

**Minutes of Southern Centres committee meeting held on Wednesday 15th
February 2023 at Westerham Village Hall starting at 7.30pm**

Those present:

Darren Charnock, Chairman; Stuart Johnson, Treasurer;
Loraine Blackman, R & E Officer; Chris Page, Sports Officer;
Sue Smith, Catering Office, Liz Manning, Secretary;
Tony Beaney and Richards Jeffrey, Assistant Site Marshals.
Tracey McDonald and Paul Burgin, East Kent Reps
Sandra Potton, East Kent Rep
Sarah Brooks, East Sussex Rep
Sue Johnson and Laurie Manning, West Sussex Reps
Tim Howlett, West Surrey Rep

In attendance:

Milky Smith, Andy McDonald, Jennie Beaney, Eileen Sims,
Gary Potton, Pauline Burgin, Alan Brooks, Brian & Sheila Taylor.

Welcome:

Darren thanked everyone for coming and introduced Brian and Sheila Taylor.

Apologies for absence:

Cheryll Charnock, Steve and Sue Hornsby, Nick and Chris Childs, Michelle and Mark Smith, Ron Norfolk, Mickey T, Marilyn Knight (new Rep for East Sussex replacing Malcolm Jones), Roger Duncan.

Minutes of last meeting – 23rd November 2022:

Darren asked if everyone had received the November minutes.
Paul Burgin had not.

Matters arising:

It was East Sussex who were looking at the possibility of helping out the electric team.

Darren said to help out, the whole of the marquee was being kitted out with lights from the marquee company.

Liz was concerned that she had not heard from the CAMC Singers.

She had sent Graham a letter inviting them in August.

There were several points which need clarification: which performance slot did they want – Sunday afternoon or evening and how many units were coming so that Stuart can reserve places. Neither she, Stuart or Darren had received any communication. Stuart will chase this up.

Chairman's Report:

Darren explained that Mark Sinclair-Watson could not attend our Event as he was representing the Club at the Welsh National.

The only qualified electricians on site will be Brian and Graham Smith.

Other electricians/helpers are needed to help with plugging in, running and tying up cables. Alan Brookes and Gary Potton offered their services.

Andy McDonald said he was a qualified PAT tester.

Darren confirmed that ACF is **not in the ULEZ zone**. People on site will not have to pay the tariff.

If people go the wrong way, they might be caught in the zone. The general consensus of opinion was to go onto the M25, A3 and through Walton town.

There will not be any signs to indicate entry into the zone as the local Councils are refusing to put up any signs. It was agreed to put a map on the Website. People can go onto the official Govt UK site to check. Darren said he would send a map to all Centres involved.

Secretary's Report:

Liz read out the opening times of the Information Desk from the 2019 programme. It was felt that the long hours were unnecessary. It was agreed to man the desk as follows:

Wednesday 2 – 4pm

Thursday 2 – 4pm

Friday 1 – 3pm

Saturday 9 – 10.30am

At all other times, a notice will be displayed asking participants to contact Committee members if they have any issues / queries.

Liz was concerned about the tables and chairs. When we borrowed the Scout trailer, there were tables and benches which served the breakfast tent.

Discussion took place. Tables are needed for the breakfast area, the bar, the Raffle, the Handicraft Competition, the burger bar and other various stalls. It was agreed to find out the cost of hiring 40 tables from the marquee firm. Stuart will enquire.

A table will be required for the cooking area. We can use the burnt table which is stored in the Scout Hut. Laurie will arrange.

Jennie Beaney has revised the Dog Show programme and the categories are as follows:

1. 0 – 12 months basic obedience.
2. Older dog obedience.
3. Best paw shaker.
4. Waggiest tail.
5. Musical sits.
6. Treat throwing.
7. Junior handler.
8. Owner and dog fancy dress.

Jennie has the rosettes and new entry forms need to be provided.

Liz has the Bingo tickets and needs to check quantity.

The Bingo machine can be provided via a smart phone.

Lorraine, Liz and Milky have volunteered to be callers. Perhaps Bob Elkington might also be interested?

On Page 31 of the programme there is a CAMC section on infections etc.

Liz asked if we needed to add something for Covid? We need to ask people to self test before event and trust that it has been done. To ask for proof etc puts the onus on Committee members and is not desired.

Treasurer's Report:

Stuart asked any Committee members who have not yet submitted their booking form to do so ASAP.

