

## Minutes Friends BBQ Planning Meeting 2nd May 2023

**Attendees:** Sarah - Chair                      Jenny - Treasurer  
                    Sue - Secretary                      Leanne                      Martine Housego-Watts

### Other business

- Sarah brought to our attention at the start of the meeting that Ollie was no longer able to run the disco on 26th May. It was discussed that we choose a Friday after half term and the 9th June was agreed upon.
  - **Action** - Sarah to check with school and Ollie. Sarah to create poster.
  - **Action** - Sue to add as FB Event

### Staff for the BBQ

- Sarah is free from midday
- Jenny free from 3.30pm
- Joanna free from midday
- Sophie, Sue, Leanne and Martine free all day
- We really cannot run the whole event with just the Friends.

### We need your help - call out

- It was agreed that there are a few areas we need help with in order to make this a successful event
  - Manning stands
  - Donation of raffle prizes
  - Cake donations on the day
  - Ideas for extra stalls to entertain the children
- Sarah is to put out a call for help confirming the date of the BBQ and the help needed. This will be sent out via WhatsApp, addition to the Newsletter, poster created and added to the Friends News box at school and poster added to white board and displayed during Ice Cream Fridays with sign up sheet
  - **Action** - Sarah

### Bar

- Sarah raised that Laura and Mark from Brewery tap cannot run the bar this year. Upon further discussion amongst the Friends Sarah to enquire if they can supply the gazebo and equipment necessary for us to run the bar. We can buy the beer at cost from them or possibly Woodfords (previous Friends have used these).
  - **Action** - Sarah to follow up

## Entertainment - Singer

- Sarah confirmed that the singer (as mentioned in previous minutes) has been confirmed at a cost of £100). He is booked from 5pm till 8pm as we need him.
- He will need power, Sarah is hopeful that Simon Walklate along with Dean, Dave and Dan can sort out power for him.

## Stalls

- We went on to discuss which stalls we wanted to run and which did not make much money last year and could be scrapped
- Jenny informed us of the takings from last year in order to make an educated decision:
  - Ice Cream van £40 - flat fee given to us.
    - Action - We need to book this again.
  - Splat the Rat £18.50 - although low takings we have the equipment to run this and its another game to keep the kids entertained
  - Racing pigs £25.50
  - Stocks £19.50 - decided to scrap this
  - Hook a Duck £90.20
  - Loc a Choc £99.50 - very popular game run by Ellie.
    - Action - Jenny to enquire if she can run this again and if she has another game.
  - Football goal £55.80
  - Target drop £36.50
  - Tin Can £58.10
  - Ping Pong £35.20
  - Sweet tombola £200.97
    - Action - ask for wrapped sweets donation for dress down day 26th May
  - Prosecco bar £266
  - Brewery Tap bar £981.95
  - Bottle tombola £97
    - Action - ask for bottle donation for dress down day 26th May
  - Raffle £781
  - BBQ £680.65
- Sarah has books Diddy cars with race track
- It was agreed that we ideally need another couple of ideas to entertain the kids so in call out for help we will ask for ideas
- It was agreed that the responsibilities of the stands will be as was last year

## BBQ - Food

- Last years BBQ we were left with a lot of meat and rolls which the Friends bought back
  - Ozzie's Oinkers Sausages 450 (shrunk when cooked so used 2 per hotdog)
  - Ozzie's Oinkers Burgers 300
  - Veggie 30 of each (
    - Action - overs were frozen Sarah to check how many she has in freezer

- Rolls from Asda
- Brioche rolls from Macro
- It was agreed we would buy:
  - 300 jumbo sausages
  - 175 Burgers
  - **Action** - need to find out if Ozzie's Oinkers sell jumbo sausages, get unit cost from them also from Hazels
  - 1 pack of american cheese for burgers from Macro
- It was discussed that depending on unit price per item we should offer at the following prices and last years gourmet offering was priced a little high
  - Sausage or burger in a roll £2.50
  - Extras 50p

### Drinks

- We went on to discuss the drinks offering:
  - Prosecco - 18 bottles would be enough based on last years consumption. Keep a look out for offers.
  - Pimms - lots left from last year
  - Beer and Lager - Sarah speaking with Brewery Tap
  - Kids drinks - fruit shoots, flavored water from Macro and mix of cans to go in ice box

### Cakes

- The cakes and tea/coffee stand was located in the Hall last year but was not well advertised so this needs better signage
- Last year we sold cakes and well as Eaton Mess but the latter did not sell well so we care scraping
- **Action** - as part of the help us call out include request for cake donation

### Raffle

- Martine has created a list of those we should contact with regards donating prizes
  - **Action** - Sue and Martine to contact all on the list for prizes. Sue to create a document with all contact information.
  - **Action** - Jenny to speak with Lisa Angel for their donation
- We also then discussed our gambling license which we believe maybe up for renewal in the next couple of months. This needs to be reviewed.

### Other Entertainment

- In addition to the singer we had discussed with Claire Moore (during the christmas carol concert) her students possibly performing.
  - **Action** - Sue to contact Claire to see if this is still possible
- I had then spoken with Norwich Karate Academy about a possible performance.

- **Action** - Sue to speak with Matthew
- Dancing Dimensions were also mentioned and possibly a kids entertainer
  - **Action** - Sue to contact

#### **Extras**

- **Signage** - We all agreed that the signage needs to be better. It was suggested that we make chalkboards for the event. Either using MDF, chalkboard paint or investigate other options.
- **Event invitations** - we have previously spoken with Mrs Norgate about inviting the new families whose children will start in September 2023 but we also discussed widening out the invite by having signage placed throughout the village. This needs approval from Mrs Norgate before we can proceed
  - **Action** - Sarah to seek approval from Mrs Norgate
- **Cash and Card** - we discussed offering the ability to pay via card at the event.
  - **Action** - Jenny to investigate

**Next meeting – Monthly Meeting Monday 5th June**