

Minutes of the Snowdrop Valley 2023 Committee Meeting held on Tuesday 19 December 2023 at 6.30pm in the Moorland Hall

Present: Committee Members Cllr Eric Norman (Chair), Cllr Jon Levenson, Andrew Turner, Jim Winzer, Calley Elston

In attendance: Liz Stitt (Clerk)

Non-Committee Members:

Item	Minutes	Action
	Public Question Time. There were no members of the public present	
23/29	Apologies for absence. Apologies were given from Jemma Clark, Jenni Wilbourn, Cllr Rooke, Angela Edwards and John Anson (via email during the meeting).	
23/30	Declarations of Interest. Cllr Norman, The Rest and Be Thankful Inn. Andrew Turner, Private Hire Operator	
23/31	To approve the minutes of the meeting held on 21st November 2023 and report on actions. These were approved and signed.	
23/32	Review the Snowdrop Valley Risk Assessment and Event Management Plan This was circulated to committee members to review and approved.	
23/33	Discuss the options for using a card reader/QR code for electronic payments. Options for this were sent round to committee members prior to the meeting for consideration. After discussion It was agreed to go ahead with the SumUp card reader. The Clerk will order this using the miscellaneous budget. Cllr Norman will speak to Peter from the Exmoor Farmers Market to see if we can connect to their WiFi during the event. It was highlighted to make it clear that we cannot take card payments for the FOCS sales to make sure it is all separate.	Clerk Cllr Norman
23/34	Update on Merchandise and banners. Cllr Norman had a quote for 3 x 6 foot banners and 1 x 12 foot banner for £120+VAT for all four. The Clerk sent round links for some beanie hat options prior to the meeting. It was agreed to go with the personalised hats at £245.10 including VAT. These will be put to the Full Council for approval to purchase. The Clerk apologised for not bringing the walking sticks, the Clerk will take these to Cllr Norman. The Clerk shared the artwork for the badges to the committee which have been ordered. Red Deer Country will put up some boards advertising the event 10 days before, it was agreed to have the name, location, and dates on these boards. It was highlighted to make sure they get permission from the landowners to put the boards up, the Clerk will mention this to Red Deer Country. Cllr Norman will check which maps need ordering and will let the Clerk know. The following updates were also given: <ol style="list-style-type: none"> 1. Cally will update the website with all the latest information. Andrew Turner will let Cally know the dates that he will be doing the taxi service at the event to put on the website. For the dates Andrew can't do we can ask other taxi firms if they can come in and cover if we have got bookings. 2. Cllr Norman will ask Peter for the Market Dates so this can be put on the website. 	Clerk Cllr Norman Andrew Turner Cllr Norman

	<p>3. Cllr Norman will reiterate to the highways people for the businesses and Snowdrop Valley Event to be listed on the diversion signs as businesses still open as usual during the road closure.</p> <p>4. The road closure for the Snowdrop Valley Event is all in place for eighteen months to cover two years events. Cllr Norman gave a vote of thanks to the Clerk for organising this.</p>	Cllr Norman
23/35	Update on the Snowdrop Valley Logo The Snowdrop Valley Logo has been put together by Cally and was circulated to the committee. Thanks were given to Cally for putting it together.	
23/36	Items for consideration on the next agenda There were no items put forward for the next agenda.	
23/37	Date of next meeting. There will be a meeting with volunteers on the 9 th January at the Rest and Be Thankful Inn at 7pm.	

There being no other business, the meeting closed at 7.05pm

Signed:

Dated: