

Actions and decisions for Apple Day 24th September 2022

Attending meeting: Ruth, Eric, Dave, Hazel, Lanier, Steve R, Colin G, Geoff & Nickie

Apologies: Adrienne, Monique, James,

Action /Decision	Who Responsible	Completed?	Notes
Will take place Sat 24 th September 2022 10.00 – 15.00			
Publicity			
Posters	Adrienne		
A5 flyers	Adrienne		Ready for Allotment show & scarecrow event
Facebook	Ruth		Especially change of date
Twitter	Eric		Using the poster
Flyer & printed advertising media	Hazel	Yes	Hazel has changed the date
Mail vols for help & publicity	Nickie	Yes	Robinne & Monique have already offered plus everyone at meeting
Inform Scouts to possibly help	Dave		
Inform Guides to possibly help	Lanier		
Format of the day & who will be at the event			
Time 10 – 3			
Equipment Station	Hazel & Dave		Adrienne to bring pickers
Guides to apple trees	Geoff & Colin		
Apple Tent	Adrienne & Barrie		
Heritage Display	Lanier to talk to Elizabeth W		
Apple ID	Eugene & Peter Laws		Ruth to talk to Eugene
Apple Pressing & apple tasting	Possibly Rob if available, but Steve R, & Lanier/ Steve K		Steve R & Steve K/ Lanier to bring apple press
Set up 5 gazebos (Ruth & Eric / Hazel/Adrienne) 6 tables (Ruth & Eric/ Hazel)	All hands		8.30 start

High viz jackets (Adrienne) Urn (Ruth) Gas (Dave & Hazel) Water (Dave & Hazel)			
Juicing the apples			
Van hire – Colin & Steve R to explore	Colin & Steve R		Post meeting Steve R has secured van for fuel cost only
Contact Juicers	Adrienne		https://www.applecottagecider.co.uk/pressing-service
Trolley (for transporting at Orchard)	Adrienne		
Refreshments			
Urn	Ruth		
Gas	Dave		
Water	Hazel & Dave		
Tea, coffee, juice, milk, sugar	Ruth		
Cups, spoons, plates, serviettes	Ruth		
Cakes etc	Nickie		To ask volunteers
Table clothes etc	Adrienne		
Chairs			Anyone who has chairs
To work the refreshments tent	Ruth/ Robinne/ Nickie		
Council / formal stuff			
Complete risk assessment & distribute to named persons & this group	Nickie / Adrienne		Adrienne to send to Council
First Aiders	Eric & Robinne		Need first aid kit
Inform fire & rescue & PCSO	Eric		
Check Rivers Hospital re parking possibilities	Ruth		But not on publicity
Check how they directed people to parking, what happened to rope & poles & enquire about bollards	Adrienne		Do we need this?
Miscellaneous			
Identify apple trees suitable for sending people to pick	Adrienne		1 week before
Explore a different card reader	Ruth & Hazel		
Explore container storage possibilities	Steve R		

Prep maintenance day the week before	Nickie		Sun 18 th September
--------------------------------------	--------	--	--------------------------------