

Minutes

Friends of HCSC Meeting

Wednesday 3rd August 2016

Attendees: Helen Crotty, Alison Holland, Marie Holder, Julie Whitehead, Debs Thompson, Alison Bratcher, Amy Crotty

Apologies: Wendy Challis, Lisa Robins, Marie C-M, Patricia Lief, Debbie Sinclair, Neil Cleaver.

Approval of Last Meeting Minutes & Matters Arising

1. Since the last meeting the school bursar had advised that the TV's that were submitted for consideration in the previous meeting, were now going to cost £35 more each than originally quoted. All committee agreed that they were still happy to go ahead at this additional cost.
2. The school bursar also advised that the picnic benches that were previously submitted for approval had now increased to £171 per bench plus VAT – the quote was for 12 in total. The committee would like the opportunity to see if we can get a cheaper quote, **Alison H** will go back to the bursar to request a more details specification for the benches. If the school insist on using the suppliers as per the quote, then the committee advised they will approve the quote for 10 benches only so the final total figure is the same as the previous one for all 12 benches.
3. The position of chair needs to be officially handed over, **Helen will meet with Alison H** after the 22nd August to do this.
4. Marie has drafted a letter to the bank to change the account name, this was counter signed by Helen.
5. **Helen needs to update PTA.Org** to show Alison Holland as Chairperson.
6. Alison H has contacted Wildern School for details regarding their replacement flooring, however they were unable to provide us with an estimated cost as it was funded by the Council. Debs will make enquiries with the local authority to see if they can advise how much it would cost and if we were entitled to similar funding. Committee all agreed that they were not happy to authorise a carpet to be used in the sports hall, and it was suggested that **Alison** go back to the school to see if they are aware how Wildern can get funding for a similar flooring but we can't.

Financial Report

The balance on the accounts as 2nd August 2016 is as follows:

Current account	£17,796.55
Savings account	£2,542.84

Helen handed Marie a receipt for £22.20 with regards to storage boxes purchased to store all the PTA items.

Marie has contacted the bank to check the signatories. Alison H and Julie are to be added to the account, and there were some noted as signatories that need to be removed. It was agreed there should be 5 signatories in total: Helen, Julie, Marie, Alison H and Lisa.

Current Funding Requests

There are no new funding requests.

Items of Business

Member Contact Details: Marie is still awaiting a few trustee details to enable her to update the Charity Commission. Alison Holland and Debs Thompson completed theirs during the meeting, which leaves Wendy outstanding.

Helen will also send her email list to everyone on the committee, so they all have contact details for each committee member

Fireworks:

- Committee agreed to go ahead with Mast Security
 - Lights were quoted at £100 per unit (6 required), this was quoted for a week's hire. Amy will go back to the company and ask for one night only.
 - Lighted products – Amy is still looking into figures and has discounts to incorporate in the figures. She has been unable to find out from the company what we previously ordered due to Data Protection. It was agreed that based on last year's ticket sales for both children and family, that we would purchase 4000 items spread across 6 different products.
 - Committee agreed that the ticket colours would be: day glo yellow for family, day glo orange for adult and royal blue for child.
 - Helen requested that the tickets show in bold that the gates close at 7.20pm because the fireworks will be starting at 7.30pm.
 - Hamble Friends will be advertised on the back of one set of tickets. It was agreed that this will say: Friends of Hamble School presenting Firework Spectacular. Raising money for your local school, new members welcome. It will also have the new email address as contact.
 - Amy advised that there is a slight change to the emergency pedestrian and vehicle route, this is due to building work being carried out on the chapel.
 - Wave 105 met with Helen regarding media advertising, they provided quotes for £650, £1800 and £3000+. Previously we have spent £250 on media advertising, so it was felt that the £650 package would be beneficial. Amy will go back to Wave 105 to find out some finer details regarding when the 3 days radio coverage will be.
 - This year's poster advertising the fireworks will be similar to last year's with a few changes to include the school logo and change to media company. The committee asked if the 'Friends of Hamble' emblem could be bigger and at the top alongside the Victoria Park details, just to make people aware that we are infact organising the event and not just a sponsor.
 - Amy has emailed companies in the area regarding donating cakes and volunteers to make tea/coffee, but no one has come back. There will be approx 80 volunteers so we will need around 20 large cakes. Debs knows some friends who make cakes so will ask if they could each produce 4-5 cakes in return for a family ticket to the event.
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- We need to provide the gazebo's and tables for the lighting sales, we ideally need one large gazebo as we will need a minimum of 4 people on the stall, or if not 2 gazebos

at 3x3 will suffice. Alison B has one gazebo 3x3, Debs will ask around to see if anyone has a bigger one we can use.

- Debs suggested a facebook page be set up solely for information regarding the fireworks display. This will include details of ticket prices, where they are being sold, and details about the evening. Amy will set this up with help from Debs.
- Amy requested that all committee email her a list of volunteers that they can bring along on the night. Her email is a_lou@hotmail.com

Friends of Hamble School Website/Facebook group: Debs enquired about a facebook page for Friends of Hamble, Marie advised there is one already set up and went online to add Debs and make her admin. Due to the name change Debs will look at setting up a whole new page, and will redirect everyone from the old one once she has done this.

Correspondence – None received

AOB

1. Helen advised that everyone on the committee needs to send her a photo of themselves for the friends webpage, along with a brief profile to include something funny/quirky info. This needs to be emailed to Helen@southcityelectrical.com
2. **Helen** will email a copy of the logo to Alison B and Julie.
3. Clarification of benches for next meeting.
4. Signatories to be sorted and finalised for next meeting.
5. **Helen** will include a class list at next meeting.

Next Meeting - Tuesday 6th September at Hamble School