

Hessett Millennium Committee

Minutes of meeting held on Wednesday 7th October 2009 at 8 p.m. in Village Hall

Present: Chris Glass, Michael Poulter, Sheila Cocksedge, Nicky Glass, Sue Last, Brian Last, Debbie Stringer, Graeme Harris, Jill Row, Kelly Ashford, Sarah Ashford.

Apologies: Martin Gibson, Les Ward, Alison Jones, Richard Brown.

New Members	We welcomed Jill Row, Kelly Ashford, Sarah Ashford & Richard Brown onto the committee. New blood is greatly welcomed.	
Bonfire	Burnable rubbish is already on site. Possibility of some pallets to provide a base. The building of the bonfire may take place early (possibly the weekend 31 st Oct/1 st Nov). This is due to the availability of machinery to build it. If the bonfire is built before the 5 th then some method of stopping further tipping to be devised! <i>Date advertised is 5th November!</i>	Brian to ascertain when the machinery will be available & tell other members of date.
Fireworks	All the fireworks have been purchased & nearly all are in the store. It is expected that the continuous display will last for approx 15 minutes. Graeme said he would like help in transporting the fireworks from the store to the site as this takes most of his time. It was suggested that a tractor/trailer or quad bike/trailer would speed up the process. this to be looked into. Rougham Estate said that the field may be ploughed the week before. This could cause problems with setting up the display. Graeme to complete a risk assessment & pass a copy to secretary. Graeme also to notify all official bodies required.	Chris to ask Graham Baully for possible help. Graeme to liaise with Chris/Brian on ways round this.
Insurance	This is now in place. However notices disclaiming any liability for the use of sparklers by the public are to be displayed.	Signs now in hand.
Coloured Necklaces	A box of 50 was found after last year and a further 100 have been purchased. All are to be sold at a £1 each.	
Public Area	The grass may need cutting before the event if possible. At least the cooking area must be done. Graeme volunteered if a mower is available.	Chris to investigate possibility of borrowing one. Chris to suggest date so all can help.
Fencing Area	This to be done early, not necessarily on the Friday.	Booked @ £75 Sheila to order food etc.
Lighting Catering	It was agreed that a generator should be hired for the event. Chris will start the BBQ at 5 pm. Sheila to order the same amount of food as last year. Sheila to liaise with the other cooking team members on preparation & arrival time.	
Mulled Wine	Janice Gibson to be asked to help with this along with Jill Rowe. Martin to be asked if the lights & posts can be borrowed for the event.	Michael to contact Janice & Martin.
Gazebos	2 will be required and assembled on the Friday.	
Float	This to be made available early (6pm).	Sheila to arrange.
Guy/Colouring	Michael to liaise with Sheila on number of prizes required.	Michael to

Competition Janice Gibson to be asked if she will judge the event at 3 pm on Sunday 1st November.

contact
Janice/Sheila.

Job Allocation On Night:

Fireworks – Graeme Harris.

Fire Watch – Brian Last.

Entrance – Michael Poulter, Nicky Glass.

Car Park – Richard Brown, Kelly Ashford, Chris Glass.

Cooking – Sheila Cocksedge, Sue Last, Debbie Stringer, Sarah Ashford, Alison Jones.

Mulled Wine – Janice Gibson, Jill Rowe.

First Aid - ?

Necklace Sale - ?

**NEXT MEETING: WEDNESDAY 2nd December at 7:30 p.m. in VILLAGE HALL.
(Debbie to advise hall availability)**