

**Minutes of FoHP AWT day  
10.30, 10 March, 2017.**

	<b>DATE: MAY 7</b>	
1	<b>Present :</b> Henry Ford, Ian Critchley, Erica Timothy, Erica Jones, Mayveen Blackwell, Suzanne McCarraher, David Carr, Julia Virley. <b>Apologies:</b> Ian Herve, David Robinson	
2	<b>Minutes:</b> none	
2.1	<b>Matters Arising:</b> none	
3	<b>AWT Meeting</b>	
3.1	SM reported that she had met Nicole and Julie from AWT in the park on Wednesday. They suggested operating from 11 - 3 pm. Encourage people to bring picnics. AWT would like a trestle table but can work from a tarpaulin if necessary. They will bring their own banner. SM wants the stump left alone with no carving. The gardens are looking lovely.	
3.2	AWT would like 2 people to help them.	
3.3	If lots of children turn up they will start to schedule the activities	
3.4	HF to provide bird pics to DC	
<b>4</b>	<b>Activities</b>	
4.1	Bug hunting	<b>AWT</b>
4.2	Pond Dipping	<b>AWT</b>
4.3	Science Tent ( Plants, dipping trays, magnifying glasses, books)	<b>HF</b>
4.4	Birds	<b>?</b>
4.5	Plants	<b>HF</b>
4.6	Painting (dolly peg butterflies)	<b>ET</b>
<b>4.7</b>	Face painting and Tattoos	<b>ET SM</b>
4.8	Tombola Prizes ? Location of box?	<b>Gr</b>
<b>5</b>	<b>Safety</b>	
5.1	Watchers for general activities and pond dipping	<b>?</b>
5.2	No photographs except by parents	<b>?</b>
5.3	Check BRLSI for youth activity safety	<b>HF</b>
5.4	Liase with AWT	<b>HF</b>

5.5	First aid kit	
5.6	Council Risk assessment	SM
		MV
6	<b>Catering</b>	
6.1	Organisation of cakes: involve members	ICC
6.2	Sales volunteers(3-4)	EJ
6.3	Sourcing Cups, plates	?
6.4	Boston tea party help	SM
6.5	Juice boxes	
6.6	Thermal Urns	SM
7	<b>Tents, Gazebos, Tables, Boards, Walk round, Press, Leaflets</b>	
7.1	Boards for photographs from Widcombe	MB
7.2	Clipboard with membership forms	IH
7.3	Business Cards	ET
7.4	URC for table and chair loan	HF
7.5	Prizes for Childrens activities	
7.6	Staple guns,	
7.7	Design leaflet and Organise leafleting	DC, SM MB ?
	Next Meeting Tuesday 21 March at Suzannes	

<b>Volunteer Requirements</b>		
<b>Leafleting</b>	As many as possible	
<b>Clear Up and Set Up</b>	As many as possible	8-11, 3-6
<b>Refreshments</b>	6 x 1 hour + ICC	11-3
<b>Science Tent</b>	1 x 3 hr + HF	11-3
<b>Pond Watching</b>	1 x 4 hr	11-3
<b>AW Assistance</b>	1 x 4 hr	11-3
<b>Activities Tent Painting etc.</b>	2 x 4 hrs	11-3
<b>Membership</b>	2 x 4 hrs + IH	11-3