



FBSA Fireworks Planning Committee Meeting

Thursday 12th October 2023, 8pm at School.

Apologies:

AGENDA

	<i>Item</i>	<i>Notes / What we need to achieve</i>	<i>Who</i>
1.	Welcome	<ul style="list-style-type: none"> • <i>Introductions</i> • <i>Review minutes from last meeting</i> 	AH/EG/EGM / ALL
2.	Events Review & Financial Update	<ul style="list-style-type: none"> • <i>Events & monies raised so far:</i> • <i>Uniform Sale - £75</i> • <i>Barn Dance - £1443</i> • <i>Michaelmas - £126</i> • <i>Cake sale - £227</i> • <i>Penny wars - still in progress (thoughts/feedback)</i> • <i>Donation from governor £300</i> 	EGM/MF
3.	In place already?	<ul style="list-style-type: none"> • <i>Vendors</i> • <i>Firemagic</i> • <i>Insurance</i> • <i>Risk Ax</i> • <i>Paramedic</i> • <i>Ticket Sales - update so far</i> • <i>Lights/Barriers</i> • <i>Raffle prizes</i> • <i>Bar & Licence</i> 	EGM / EG
4.	What needs doing still?	<ul style="list-style-type: none"> • <i>Pumpkin carving competition</i> • <i>Popcorn/toffee apples/crisps/ ICE</i> • <i>Crafts supplies- volunteer?</i> • <i>Drinks Measures</i> • <i>Cups -in cupboard?</i> • <i>Raffle tickets - on sale from Mon 15th - rep per class to man the table</i> • <i>Games/ Tat/ UV face paint?</i> • <i>Protective floor covering</i> • <i>Posters? Pre existing useable?</i> • <i>Cloakroom clearance</i> • <i>PA System</i> • <i>Music</i> • <i>Loo roll/soap</i> • <i>Police support on night?</i> • <i>School open and closure</i> • <i>Bins</i> • <i>Carbon Offset</i> • <i>Letter to neighbours</i> 	EGM



5.	Volunteers	<ul style="list-style-type: none">• <i>Volunteer sign up to be released 13th Oct- reps to share link with classes</i>• <i>Hi Vis Jackets - stewards</i>• <i>Walkie Talkies – allocation</i>	EG/ALL
6.	Set Up	<ul style="list-style-type: none">• <i>Time onsite?</i>• <i>Firemagic site check 2/2:30pm</i>• <i>Barriers/lights 1-2pm</i>• <i>PA system</i>• <i>Snack & Bar - use of fridge?</i>• <i>Craft area</i>• <i>Fenced off areas</i>• <i>Car Park Safety – cordon?</i>• <i>Raffle area</i>• <i>Site clearance – benches etc</i>• <i>Floor covering</i>• <i>Vendor locations</i>• <i>Signage</i>• <i>Bins</i>	EG/EGM/DW
7.	Set Down	<ul style="list-style-type: none">• <i>Hall cleared and swept</i>• <i>Carpet protection lifted</i>• <i>Benches etc back in place</i>• <i>Recycling to be taken off site</i>• <i>Bins washed out if needed</i>• <i>Car park cleared of debris</i>• <i>Loo checks</i>• <i>Vendors/ambulance directed off site</i>• <i>Lock up</i>• <i>Site clearance for letter -next morning</i>	EG/EGM/DW
8.	Cash Handling	<ul style="list-style-type: none">• <i>FOP compliance</i>• <i>Copies of forms available</i>	ALL
9	Christmas Events	<p><i>-Disco - Fri 15th Dec</i> <i>-Xmas Cards - in progress</i></p> <p><i>Ideas:</i> <i>Xmas Tree Competition</i> <i>Immersive Movie Night</i> <i>Step in to Xmas</i></p>	EG/DW
10.	Next Meeting date	<ul style="list-style-type: none">• <i>Tuesday 14th Nov- 20:00 - The Angel</i>• <i>Xmas drinks - ?w/c 11th December</i>	ALL



11.	AOB	<ul style="list-style-type: none">• <i>FBSA Noticeboard</i>• <i>Cake Sales - update</i>• <i>Uniform Sale - Thurs 19th?</i>	ALL
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