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| **Greening Chiddingly Monthly Meeting**  **19.30 – Tuesday 28 March 2023**  **Village Shop, Muddles Green** |

**Agenda –**

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| **Item** | | | **Who** |
|  | | **Welcome, introductions and notes of last meeting** | **Dave** |
|  | | **School colouring competition update** | **Dave** |
|  | | **Future Farming update** | **Sally** |
|  | | **Report back on Seed Swap – 18 March 2023** | **Sheryl** |
|  | | **Debrief on Green Weekend 2022** (see Annex 1) | **Dave/Sheryl** |
|  | | **Planning for summer events** (Church Fete **–** 10 June; Green Weekend **–** 1 July; Tour de Chiddingly **–** 17 September) | **All** |
|  | | **Budget update** (see Annex 2) | **Sheryl** |
|  | | **Any Other Business** | **All** |
|  | | **Next meeting**  19.30, Thursday 27 April 2023 – Village Shop, Muddles Green |  |
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**Future meeting dates:** Tues 23 May 2023, Thurs 29 June 2023**,** Tues 25 July 2023, Thurs 24 August 2023, Tues 26 September 2023, Thurs 26 October 2023**,** Tues 28 November 2023

**Annex 1: Notes on debrief meeting from Green Weekend 2022**

In attendance: Sheryl Rennison and David Nash

**1. Pre-event organisation and advertising**

It was agreed that the approach to pre-event advertising was largely successful. Advertising for the 2023 event should focus again on articles for the Parish News, posters (village shop, school, campsites, online adverts [Facebook, Next Door and What's On In Hailsham website]) and sign boards two weeks ahead of the event. We would not, however, distribute flyers for the 2023 event.

It was agreed that the online guidance to stall holders was useful. There had, however, been feedback from some stallholders that they had not sold much. It was agreed that the guidance be updated to emphasise the need for “pricing to sell”, thoughtful displaying of items and the need for items to be clean and usable.

**2. On the day**

**Format**. It was agreed that the event had run relatively smoothly on the day and that we should repeat the format of having stalls outside houses plus a market area in the village shop car park. Suggestions made in feedback that we should use a single location were rejected on the basis that this would transform the event into a simple car boot sale.

**Eco Open Houses**. The centrally located Eco Open Houses had had good visitor uptake, whereas those further afield had seen only very small numbers. It was recommended that we focus mainly on more centrally located venues for 2023. Sheryl agreed to open her home again. We agreed that we should ask Noel if he would open his home again. Other central locations – maybe two or three more – should be identified.

**Map**. There had been issues with visitors using the online Google map to get to stalls and open houses, owing to patchy mobile signal coverage. For the 2023 event, it was agreed that we should have a central Hub in the village shop car park, and recommend that visitors start from this Hub. We should retain the online Google map, but also have a large map of stalls and open houses displayed at the Hub for visitors to photograph. The map should be durable and reusable, possibly with reusable stick on numbers to identify stall locations.

**Additional event**. The idea of having a public speaker event linked to the Green Weekend was discussed. It was agreed that this could be a very good idea for either the Friday or the Saturday evening. Dave's ongoing discussions with the Sussex Wildlife Trust could make a useful event.

**3. After the event**

It was agreed that offering to collect unwanted items for distribution to charity shops was a good one. However, clear guidance needed to be provided as to items that were suitable for collection (i.e. only small numbers of books, no soft toys, no electrical items, and no large items). All items would need to be clean and packaged ready for collection and transport. It would be sensible if information to this effect was added to the guidance given to stall holders.

**4. Actions now needed ahead of the event (1 July 2023)**

* Dave to draft a poster.
* Dave to update stallholder and visitor guidance as above.
* Dave to make the Green Weekend the main focus for the next Parish News article (this would be dropping through doors at the end of April).
* Dave to draft some text for Facebook, Next Door and other online advertising sites ready for posting by Sheryl at the end of April to coincide with the Parish News article.
* Group to suggest some centrally located sites for Eco Open Houses.
* Dave to explore possible speaker.

**Annex 2: Revised Budget 2023**

The table is based on the budget submitted to the Parish Council, but updated to reflect income from the Seed Swap.

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| **Activity** | **Forecast cost (£)** | **Forecast income (£)** | **Actual income (£)** | **Variance** |
| 1. Maintenance of website (annual hosting £100) | £ 100.00 | - |  |  |
| 2. Green Weekend 2023 (printing/advertising £100) | £ 100.00 | £ 100.00 |  |  |
| 3. Tour de Chiddingly 2023 (membership of Cycling UK £90; printing/advertising £25) | £ 115.00 | £ 100.00 |  |  |
| 4. Themed speaker events x 2 (venue hire £70x2; speaker expenses £20x2) | £ 180.00 | £ 60.00 |  |  |
| 5. Spring Seed Swap (printing/advertising £40) | - |  | £ 84.78 |  |
| 6. Future Farming events | - | - |  |  |
| 7. School Outreach Competition (prizes £50) | £ 50.00 | - |  |  |
| 8. Logo design (graphic designer £150) | £ 150.00 | - |  |  |
| 9. Durable display banner (design/printing £150) | £ 150.00 | - |  |  |
| 10. Wave Community Bank account set-up fee | £ 5.00 |  |  |  |
| Income carried forward from 2022 events |  |  | £ 213.00 |  |
| Income from Parish Council Grant |  |  | £ 400.00 |  |
|  | £ 850.00 | £ 260.00 | £ 697.78 | £ +107.78 |