He has 118 units booked in to date.

In 2019 at this stage there were 220 bookings (33 were Singers), so we are 100 bookings down. He will chase up the Singers.

It was generally felt that the bookings were down due to the economic climate and that people would book in nearer the Event.

More chandeliers have been ordered and will be set up by the marquee company at a cost of £800.

Stuart said the interest rate from the Club on the £12K deposit was 2 ½ %. This was not bad and he intends to keep the deposit where it is at present.

Stuart went through his account sheets.

Deposits have been paid to the band; Tony for materials for the container; payment for the Website; catering and Westerham hall fees; a deposit for the lighting and Gary for fuel transportation costs. The Region pays 40p per mile and that is the rate Stuart is giving. Transportation trips and C&C trips will be paid at the above rate.

Several rebates have been made as people had booked and paid in twice!

Sue S said she was pushing SC at their rallies and people were now asking for booking forms.

Stuart will be giving Tracey a £500 float for the Raffle. This was £100 up on previous Event. Any donations towards the raffle would be appreciated.

There were no other questions for Stuart.

Press Officer's Report:

In Steve's absence, there was nothing to report.

Site Marshal's Report:

Nick apologised for his and Christine's absence and had sent Darren a written report. This was read out at the meeting.

Nick had spoken to Paul at ACF recently who confirmed that we have the exclusive use of the site, but not until after mid-day on Sunday 20th August.

ACF is now a busy campsite and will have several units on site up to mid-day on the Sunday which will most likely be pitched on EHU and Admin area.

The Site Marshal team will probably need to pitch in a temporary location and move onto Admin lines once the site is cleared. Paul is happy for the Marshalling team to arrive on the Friday. The remainder of the Admin vans can arrive after 16.00hrs on the Sunday when the Admin lines will have been marked out and the car boot traffic departed. The Admin areas cannot be pegged out until after 12noon on the Sunday but some preparation will be possible using paint marks. The plans is to mark out the remainder of the site from Saturday 19th.

Tony confirmed that he needed volunteers to help load the trailer on the Friday and Nick understands this is in hand.

The toilet block close to our marquee location was damaged by wind and replaced with temporary loos. They have been re-built with a new 'outdoor type' toilet block which we can use. As discussed with Darren, we will not be using the new toilet block for the rally. It is unlikely we would get volunteers to keep it clean and police it.

The temporary Elsan at the top of the site is now a permanent facility along with another at the new loo block.

The Site Marshal team will be visiting the site in April to meet up with Paul to finalise arrangement.

Nick hopes to catch up with everyone at the March meeting.

Tony said arrangements have been made with Dennis Archer, a Classic car transporter in his village, to transport all of the container contents that are required to ACF.

This will be done using a tri-axle covered transporter trailer towed by a Landrover.

This trailer has a 3 tonne load rating, more than enough to cope with our gear in the container.

Agreement has been made with Dennis that the trailer will be loaded first thing on Friday morning 18th August and towed to ACF where it will be unloaded and covered with sheets. The charges for this will be £400 in each direction. (£800 total). The trips amount to 350 miles. This price is subject to no major increase in the price of fuel.

The return journey will be made on Wednesday 30th August.

Arrangements have been made for Darren, Rick and Tony to help Dennis load the trailer at Ruckinge. There will be enough people at ACF to help unload. When the load is returned on the Wednesday, a minimum of 4 people will be required to return the equipment to the trailer.

Rally and Event Officer's Report:

Lorraine has booked the Steel band at £595 for two hours on Friday. This is also the weekend of the Notting Hill Carnival. It was thought this could be padded out with Reggae on the Disco if necessary. Lorraine will book them for 2 – 4pm.

Discussion took place regarding the Owl and bird show. Andy was worried about the local ducks and paraquets as the birds of prey are flown when they are hungry so that they come back! Together with this and the restrictive rules around Avian 'flu, it was agreed to cancel this event. As this was part of the children's entertainment, do we need anything else? It was felt that the entertainment Jez was going to supply would be sufficient.

Lorraine will be applying for the bar licence. Tues 22nd to Mon 28th: 12noon – 11pm. She will need to send a map with bar position etc with the application. She has asked for help from Nick. This can be arranged at the next meeting.

Chris asked if the bar could be put up before the marquee is erected. The beer needs to be racked. The marquee is being erected on Tuesday? – Stuart to confirm.

