

# Withycombe Raleigh PFTA - MINUTES FOR MEETING

27<sup>th</sup> April 2017

*Present:*

S Dixon (Chair), A Luxton, J Sleigh, A Kew, E Jones, K Lee, K Sansom, , E Trout, L Dudman

*Apologies:* L Stortenbeker, H Fenner, S Powley, C James, C Browning, T Williams

Notes	Action
<b>1. Minutes from January 2017</b>	
Minutes signed as accurate record  Issues outstanding: Raffle licence for Summer and Christmas Fayre.	Agreed to reapply. (S Dixon)
<b>2. Treasurers Report</b>	
Issued in T Williams absence: Current balance £9693.38 £3,000 to be allocated to amphitheatre as previously agreed £1400 already allocated to Panto £93.37 to be added in from Cash4Coins = £5386.75  Norman Trust grant request put in for amphitheatre and decision pending on whether repair or rebuild, also considering other grants for larger items/structures.  Noted that the trips/activities subsidy is being well used with days such as: Viking Visit, Greek Day, author visits, Fleet Air Museum, living eggs, Northcott Theatre, Eden Project, Escot, Egyptian Day.	(K Lee / S Dixon)
<b>3. Funding Requests</b>	
£75 for active travel to school prizes for classes. £250 for soft footballs for playground.	Agreed. (T Williams) Agreed. (T Williams)
<b>4. Debrief on previous events</b>	
Cardiff Trip: Raised over £200 this year due to larger bus, previous year over £900. H Fenner is not going to run the event next year (having completed it for 3 years). The committee thanked her for her hard work on this event. Considered whether to run the event in 2017 or not as would need two	Consider in June with the 2017/2018 schedule of events and leads.

<b>Notes</b>	<b>Action</b>
<p>volunteers and changes to arrangements (adult only, rules on alcohol).</p> <p>Bags2School dates coming up.</p> <p>Disco: successful fundraiser, popular. Feedback was phones off for KS2 and in the letter, and a light needed for the water table. Line up on other side of the hall. Signage works and sign in for volunteers with Risk Assessments.</p> <p>Easter Bingo. Popular event. Positive feedback about the lady who called the numbers.</p> <p>PJs and Popcorn: £700 raised. Successful pilot. Feedback to have lids on hot drinks if they are allowed. Look at length of film and fit round that and adjust timings a little. Considered goodie bags that could be handed out (not opened until start of film) and rubbish put inside.</p> <p>Try events on a Friday following feedback from parents.</p>	<p>See draft schedule in June</p> <p>A Kew to note for next event.</p> <p>S Dixon</p> <p>S Dixon</p>
<b>5. Upcoming events</b>	
<p>Disco Friday 19<sup>th</sup> May 5-6pm, and 6:30-7:30</p> <p>Sports Day at Withycombe Rugby Club: Investigate insurance.</p> <p>Summer Fayre 7<sup>th</sup> July. Next meeting focus and subcommittee will be formed. Suggested 5-7pm for the event.</p>	<p>A Kew (all to note date)</p> <p>S Dixon (all to note date)</p> <p>S Dixon (all to note date)</p>
<b>8. AOB/ Date of next meeting</b>	
<p>Charity Commission page now all updated with 2016 version of Constitution, and three Trustees as T Williams (Treasurer as contact), S Dixon as Chair, and J Sleigh as Secretary (and whom email alerts from Charity Commission come to). On published page it has school email address for public.</p> <p>Next meeting is revised to Thursday 8<sup>th</sup> June 7:30pm at the School. Focus on Summer Fayre and 2017/2018 full schedule and lead on events.</p>	<p>All to note</p>