of £422.59.
- Concert Magazines – Total income from adverts and sales is £1076.00 < adverts £865, sales £211 - printing costs were £205.00 making a profit of £871.00 – last year's profit was £1053.00.
- Calendars – costs £390.00 – I have paid in £360.00 from sales from the One Stop (a big thank you to One Stop for selling them for us) plus £20.00 from the Autumn Fair sales and £20.00 from the Village Hall Christmas Market (thanks to Roxanne Holroyd for selling these). This gives us a profit of £10.00 vs a profit of £315.00 last year.
- The Spring Disco raised £320.00 (last year it raised £223.00)
- FOSMS have paid for the Life Education Bus for school which cost £600.60 and the KS1 Great Fire of London workshop which cost £424.00
- The bank balance on 21 February 2023 was £12,019.84.

School Update

- 18 iPads have been purchased, require more to ensure there are adequate numbers approximate cost £8000
- Microphones have stopped working- Ben to investigate.

Any other Business

- Caroline W mentioned it has been very difficult to amend the names on the FOSMS bank account. Rachel Strand is still included as a signatory.
- Signatory need to be changed to: Zohra, Lisa, Caroline W and Seema. Remove Rachel Strand, Helen Dawson-Smith. Check that Zoe Metcalf and Stuart have been removed. Lisa proposed, Jackie seconded and all committee members agreed.

Date of next meeting: Tuesday 18th April 2023, 7pm, School