Who is ordering the drinks? Gary Fisher did this previously, but Chris is happy to help. Chris will look at prices. Orders will be sale or return. If top ups are required it is cheaper to go to Bookers.

Darren will speak to Gary F and Stuart will look at the previous invoices.

We do not have an air-con unit. We may need something to keep beer cool if it is hot. Last time it was kept cooler by putting a tent within a tent.

Stuart will contact the CAMC singers to check they are still coming and what performance slot they would like.

Darren asked Lorraine to email him the booking details so that they can be added to the Website/programme.

The arrangements for the stage are being sorted and Lorraine confirmed that Charles Patrick is definitely coming.

Sue J spoke about the Fete. East Kent have the stocks and Andy McDonald will bring them.

Sue J asked if anyone had any other ideas.

Gary needs two volunteers for his one arm bandit game.

Lorraine will do the wine/water stall.

Liz asked for donations for the tombola stall.

Catering Officer's Report:

Milky looked up prices of air con units from a company in Byfleet. £360+vat for 7.6 unit; £262+vat for 6.1 unit.

Gary accessed info to buy unit at £185. It was decided to make a decision nearer the time.

Sue S has priced equipment from Nesbits (replacing items previously borrowed from Scouts.) Cost is £300 +vat. It was agreed to buy now.

Grundy tins can be bought 6 for £60. Brian and Sheila have a box of a dozen tins which they are happy to donate. Also Sarah and Alan have access to tins.

Billies can be borrowed from East Sussex.

Gas burners can be bought from Amazon: 3 x 2 £137.97 includes vat.

Gas regs and hose : £32.70 includes vat.

It was agreed to leave for now and purchase nearer time if needed.

Large washing up bowls are expensive and Sue S was looking around for cheaper options. It was suggested that discarded water tanks might serve this purpose.

After discussion it was confirmed that the existing deep fat fryers are not fit for purpose. A fryer can be bought for £850.42+vat.

Hiring cost £120+vat for 3 days; £20 per day for up to 7 days.

Stuart said that SC did not want to own too much equipment as depreciation etc then has to factored in: it was agreed it would be better to look into hiring.

One double basket is needed and Sue S will look into the costs.

It was confirmed that the fridge trailer has already been booked.

Sue S was looking into getting large jugs from supermarkets. It was thought there were some in the bar.

2 large saucepans cost £66.38 including vat. Loraine thought South London has this equipment and she will ask if we can borrow them.

Water containers – can borrow aqua rolls on field.

Sue S thanked Laurie for his email listing the Scout equipment previously borrowed.

Stoves: Laurie and Steve both have 4. These need to be safety checked.

Paul lent us his large griddle in the past and Darren will contact him.

We need a burnt table for the cooking area. This is in the Scout hut and Laurie will access.

Stuart suggested that any outstanding equipment is brought to the meeting for Tony to add to the container.

Breakfast has been costed at £6 - £6.50 for a full English.

It was suggested to provide a mini English at £4. Different tickets will be given out at the till.

Possibility of a mini continental: cereal and croissant.

Sue S has no definite price for the Caribbean food. This will be provided at the next meeting. This and Sunday food has to be pre-booked.

Serving times for Friday will be 12 – 2pm and 6 – 8pm as food has to be binned after 2 hours.

Macaroni pie will cost £3 and chicken £4 - £4.50.

Sunday pork roll with stuffing and crackling - £5.

A fryer is needed for the double dip chips. Milky will take overall charge of these with help from volunteers together with his burger bar. The previous fryers used have been disposed of as they were unfit for purpose. Fryers are not expensive and our last

one was purchased from Bookers. Sue S advised that Bookers are no longer stocking catering equipment. They only provide disposable items. This can be purchased nearer the time.

Previously there was no water laid on in the kitchen. A food grade hosepipe is needed. 7 ½ metre pipe costs £22 / 20 metre £29. This was thought not to be long enough. Sue will price.

At the next meeting: ask Nick where the marquee goes so that lengths can be measured for kitchen hosepipe and electrical cable for bottom of field to kitchen area. Tony said the Site Marshalling team are going to the site (after Easter) and they can let the Committee know the measurements then.

Brian said the tap could be removed and a T piece put on with the hose attached to one side and a tap on the other. A 15 ml pipe could be used which is a cheaper option.

Sports Officer's Report:

Chris has been working on his timetable and is working on similar timings from 2019 programme.

