

Wassail meeting 10<sup>th</sup> January 2019-01-12

Attending Ruth Buckmaster, Hazel and Dave Mead and Adrienne Richardson

Action	Who	Comp?	Notes
Posters	AR	yes	AR had 20 printed at STC. Laminated 9. AR placed all hers. RB and HM agreed on shops they would target. AR would place poster along High Wych Rd on Sun/Mon
Other Signs	AR	To do	Need a 'No Parking Along Access Road' Sign and 'Parking' with Arrow Ahead.
Mail for Help	N	yes	N mail for help at times on Sat. 10.00 – 11.30am for wood pile. AR, Barrie + two others. 2.00 – 4.00 to set up gazeboes, lights etc WHILE LIGHT. 5.30 -8.15 for event and clearing away. AR and BR will deal with Fire Pit late Sat and Sun morning.
Hire from STC	AR	Yes	Fire Pit £50. 5 tables at £5.00 each. AR explained if STC Deliver and collect at weekend a further £20. We will collect and return.
New Lights	DM	yes	DM bought set of 20 LED lights and set of tungsten filament ones.
Test on generator		yes	DM, BR, RB and HM tested new lights + two strings of AR's 7 metre icicle lights on generator. Placed battery lights either side of bridge access, over bridge and in Ceremony Tree. Tea lights in jars + DM's 3 lanterns at base of ceremony tree.
Generator Hire	DM		Not necessary
Lighting Refreshment tent	AR		AR has battery torch lantern + 2 other LED lights. BR - One gas lamp. DM will bring one tilley in case needed.
Risk Assessment	AR	Done	Sent to all persons named on assessment form. One sent to Richard Bowran at STC. AR also told Richard of what lights will be used and where. Checked this with meeting.
Inform Fire and Rescue and PCSO	EB		Eric contacted fire and rescue. Must inform them on day. Eric to be responsible for contacting Fire and Rescue if needed on day.
Battery Lights	AR and RB	Done	AR has set of 5 battery lights for tree. RB has set of 4 battery lights for bridge area
16 jars and tea lights	AR		AR will bring. AR has more jars and tea lights if required. Decided not necessary.
Dean and Pat testing	DM		Not sure we dealt with this. Can DM comment
Gazeboes	AR		Using RHSO gazebo and DM's gazebo for refreshments. Ukulele band -AR had hoped to borrow HWAA gazebo but it has no sides. AR advised meeting that our current RHSO gazebo was probably a £200 gazebo. The £70 ones fabric light and not so resilient. Decision to proceed with approx £70 one. AR has ordered. Delivery costs on top.
Tables	AR	Done	5 for refreshment tents. 3 at front 2 behind
Ten licence	EB	Done	Received
Rivers	RB	Yes	After several attempts to contact someone Ruth eventually

Hospital parking			spoke to Matron. Verbally confirmed OK.
Parking			AR has just asked STC if they have any cones we could borrow. No reply yet. DM suggested road pins and red/white tape. AR has 8 road pins will see if can get more. DM and AR have red/white tape. Barrie just confirmed have total of 17 Road Pins. AR thinks need to have road pins available + tape to fence off fire if required
Bread/ Toast in trees	HM	Will do	Hazel will bring.
Fire Extinguishers			AR has only mentioned Fire Blanket and Buckets of water on Risk assessment. Will have more water buckets on site. Lidded ones for burns.
Refreshments			We are selling Mulled Cider and Apple juice, cold cider, apple juice, tea, coffee and hot chocolate. Meeting agreed £1.00 for all drinks. 50p for all cakes. AR will print signs. Agreed NOT to sell bottles of Apple Juice at event. N to send out reminder for cakes. AR will mull batch of apple juice day before and bring to reheat. Will start mulling on site at 5.20ish. Needs half hour to infuse. Equipment for refreshment tent. AR to bring - Double gas burner and single one. Two jam pans, ladles and jugs. Ingredients for mulling. Unlabelled apple juice. 2 green table cloths for front of stall. Matches. RB to bring – Double gas burner. One jam pan. RHSO refreshment box and items for all other drinks. RB to bring Gas Urn borrowed from guides. Cost £5.00 for gas. HM to bring cider and float.  Persons in tent – Ruth, Robinne, Nickie, Ann , Hazel and Adrienne. Hazel and Adrienne will leave at 6.30 for wassail ceremony. Robinne take over mulling .
Cake request	N	Done	
Entertainment	AR		AR informed Zoe of date and time and put Val in touch with her for music. AR will inform Zoe of Wassail Ceremony programme. AR will give Val of programme format, wassail song sheet and inform parking available in hospital staff car park. Will issue raffle ticket to each band member for free drink at refreshment tent.
Wassail song Sheets	AR EB		AR and EB to print off 15 each to save on ink costs. Too expensive to ask STC. AR's Done
Wassail programme format.	AR		Discussed format of evening. 6.00 – 6.30 Ukulele Band playing 6.30 Zoe collects together. Explains what we are doing. First two songs from sheet Zoe leads, AR with Wassail Cup full of cider, DM with buckets, HM with bread. Follow over bridge for tree ceremony. Wassail tradition explained

			<p>AR ( Rob if arrives) reads Wassail Poem and throws cider on tree roots. Buckets banged to scare of evil spirits: bread distributed in trees to encourage birds etc. All follow Zoe back over bridge and sing rest of songs.</p> <p>Ukulele band continue until 7.30pm.</p> <p>AR to send format to Zoe and Val and to helpers.</p>
Safety Matters			<p>Geoff to issue Hi Viz jackets to all helpers, priority to those out in event area.</p> <p>Have Safety Briefing at approx 5.35pm for all helpers. Discuss parking matters, fire situation, burn situations. Position of Water Buckets, Fire Blanket and First Aid Kit. Position of generator and cables. Procedure for evacuation of site. Mobile phones must be carried by Eric, Geoff, Barrie and Adrienne. NB. AR not too good. Eric to contact Fire brigade if necessary. Fire done by Dave, but other fire and generator marshalling by Barrie and Geoff. Barrie in charge of fire when Dave at ceremony</p> <p>Eric and Keith to try and keep access road clear and keep an eye on parking matters.</p> <p>Adrienne, Ruth and Eric First Aiders.</p>
Path			<p>Path either side of bridge. Could be very muddy and slippery. We have little left of willow chipping to put down. Discussed getting bale of straw. Ruth to contact Alison Neilson. If not possibility Mynott. He been able to help in past.</p>