**Minutes of the Snowdrop Valley 2019 Committee Meeting held on Tuesday 8 January 2019 at 6.30pm in the Moorland Hall**

Present: Cllr Eric Norman (Chairman), Cllr John Anson, Frank O’Neill, Jim Winzer, Amanda Hamley (Snowdrop Valley Coordinator) and Nic Kemp (Parish Clerk).

1. Public Question Time: None

2. Apologies for absence: Roger Foxwell. Cllr Norman welcomed Mr O’Neill to the committee.

3. Declarations of Interest: None.

4. Minutes of the Last Meeting and Matters Arising: Cllr Norman signed the minutes of the meeting held on 11 December 2018 as a true and accurate record.

5. Budget: No changes to budget. Budget has been approved by Council.

6. Leaflets, Maps and Merchandise: Leaflets have been printed and distributed to National Park and Visitor Centres in Dulverton, Minehead, Lynton, Welington, Taunton, Barnstaple, Ilfracombe, Woolacombe, Watchet, and Woolacombe.
Maps – approximately 2,000 of each map. Clerk to confirm with printers how quickly more copies can be produced, and order during scheme if necessary.
Clerk confirmed that Gemma Parry may produce keyrings and coasters to be sold on commission basis, so no cost to Committee. No merchandise to be bought this year. In an attempt to reduce quantities of old stock, a free card or postcard will be offered to all visitors. They would pay for additional cards.

7. Signs, layout and setting up: Set up to be Tuesday 29 January at 10am. Additional stakes needed in valley to support tape. Coordinator to ask ENPA ranger re work on benches and sign at entrance to valley. Clerk to ask Marlene Allinson for copy of poster to amend for 2019 and distribute around villages.
Agreed to purchase a laminator for signs (est cost £30 for laminator and £10 each for A4 and A3 pack of pouches). Also agreed to purchase 2 cash boxes (est £10 each) one for car park and one for bus tickets.

8. Path Clearance/Maintenance/Info board in Valley: Patrick Watts-Mabbot from ENPA will have some volunteers tidying and strengthening a section of path in the valley on 6th February. Coordinator to arrange sign warning visitors of the work. PW-M is happy to have visitors passing while work is ongoing. Additional info board in valley at weir to be investigated for 2020.

9. Risk Assessment: Coordinator has carried out Event, and Operational Risk Assessments. To be distributed to all staff at Staff Meeting, and copy to be available in each trailer during scheme.

10. Publicity: Cllr Norman passed round a 2 page copy from Western Morning News written by Martin Hesp. Coordinator has received a request for an interview from Exmoor Radio, and asked Cllr Norman to do interview this year as still new to role. The Yarn Market, Dunster are advertising Snowdrop Valley, including a tour. Clerk to contact, thanking for their interest and asking them to collect a pass from the trailer. Website up to date. Coordinator is updating Facebook page.

11. Staff: In hand. Staff meeting following this meeting.

12. Terms of Reference: Terms of Reference have been agreed by Council, and govern the Snowdrop Valley Committee. Clerk to distribute Terms of Reference and Code of Conduct by email. Clerk also explained the Declaration of Interests central to the Code of Conduct, and that while Snowdrop Valley Committee meetings were open meetings, if an item of confidential nature was to be discussed, the public would be excluded as per Standing Orders, and the committee must respect the confidentiality of the item.

13. Photography Competition: Coordinator to promote the Photography Competition this year (2019) to take place next year (2020).

14. Items for the Next Agenda: None

15. Date of Next Meeting: 19 March 2019 – at 6.30pm at the Moorland Hall.

The Chairman closed the meeting at 7.30 pm