**Notes of a Milton Abbas Street Fair Trustees’ meeting held**

**at 37 Huntley Down, Milborne St Andrew on 14th August 2023 at 7:30 p.m.**

Present: - John Widdowson - Chair (JW), Debbie Drammis (DD), David French (DF), Jennifer Harrisson (JH), Nigel Hodder (NH), Brian Isherwood (BI), Freddy Robinson (FR)

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|  |   | **Action**  |  |
| **1.**  | **Welcome & Apologies for Absence** Apologies received from Stephanie Kogels who had a prior commitment. |  |  |
|  **2.**  | **Minutes of Meeting held on 6th March 2023**The minutes were agreed and signed as a true record by the Chair and Secretary. |  |
| **3.**  | **Matters Arising** Bank Account – FR advised that the new Trust account will be opened now that the Street Fair has taken place. |  |
| **4.**  | **Conflicts of Interest** It was noted that BI, NH, DF, JH and JW had an interest in the decision regarding awards to some of the beneficiaries. |  |
| **5.** | **Ratification of Email Decisions**There have been 4 significant email discussions since the last meeting:* Electronic Ticketing – the Trustees agreed in May 2023 to allow FR/DD to explore electronic ticketing in recognition of less cash being used since Covid.
* Procedures and Policies – at a joint meeting with the Org Comm in May 2023, the Trustees approved the draft procedures & policies for this year’s Street Fair. These were signed off on 30 June 2023, ratified by email in July 2023.
* Milton Abbas Art Group – a late bid was received and scored electronically in July 2023. It was recognised that the relationship with the Art Group was significantly stronger, and they would be making a positive contribution to the Fair.
* Financial Authority Level - the authority level for the Treasurer’s expenditure is set at a maximum of £2,000 per item. It was necessary to approve two urgent payments to suppliers in excess of this figure in July 2023.
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| **6.** | **Finances**Street Fair – FR had previously circulated a copy of the latest statement for the 2023 Fair. To summarise:* Approximately 5,000 visitors of which over 1,300 were free entrants (residents, stallholders, volunteers, etc.)
* This generated an income of c. £44.5K comprising entry of c. £22K; refreshments c. £12K; stalls c. £6K; sponsorship c. £3K; raffle; c. £1.5K.
* Expenditure was c. £22.5K with there likely to be some final (minor) adjustments.
* Surplus is therefore c. £22K.

Beneficiary Grants & Donations – the Trustees agreed that all beneficiaries should receive the amounts they individually bid for. FR was satisfied that commitments to the event had been met by them. NH to draft a notification letter for JW to sign.FR proposed (seconded by DD) that we should consider an additional bonus payment of £500 to Hilton PCC who had provided a total of 42 volunteers and manned the gates very efficiently including the use of card readers for the first time, despite the Wi-Fi issues at the Gates. Unanimously agreed.We need to consider how best to publicise the application process for funding from potential beneficiaries who were unaware of the opportunity. An example is Milton Abbas Art Group who put in a late bid and indicated they would have put their bid in much earlier had they been aware. NH suggested that this was an area that the Parish Council should pursue as communication in general to many sectors of the village was now much more difficult following the demise of The Bulletin.It was proposed by FR (seconded by NH) that we donate £1,000 to our nominated external charity, Mosaic who would be invited to the Presentation Evening planned for September. It was noted that as there was a surplus of £2K above the normal start up and reserve figure totalling £13K, this payment would therefore not impact money available from this year’s surplus for local beneficiaries.Balance – after all payments have been completed there is likely to be a surplus of c. £11K more than normal start up and reserve requirements. There was a brief debate on what we should do with this money and the follow principles were agreed:* DD proposed (seconded by DF) that we increase the “start-up” fund by £1K (to £9K) to recognise the impact of current and future inflation on costs. Unanimously agreed.
* Consider a one-off grant to any organisation with a significant project that benefits the village.
* Provide the opportunity for a second tranche of bidding from current beneficiaries.

Budget 2025 – it was unanimously agreed that a realistic budget for the 2025 Street Fair would be £23,000. | **NH****NH** |
| **7.** | **Operational Feedback**FR advised as follows:* The weather was perfect, and a successful Fair was achieved.
* It should be borne in mind that the 2023 Street Fair was planned and executed in 9 months with 5 new committee members who will all benefit from the experience should they choose to form the basis of the Org Comm for 2025.
* Org Comm is due to meet next week for its “wash up” meeting and she will report conclusions and recommendations for future Fairs by email.

JW thanked the Org Comm for their efforts and a splendid result under difficult circumstances.DF proposed that the Trustees pay for any refreshments purchased for consumption by the Org Comm at the wash-up meeting as a thank you. Agreed.JW will be able to give all concerned a formal “thank you” at the Presentation Evening. | **FR****JW** |
| **8.** | **Presentation & Thank You Evening**This will be the Trustees formal Thank You to all involved in putting on the Fair. It will take place on Friday 29th September at 7:00 p.m. in St James’ Church (which has already been booked). £500 has been set aside as a budget for refreshments, hire, etc.The Trustees will formally invite:* Org Comm
* Sponsors
* Beneficiaries
* Mosaic (external charity)
* Residents of The Street & The Maltings
* Other volunteers not associated with any of the above

FR/NH/DD will make the necessary arrangement for communication to invitees, refreshments, publicity, etc. | **FR/NH/DD** |
| **9.**  | **A.O.B.**FR and NH both advised they will be resigning as Trustees but that they were happy remain in position until the completion of the Presentation Evening at the end of September.NH committed to providing all files, information, and support to his successor as soon as someone steps forward to take on the role of Trust Secretary. | **NH** |
| **10.** | **Date of Next Meeting**The next meeting will be held on 13th November 2023 at 19:30 at David’s house. | **“Secretary in waiting”** |