

Actions and decisions for Wassail 14th January 2023 as decided at planning meeting 8th November

Attending meeting: Ruth, Eric, Dave, Hazel, Adrienne, Colin, Steve, Geoff & Nickie

Apologies: Robinne, Monique, Lanier (who was fulfilling another RHSO commitment)

Action /Decision	Who Responsible	Completed?	Notes
Will take place Sat 14 th 6 - 7.30 weather permitting			
Posters / Publicity			
We decided not to advertise outside of Sawbridgeworth			
Adrienne will do the signs & posters as usual Robinne or Ruth will do laminating Hazel doing the Flyer	Adrienne Ruth/ Robinne Hazel		To be put up after xmas
Mail vols for help 10 – 11.30 for wood pile & bark on paths etc 2 – 4 to set up gazebos, lights, bark on paths etc 5.30 – 8.15 for event Marshalls/ clear down Paul will be asked to help flatten the area by Adrienne	Nickie Adrienne		
Fire Pit/ Generator & equipment./ Gazebos/ heaters			
Check generator – Dave Collect fire pit & other equipment from Hazel & Dave Cookers & urn & water	Dave Steve & Colin/ Adrienne Ruth & Eric/ Adrienne		
Gazebos			
Require 2 of matching size for refreshments 1 for musicians			
Risk Assessment			

Complete risk assessment Nickie distribute to named persons Adrienne to send to council	Adrienne Nickie Adrienne		
fire & rescue & PCSO Legal stuff			
Inform Fire & rescue & PCO Apply TENS licence	Eric Eric		
Lights etc			
jars & T lights as usual Battery lights – decision to light trees & bushes as normal plus more on the bridge, Ruth to buy more batteries High viz jackets	Adrienne Ruth Adrienne		
Equipment PAT testing			
Steve R to investigate PAT testing of extension leads & generator etc for next year	Steve R		
Parking			
Road pins & tape	Adrienne		
Check Rivers Hospital re parking possibilities	Ruth	Yes	But not on publicity
Refreshments			
Mulled apple juice £1 Mulled cider £2 Hot drinks £1 Savoury items & cakes 50p			
Adrienne getting all spices, mulling will be done ahead of time	Adrienne		
At the event			
Refreshments – Ruth, Nickie Mulled area – Adrienne, Monique?			

Blessing – either Rob or Hazel Wooden cups – Ruth has Fire Marshall & briefing - Geoff	Ruth Steve R / Lanier/ Steve /Colin/Eric/ Dave		
Other Misc			
Finance Hazel reported that we had £2683.37 in bank & stock worth £3000 We approved a gift of a bottle of apple juice for each of the Memorial Hall trustees as a thank you for the storage			
Storage – we had a discussion on this & decided the only practical solution was to have storage at the Rivers site but until a new manager has been appointed to the hospital this is on hold			
First Aiders Ruth reported that there was no requirement for a specific qualification – therefore we are covered at maintenance if Robinne, Eric or Geoff are there & we will consider a group first aid course when their renewals are due			

Meeting closed at 9.20

We will have a short Zoom meeting on 9th January 7.30 to check all actions & any issues