

RHSO (Rivers Heritage Site and Orchard)

Meeting 27/08/2020 4pm

In a Gazebo at 23 Rowney Gardens

Present: Ruth, Eric, Rob, Adrienne, Hazel, Dave and Nickie

Purpose of Meeting: To make decision & decide actions about Apple Day

Topic	Discussion/ decision	Action
Apple Day	<p>We agreed that we should plan for this to go ahead with Apple Day on Saturday 3rd October ensuring that we comply with the Coronavirus restrictions of the time therefore with the following points:</p> <ol style="list-style-type: none"> 1) Comply with the number of people allowed for community events (30 at time of meeting) Control this number by the following: <ul style="list-style-type: none"> - marshalls with walkie talkies at both main entrances (meadow and bridge), - Only have 30 pickers out at any one time. 2) no refreshments other than selling apple juice by the bottle (& giving disposable cups if required) 3) Families will be allocated a group of 3 trees and no mixing. 4) Publicity will be limited & include phrases such as <ul style="list-style-type: none"> - Due to current Covid restrictions numbers on site will be limited and there might be time restrictions, - We will only have apple juice for sale by the bottle - Sadly we will be unable to hold our full range of activities 5) Equipment will be cleaned down between uses 	
Finance Report	Hazel reported that our current balance is £3154.39	
Specific Actions for Apple Day	<ol style="list-style-type: none"> 1. Complete necessary permissions requests for E.Herts Safe Events and Sawbridgeworth Council 2. Update Risk assessment 3. Get 3 Walkie Talkies from Peter Lee 4. 3 Gazebos – Tools, Apple store, Apple juice sales 5. Map out which trees have apples 6. Book van for transporting apples to juicers (we thought around 30 crates of apples should give us 500 bottles which would be ideal & hopefully the juicers will buy other apples from us) 	<p>Eric</p> <p>Eric /Rob</p> <p>Hazel & Dave</p> <p>Adrienne / Rob</p> <p>Adrienne</p>

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	<p>7. send note to regular volunteers to see who will be there on the day – require marshalls & apple pickers only</p> <p>8. Contact Rivers re parking</p> <p>9. Key roles – Hazel & Dave Tool Gazebo & allocate trees – (require sanitiser) Ruth – Apple juice sales Adrienne – Apple Store Rob -</p> <p>10. Maintenance the previous Sunday – 27th September</p> <p>11. Organise the grass cutting</p>	<p>Nickie</p> <p>Ruth</p> <p>Dave / Hazel Ruth Adrienne</p> <p>Adrienne</p>
Events for Juice sales	<p>Bell Street Stall</p> <p>Saturday 19th September 9 – 1 Adrienne 9 – 10.30 Ruth 10.30 – 12 Hazel 12 – 1</p> <p>Nickie will publicise to D list</p>	
AOB	Thanks to Ruth & Eric for keeping us dry ☺	

Meeting closed at 5.20pm