

## Actions and decisions for Apple Day 4<sup>th</sup> October 2025 (Meeting held on 1 July 2025)

Attending meeting: Ruth, Eric, Hazel, Colin, Lanier, Elizabeth, Adrienne

Apologies: Nickie

Action /Decision	Who Responsible	Completed?	Notes
Apple Day will take place Sat 4 <sup>th</sup> October 2025 10.00 – 15.00			
Elizabeth – Choose a fruit- heritage and grown in our orchard- as your favourite. Write 100 words describing its unique characteristics to pique interest in Apple Day.	Lanier - Early Rivers - Ruth – Lady Sudesley? Others? chutney and Arthur Turner Elizabeth– Russett Apple Eric – apple pie Colin tbc		Send to Elizabeth by 4/7/2025 please
<b>Publicity</b>			
Posters need	Adrienne		Waiting on parking information & honey – Ruth & Hazel To be laminated by Ruth
A6 flyers for Allotment Show 13 Sept	Adrienne		Need to be ready for Allotment show, & self walking day which we are awaiting info on
Facebook	Ruth /Eric		Will need poster as above
Notice about stealing to be put up in Orchard	Adrienne to ask Jo Sargent		Not scrumping but stealing
Flyer & printed advertising media	Elizabeth		
Poster to be given to Hazel to put in the Flyer	Adrienne to liaise with Hazel		

Action /Decision	Who Responsible	Completed?	Notes
Mail vols for help & publicity	Nickie		In next maintenance mail & reminder in Sept
Inform Scouts to possibly help	Hazel		To check re Scouts
Inform Guides to possibly help - Natasha	Ruth		Ruth to talk
Childrens' Art Competition – Apple Day will be the 'Open Day' for this event.	Lanier		
Format of the day & who will be at the event			
Time 10 – 3			
Equipment Station	Hazel & Eric		Adrienne to bring pickers
Guides to apple trees	Colin & Geoff		Others when we know who coming
Apple Tent	Adrienne & Barrie		Might need someone else to help Adrienne – Steve R?
Heritage Display	Elizabeth W		Elizabeth has the display boards for the event
Apple ID	Eugene & Peter Laws		Eugene to confirm date with Peter Laws
Guided tours? Talks?			may do more because of Rivers 300 – possible guide – to be discussed at next Rivers 300 meeting on 5/8/2025
Apple Pressing & apple tasting	Possibly Rob if available, but Lanier/ Steve K as back up		Adrienne to bring apple press
Honey stall – Dave Eacott or Steve R? Arienne to ask Hazel	Hazel to check		
Set Up			
Set up 4 gazebos (Ruth & Eric / Hazel/Adrienne) (1 for Heritage & ID, 1 for refreshments, 1 apples, 1 equipment) 6 tables (Ruth & Eric/ Hazel) 3 for refreshments, 2 for ID & Heritage, 1 for equipment High viz jackets (Adrienne)	All hands		8.30 start – Nickie to request in mail & WhatsApp

Action /Decision	Who Responsible	Completed?	Notes
Urn (Ruth) Gas (Hazel) Water			Ruth – Urn needs descaling Steve & Lanier will pick up from Hazel on morning or maybe night before
<b>Juicing the apples</b>			
Van hire –	Colin		Adrienne to approach Steve R and/or Paul  Adrienne to book.
Contact Juicers	Adrienne		<a href="https://www.applecottagecider.co.uk/pressing-servicethey">https://www.applecottagecider.co.uk/pressing-servicethey</a> Adrienne has booked the juicers
Trolley (for transporting at Orchard)	Adrienne		
Labels	Adrienne		Lanier to ask Steve Karn about apple juice labels and to liaise with Rob/Hazel re amending. Adrienne to help with communication around this and then to order labels.  Jo Sargent has original label established 1725.  Plan to finalise by the end of August.
<b>Refreshments</b>			
Urn	Ruth		Ruth will descale
Gas			
Water	Lanier/ Steve from Hazel		
Tea, coffee, juice, milk, sugar	Ruth		
Cups, spoons, plates, serviettes	Ruth		
Cakes etc	Nickie		To ask volunteers in mail & WhatsApp
Table clothes etc	Hazel		
Chairs			Anyone who has chairs
To work the refreshments tent	Ruth/ Robinne/ Nickie	confirmed	
<b>Council / formal stuff</b>			

Action /Decision	Who Responsible	Completed?	Notes
Complete risk assessment & distribute to named persons & this group – see risk assessment	Nickie / Adrienne to go through		Adrienne to send to Council
First Aiders	Eric & Robinne/ Colin/ Geoff / Steve R/Lucy - Adrienne to check her availability		Need to bring first aid kits Adrienne approved to purchase bum bags
Check Rivers Hospital re parking possibilities	Ruth		But not on publicity
Check how they directed people to parking, Eric has cones	Adrienne		Volunteer to be allocated to direct
<b>Miscellaneous</b>			
Identify apple trees suitable for sending people to pick	Adrienne		1 week before
Eugene to ensure trees are marked appropriately	Eugene		Ruth to follow up with Eugene re metal labels
card reader	Nickie		
Grass cutting between mid sept & 1 <sup>st</sup> Oct	Adrienne		
Explore container storage possibilities			
Maintenance day for September 7 <sup>th</sup> September which clashes with Scarecrow Day which starts at 11. Could we do maintenance 9.30 to 11.00 instead – need to pick plums that day.			
Gardener's World – Audley End – proposed dates to be confirmed			
Prep maintenance day the week before	Nickie		Request help on 28 <sup>th</sup> September 10.30
We agreed to juice 1000 bottles and charge £3 a bottle			Labels as detailed above
<b>AOB</b>			
In separate minutes			

Meeting closed