

Minutes of the **Lower Compton NAAFI Project Group Meeting held** at the Compton Bassett Village Hall on Tuesday 3 July 2012 at 6.00pm.

PRESENT

Louise Gardiner (chair) (LG)

Barry Miller (BM)

Christopher Bush (CB)

Chris Smart (CS)

Lisa Murray (LM)

Adele Clark (AC)

2 members of the general public (Neil Whiston, Carin Thomas) (NW / CT)

Monique Hayes, the Hills Group Limited (MH)

1. Apologies and introductions	Action
Apologies were received from David Evans, Alan Blake, Mandy Bush (MB), Sabina Buckley, Rev Bromiley, Wendy Sheen (WS), Lucy Sheen (LS) , Amber Murray, Jackie Day.	
2. Minutes of the previous meeting	
<p>CB read out the minutes of the previous meeting. Items arising from those minutes have been included below.</p> <p>Request for wheelie bins – MH confirmed that a request had been made for a wheelie bin to be placed inside the gates</p> <p>Additional paint – LG to collect this from AC.</p> <p>Road sweeper – MH confirmed that a request had been made for the road sweeper to clean the site before the event on 21 July</p> <p>Request to allow monthly access for residents to clean the site - MH to investigate and report back.</p> <p>Skip for clean-up event 14 July – MH confirmed that this had been arranged and the skip will be delivered to site.</p> <p>Risk Assessments – LG provided a risk assessment for the clean-up event on 14 July and is still to provide a risk assessment for the event on 21 July.</p> <p>Grass cutting – MH confirmed that the grass would be cut before the event on 21 July</p> <p>Hole in ground – MH confirmed that the remaining hole on the site would be covered before the community event</p>	<p></p> <p>MH</p> <p>AC / LG</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>LG</p> <p>MH</p> <p>MH</p>

3. Arrangements for clean-up event on 14 July	
<p>Everyone to be at the site for a 10.00am start</p> <p>AC has all the necessary equipment for the clean-up event and will deliver these to the site or to LG</p> <p>LG requested everyone to bring along their own wheelbarrows.</p> <p>Flyers notifying residents of the clean-up event are to be included with the invitations for the event on 21 July and distributed to all households in the Lower Compton area</p> <p>LG requested CB to ask MB to advise her contacts about the clean-up event</p>	<p>NPG</p> <p>AC</p> <p>NPG</p> <p>CB</p>
4. Planning for community event – Saturday 21 July	
<p>Confirmed that the community event would take place on Saturday 21 July from 12noon – 3.00pm. In case of extreme bad weather, the event would be postponed to the following Saturday (28 July)</p> <p>LG reported that the Calne Scout Group would be providing the barbeque on the day with profits going to the Scouts' fundraising.</p> <p>The event would be a 'Bring Your Own' (BYO) arrangement. No alcohol was to be sold on the premises but food items could be bought from the barbeque providers.</p> <p>LG advised that a bouncy castle had not been secured due to problems with electrical supply. MH advised that Hills would not be able to provide electricity supply. It was agreed that LG would investigate the cost to hire a large generator. Depending on ticket sales, this option could be pursued.</p> <p>BM and CB reported back on the costing for Public Liability insurance cover and agreed that the cheapest option would be purchased prior to the event.</p> <p>Any music on site needed to comply with Hills requirements. It is proposed to use a battery operated portable music player.</p> <p>Hills advised cars and vans were not to be allowed on site but this would be waived for persons providing services for the event. No parking of other vehicles would be permitted.</p> <p>Ice cream vendor would be approached to be available on the day. LS or WS to investigate</p>	

<p>Megaphone – both BM and AC to look into sourcing one for the day</p> <p>Tug-o-war rope is being organised by LS.</p> <p>LG advised that she had arranged for 2 of her staff to help on the day with activities for children. Certificates had been produced as ‘prizes’ and LG to purchase further ‘medals’ using money from ticket sales.</p> <p>NPG members are requested to bring along any bunting they may have to decorate the site.</p>	
6. Publicity	
<p>MH to print off the flyers which have been produced by CB and have these delivered to LG.</p> <p>Flyers would be distributed to each house in the same way that the questionnaire had been sent out. There would be no need to return to each house as it would be up to each household to obtain their own tickets.</p>	<p>MH</p> <p>NPG</p>
7. Any other business	
<p><u>BT telephone box</u> BM is investigating the option of the local community adopting the telephone box and will report back at the next meeting.</p> <p><u>Committee member change</u> LG advised that Jackie Day had requested to resign her position on the committee, but would remain active in the NPG. LG proposed that Neil Whiston be elected to the committee and this was agreed by 5 other voting members.</p> <p><u>Election of new secretary</u> LG advised that Wendy Sheen had resigned her position as secretary on the committee, but would also remain active in the NPG. LG proposed that Chris Bush be elected as secretary and this was agreed by 5 other voting members.</p>	<p>BM</p>
8. Next meeting	
<p>It was agreed that the next meeting would take place on 11 September 2012 at 6.00pm – venue to be confirmed.</p>	<p>NPG</p>