

**Actions and decisions for Wassail 13<sup>th</sup> January 2024 as decided at planning meeting 4<sup>th</sup> December 2023**

Attending meeting: Ruth, Eric, Hazel, Adrienne, Colin, Elizabeth and Nickie

Apologies: Robinne, Lanier, Steve R

<b>Action /Decision</b>	<b>Who Responsible</b>	<b>Completed?</b>	<b>Notes</b>
Will take place Sat 13 <sup>th</sup> 6 - 7.30 weather permitting			<b>Decision will be made in the morning</b>
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 Sun – 10am – rake up  Paul will be asked to help flatten the area by Adrienne	Nickie      Adrienne		<b>Post meeting Paul has kindly offered to help</b>
Fire Pit/ Generator & equipment./ Gazebos/ heaters			
Check generator – Collect fire pit & other equipment from Hazel & Dave Cookers & urn & water	Steve & Colin/ Adrienne Ruth & Eric/ Adrienne		<b>Steve R to check generator working Rob to check if connectors are available Barrie and Adrienne to get fire pit Cider, tables &amp; gazebo in Hazels garage</b>
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		<b>Adrienne</b>
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		<b>Ruth to explore rubber wire covers for the electrics</b>
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 – Hazel Wooden cups – Ruth has Fire Marshall & briefing - Geoff	Ruth Steve R / Lanier/ Steve /Colin/Eric/		<b>Hazel to mull the cider ahead of time and Adrienne mulling the apple juice</b>
Other Misc			
Song Sheets			<b>The number of these will be made up to 100</b>
Collecting of Song sheets			<b>Elizabeth to collect and give back to Adrienne</b>

Meeting closed at 9.30