He would like a list of Sports Officers from each Centre. They will be given game/competition rules. More need to be printed.

Chris's Assistant Sports Officers will be named at the next meeting.

He intends to restructure using his Assistants for guidance and asking for more assistance from the Centre SOs to provide a better flow.

There will be two registration slots. Children can register on Saturday.

Eileen said one child came early on Saturday and was upset that he had missed the registration slot. Children's names can be taken during the entertainment.

Early arrivals will play early rounds and later arrivals will be added later.

The children's games will be played on Sunday. Last time they were curtailed due to the heat. They will be scheduled slightly earlier. Chris has factored in 'siesta' breaks if the weather is hot.

Chris envisages SOs will take on the running of the sports. When Chris has produced his list of events he hopes Centres will volunteer to organise the games.

Chris read through his list and who ran them last time:

Boules – West Surrey

Darts – West Surrey

5 a Side Football – East Kent

Walking Football – East Kent

Haggar's Chess – West Surrey

Horse Shoes – East Sussex

Lawn Darts – South London

Reversing Skills – South London

Welly Wanging – East Sussex

Mobility Scooter – Sports Officers

Darren suggested Centres were asked if they would run the above or if they wanted to swop. He asked the Centre Reps to email their responses to Chris. He will also email Chris a copy of the Sport's document.
East Kent confirmed they would run the football again.

Website Update:

The Website is up to date.

Any further updates required, please send information to Stuart or Darren.
Lorraine said she had difficulty in viewing the complete document. Darren said the Website only works on a phone or PC. There is no setting for it to work on an iPad.

Any other Business:

Brian discussed the state of the electrics. In 2019 there were lots of electrics used in the kitchen area and several of the breakers burnt out. He felt that this situation was now unsafe, especially if more equipment was to be added. There is a supply box down in the corner and a borrowed or hired cable could be run to the kitchen with a distribution box. Brian suggested borrowing/hiring 60 – 70 metre cable and box from the Club. Darren said their equipment was used by temporary pop-up sites during August. Discussion took place and it was agreed that Brian would contact the Club and Mark S-W to make enquiries. Andy McDonald would also price up the cost of the required equipment.

Brian volunteered to put party lights around the marquee. Stuart has already hired the extra chandeliers. Brian was thanked, but the extra lights would not be needed.
The order could not be cancelled as Stuart has already paid £200.

Tony said 3 tarpaulin sheets would be required at ACF to cover the equipment loaded off the trailer on Friday. The equipment would be returned from ACF to Ruckinge on Wednesday 30th August.

4 people are required to reload into the trailer on Wednesday. Brian, Darren and ?the Hancocks are available.

Jennie asked if the Mobility Scooter skills and the Dog Show times in the programme could be reversed.

It was agreed that on the Sunday the Dog Show registration would be from 11am (Church Service finishes at 11am) and show from 11.30 – 12.30.
Mobility Skills – 12 noon.

Sue S has the offer of a party tent from Darryl and Chris Reynolds. This was accepted with thanks.

Chris said a couple of pumps are missing from the bar equipment. Lorraine said she has more equipment in her garage and Chris will arrange to see. Lorraine will bring them to the next meeting.

Chris said 90% of the equipment was in good running order. He will need new line cleaner and piping. There is a cooling issue with 3 barrel skeleton jackets to keep the beer cooler. Chris will find out prices and advise Stuart.

After not being used for 4 years the piping etc. will need a thorough flushing through and good clean.

Laurie asked if any party tents were needed from the Centres. These are not now required as we have enough tentage.
Charles Patrick will be providing sound and PA equipment for both inside and outside of the marquee.

Sue J thanked Liz for the food.

Eileen asked about the stage. She was not at the last meeting. Loraine confirmed the South London team had matters in hand.

Stuart said he would like the names of all the Centre's CLOs. Those Reps who had not given them in, please contact Stuart.

Liz said that as Sue Jones may not be coming to the Event, someone else needed to take over the Tuck Shop. It was suggested Jez and his team might like to do this?
Liz had expected Jez to be at the meeting and had sent him all the information. As this was half term week, perhaps he was away with the children.
She will invite him again to the March meeting and Sue S will remind him.

Tony reiterated that NO VANS must arrive on site at ACF before 4pm on Sunday 20th August.

The meeting closed at 10.30pm.

Date of next meeting – Wednesday 15th March 2023