



Huntington Parish Council
 26 Strensall Road, Huntington, York, North Yorkshire YO32 9RG
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Minutes of the HPC Gala Sub-committee Meeting held on 15 January 2019 at HCC

Present: Dave Jobling (DJ), David Neal (DN) and Darren Smith (DS)

Circulation: To attendees, apologies and all other members of the Parish Council

Minutes prepared by: David Neal

1. Apologies

Sylvia Jobling (SJ) meeting clash, and Kevin Deadman (KD) due to family commitments.

2. Marquee

It was agreed that the same size marquees as previous years should be hired to hold stalls, etc., in the event of inclement weather. These measured 30m x 9m and 6m x 9m. The larger marquee will have a plywood stage. No lighting will be required but the suppliers will be asked to provide a generator and two distribution boxes.

SJ has obtained a revised quote of £2800 plus VAT from the previous suppliers (YorMarquee) that excludes lighting and the tables and chairs. SJ will ascertain how many tables and chairs are needed next year and obtain an independent quote for these.

3. Previous Rides /Entertainment

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| 3.1 York City Knights Combat Course | SJ has booked YCK for £450. |
| 3.2 A J Rail Train Rides | DJ unable to make contact with provider. |
| 3.3 Darren Hamley Football Coaching | SJ has booked at no cost. |
| 3.4 Manzani the Magician/Kids Disco | SJ has booked at £270 for the day. |
| 3.5 Bagpiper (Rachael Blueman) | SJ has booked at £125. |

3.6 Barrel Rides	SJ has not received reply from provider.
3.7 Little Poppets Soft Play	SJ has booked for £120
3.8 Memorial Hall Dance Group	DJ has made contact but group unable to commit until availability is ascertained.
3.9 Memorial Hall Karate Group	DJ booked at no cost.
3.10 York Special Olympics	Awaiting decision (SJ coordinating).
3.11 Primary School Choir	Awaiting decision (SJ coordinating).

4. New Rides/Entertainment

4.1 Circus Training	DS to book for £675.
4.2 Go Karts (5-10 year olds)	DS to book for £500.
4.3 Swing Boats & Teacup Ride	Supplier double-booked
4.4 Just Climb Climbing Tower	DN to book at £530.

5. Stalls

5.1 Orchard Park Face Painters	Attending (SJ coordinating)
5.2 Friends of Huntington School	Attending (DS coordinating)
5.3 River Foss Society	Attending (DN coordinating).
5.4 St Andrews Church	Awaiting decision (SJ coordinating).
5.5 Both Sets of Girl Guides	Attending (SJ coordinating).
5.6 Wilberforce Trust	Attending subject to staffing (DN coordinating).
5.7 Minster Lions	Attending (SJ coordinating).
5.8 Memorial Hall Pre-school	Attending (DJ coordinating).
5.9 Band of Rescuers	Attending (DJ coordinating).
5.10 RSPCA	Attending (DJ coordinating).
5.11 Haxby & Wigginton U3A	Wish to attend (DN coordinating).

6. Refreshments

6.1 Ice Cream Van

SJ has booked.

6.2 Charity Refreshment Stall

DJ to purchase cups and provisions, and organise supply of cakes.

7. Sponsorship

7.1 Shepherd Group/Portakabin

Paid £250. DN coordinating.

7.2 Stoneacre/SG Petch

DJ to approach

7.3 Monks Cross Shopping Park

DN is awaiting decision.

7.4 Vangarde Shopping Park

DN is awaiting decision.

7.5 Community Sports Stadium/Gym

DN awaiting contact from CoYC.

7.6 Ward Funding

DJ requested £500 for tables and chairs.

7.7 Memorial Hall

To pay for marquees up to £4000. SJ coordinating.

8. Classic and Cherished Vehicle Display

8.1 Cherished and Classic Cars

KD has contacted owners.

8.2 Cherished and Classic Scooters & M/Cs

KD has contacted owners.

9. Security

9.1 Marquee

DJ has arranged 13 hrs for £340.

10. First Aid

10.1 Jeanette Smith

Arranged (DS coordinating). Signage needed and possible access to defibrillator.

11. Gala Letterhead

DN has produced two versions. One for emailing and one for producing stationery to post by Royal Mail. Sponsors' logos will be added to the letterhead artwork as they come on board. Shepherd Group, Portakabin and Memorial Hall have been added.

12. Publicity

Advertising and poster to be discussed at next meeting.

12. Budget (Provisional Figures without VAT)

<u>Expenses</u>		<u>Income</u>	
Marquee	2800	HPC	5000
Tables and chairs	484	Memorial Hall	3000
Security	340	Shephard/Portakabin	250
WCs and skip	700	Ward Funding(?)	500
Advertising	300		<hr/>
York City Knights	450		8750
Manzani	270		
Bagpiper	125		
Little Poppets	120		
Circus Training	675		
Go Karts	500		
Just Climb	530		
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13. Public Liability

HPC does not have Public Liability Insurance for the Summer Gala so it is necessary to ensure all providers of rides have this cover and can produce a certificate of insurance to prove it.

SJ/DJ/DN/DS/KD

14. Next Meeting

At 7.00 pm on Monday 18 February, 2019, at Huntington Community Centre

DN has booked Boardroom.