**Minutes of the Snowdrop Valley 2020 Committee Meeting held on Tuesday 18 June 2019 at 6.30pm in the Moorland Hall**

Present: Cllrs Eric Norman (Chairman), John Anson & Roger Foxwell, with Frank O’Neill, Jim Winzer, Sue White, Gill Langdon, Angela Edwards, Gemma Jackson, Amanda Hamley (Snowdrop Valley Coordinator), Nic Kemp (Parish Clerk) and one parishioner.

1.1 Public Question Time: None

1.2 Apologies for absence and welcome to new committee members: No apologies. Clerk confirmed that Vicky Kirby has stepped down from the committee. Cllr Norman welcomed Angela Edwards and Gemma Jackson from Cutcombe School and Gill Langdon representing Snowdrop Café charities.

1.3 Declarations of Interest:
Mr Winzer – staff member
Cllr Norman – owner of Rest and Be Thankful Inn

1.4 Minutes of the Last Meeting and Matters Arising: Cllr Norman signed the minutes of the meeting held on 21 May 2019 as a true and accurate record.

1.5 Areas of Responsibility for Clerk and Coordinator: Clerk read out the split (attached to these minutes) totaling 70 hours for the Clerk, and 106 hours for the Coordinator – these include estimates depending on the number of meetings, and do not include any time allocated for the photographic competition.

1.6 Dates for 2020 scheme: It was agreed to bring the scheme forward by one week – to run from 25 January to 23 February. First two weeks walking weeks, last two weeks buses – the last week is half term (17-21 Feb).

1.7 Photographic Competition: To be advertised before Snowdrop Valley, in Across Exmoor, Exmoor Visitor and on National Park website. All photos to be received in printed format prior to scheme start, so they can be displayed in the hall throughout the scheme. Will need boards to display them. Judging to include People’s Choice. Prize is the top 12 will be included in a calendar. T&C to include amateur only, and photos must not have won another competition. Categories – Flora; Fauna; Landscape; Junior

A second parishioner joined the meeting.

1.8 Options for the provision of bus service: Clerk had spoken to consultant over options, who had provided some helpful advice, and quoted to assist. It was agreed not to proceed with quote. Buses to run from 8-23 February inclusive. Must accept dogs. Query over pick-up and drop off points – Cattle Market, Rest and Be Thankful car park, or Moorland Hall. Using Moorland Hall could save the need for one of the two trailers if we do not have one in the Rest and Be Thankful car park. Staff in the Rest and Be Thankful car park ensure that visitors are directed correctly. Clerk to submit invites to quote once route finalised.

1.9 Additional souvenirs: Deferred to next meeting

1.10 Items for Next Agenda: Finalising route for buses; Additional Souvenirs

1.11 Date of Next Meeting: Tuesday 16 July 2019.

The Chairman closed the meeting at 7.30 pm

**Breakdown of roles, responsibilities and estimated hours between Clerk and Coordinator**

**Clerk’s roles**

Meetings (est 10) 30
Bus tender 5
Road Closure 1
Leaflet - invoice adverts 1
Website - set up and update Coach bookings page 2
Staff meeting 1
Setting up, prep trailers, marking walks, taking down, clearing up 12
Printing and Laminating 8
Banking during scheme 5
PAYE and Salaries 5
Total 70 hours

**Coordinator’s roles**

Meetings (est 10) 20
Leaflet - check info, sell adverts, chase adverts 8
Signs - source, design and receive - feather, road, A-frame 8
Souvenirs - research 1
Admin 8
Contact and confirm existing staff 1
Recruiting new staff (if necc) 1
Website - update main SV page 2
Facebook 2
Emails 10
Risk assessments 1
Staff meeting 1
Rota and timesheets 8
Setting up, prep trailers, marking walks, taking down, clearing up 12
Printing and Laminating 8
Site management during scheme - 0.5hr / day 15
Total 106 hours

No time allocated for photography competition - set up, promotion, arranging judging, presentation etc. Est 4 hours promotion. Set up, judging, arranging presentation for winners – unknown.