

**Monday 4th November 2024**

**Venue: The Blue Vinny 7:30-8:30pm**

**Attendees:**

Jenny Heaver

Faith Kirby

Gemma Dayment

Tara Hill

Lisa Ashdown

Amy Waldron

Hayley Edwards

Kelly Kimberley

1. Review and approval of minutes of last meeting – approved
2. Future Events – CATV Thursday 5th December at 4:45pm
* Father Christmas – Lisa Ashdown to sort – sorted
* Need to purchase Hot Chocolate/ Mulled Wine/ Hotdogs/
* Hotdog food order to be in by 25th November
* Check cost of sausages (charged £2.50 in previous years) – Jenny to email Sharon about costings.
* Tombola – Bottle and toiletry donations
* Christmas Jumper stall - £1 donations. Ask for jumper donations in beforehand. Jumper reminder to go out with Tombola letter
* Gemma Dayment has made limited edition earrings - £2 for small earrings £3 for large earring. 60% of funds to be kindly donated to FOPS 40% to go to GD to recover costs
* Faith Kirby to look for volunteers to help with CATV
* Lisa Ashdown to sort a tractor/ truck
* Hayley Edwards to design a poster for requesting bottles/ gifts for tombola
* Jenny Heaver to do a cupboard check for napkins/ ketchup etc
* Faith Kirby to apply for drinks licence for CATV and Nativity
* Faith Kirby to source Mulled Wine
* Request for Slow cookers for Mulled Wine and Hot Chocolate – Lisa/ Kelly/ Gemma/ Jenny
* Need to purchase marshmallows and whipped cream.
* Glow Wands – Tara to sort and sell
* Find the buckets for collecting donations
* Type up the Risk Assessment – Jenny to consult with Mrs Seal.
* Check with Mrs Crankshaw if she is happy to lead, and which songs she would like to sing.
* CATV flyers to be printed and advertised by Friday 15th November x10 copies to distribute in the community – Done
* Faith Kirby and Amy Waldron to look at Christmas Tree Donations
1. AOB
* Jenny to do a form for the Tea towels – Sorted.
* Gemma to check which Books to purchase as gifts from Father Christmas with Mrs Murphy (Literacy Lead) and Lisa Ashdown to share which books her school have purchased,