

RHSO (Rivers Heritage Site and Orchard)

Meeting 30/10/19

23 Rowney Gardens, Sawbridgeworth 1930

Present: Ruth, Eric, Rob, Adrienne, Eugene, Lanier and Nickie

Apologies: Hazel, Dave, Geoff, Robinne

Purpose of Meeting: To wash up /capture any learning from Apple Day and start planning for Wassail

Topic	Discussion/ decision	Action
Apple Day Wash up	<p>Everyone agreed it was a great day the weather was in our favour, the apples plentiful & we have 922 bottles of juice from the event</p> <p>Ideas for future: Donations box on the refreshments /apple tent Have some of regular volunteers picking key apples for juicing Top up hot drinks with cool water/milk for children & vulnerable adults Tell scouts about dates but explain not DBS We discussed the number of Apple Pickers & decided the number we had was about right</p>	
Actions from Apple Day	<p>Write apple day report Send any photos of apple day to Rob Use both high & low tac labels this year Hazel is exploring getting Wright & Co to print labels for us & we could acknowledge sponsorship on website Ruth to contact another estate agent if no luck Rob has the label template</p>	<p>Nickie Eric/ Lanier Adrienne Hazel</p> <p>Ruth Rob</p>
Finance Report	<p>Hazel reported that we had a current balance of £2547.16 at Lloyds bank made up of Allotment show income £69 Scarecrow income £429.90 Stansted Airport Grant £420 (new apple pickers purchased)</p> <p>Apple Day expenditure was: Refreshments £63.97 Van hire £107.45 Hire from council £30.00 Income was 293.53 Total profit (before apple juice) was £92.11</p>	
Safeguarding/children's policy	<p>We discussed what we needed as an organisation including how we need to be inclusive & welcoming to children and how any policy shouldn't be onerous Nickie explained that she had drafted a safeguarding statement back in July but people thought we needed something around child protection so Nickie will look</p>	

Topic	Discussion/ decision	Action
	again at other sites	Nickie
Juice Sales	<p>Pricing was discussed and we decided to stick with £3 per bottle</p> <p>Future events: 30th November – Sawbo lights we will have a stall in the memorial hall 6.30 – 8pm Dave, Hazel & Adrienne have volunteered, Nickie to ask for others 14th Dec – stall in Bell Street – Ruth to check re licence, Nickie to ask for volunteers Timing 9 – 2, Adrienne to start & close</p>	<p>Nickie</p> <p>Nickie</p>
Wassail	<p>Will take place on 18th January 6 – 7.30</p> <p>Ruth to contact Ukes of Hazard & Adrienne to contact Zoe – no further publicity/ action until confirmed date Ruth checking re car parking at Rivers (Sarah) Hire Fire Pit and tables from STC (need 2 tables for front & lower tables for back – explore purchase of lower tables Check hire of urn from Guides Eric getting TENS licence Posters to go up after Xmas Eric reported that all equipment is insured Will need to set up the wood pile in the morning and general set up in the afternoon Check that generator still works ok Hazel does the Flyer publicity (once date agreed) Ruth to contact the Independent</p>	<p>Ruth/Adrienne</p> <p>Ruth Adrienne Ruth Eric Adrienne</p> <p>Dave Hazel Ruth</p>
AOB	<p>Rob talked about the damage being done to the trees by what is thought to be voles. Many guards have also been damaged. Rob talked about the possibility of re-stocking on M25's</p> <p>Insurance: Eric reported that all RHSO equipment that is kept in peoples homes is insured under the RHSO insurance C/F Yellow Rattle C/F Teddy Bears picnic with bubbles</p>	

Next meeting will be held on 3rd December at 23 Rowney Gardens @ 8pm to discuss Wassail

Meeting closed at 9.25pm