

Meeting Minutes 14th Nov 2024



Item	Notes	Action Points
Attendees	Jade Sonnichsen Caroline Williams Polly John Gemma Prickett Laura Wallis Shara Duffield Stacey Bray Hayley Hann	
<h2>Christmas Extravaganza Plan</h2>		
	<p>We currently have 219 adults and 225 taking part in the trail</p> <ul style="list-style-type: none"> • Possible traditional organ music • Helston Town Band • Hanging 'selfie' screens for the woods • Gemma and Ian collecting Santas sleigh 	<p>Can everyone please take responsibility for set-up of their own stalls on the day</p>
Refreshments	<p>Being run by Rebecca, Polly's mum and???</p> <p>Items to Set-Up on the Day</p> <ul style="list-style-type: none"> • Several Tables • Hot Water Earn • Slow Cookers & Ladle– Jade, Rebecca • Insulated cups – Caroline • Teaspoons • Cakes / Minced Pies – dontations • Airfryer for s'mores? – Jade can supply, let me know? 	<p>Purchases Needed</p> <ul style="list-style-type: none"> • Hot Chocolate (warning- may contain milk sign needed) • Mulled Wine • Squash • Mini marshmallows • Cream (&vegan option) • Chocolate digestives • Giant marshmallows • Paper food bags (to contain s'mores) • Jugs for squash – Jade to supply (extras from school kitchen if required) <p><i>Jade trying to get supermarket vouchers towards purchases</i></p> <p>Float Needed</p> <ul style="list-style-type: none"> • 2x £10 note • 2x £5 note • 2x bags £1 • 1x bag 50p

Teddy Tombola	<p>Being run by Kate and Florence</p> <p>Items to Set-Up in Advance</p> <ul style="list-style-type: none"> • Teddies to be sorted/ ticketed • Corresponding tickets to be folded and put in tupperware <p>Items to Set-Up on the Day</p> <ul style="list-style-type: none"> • Gazebo • Tables • Teddies laid out in number order for ease 	<p>Purchases Needed</p> <ul style="list-style-type: none"> • Raffle tickets – have already • Teddies - donations <p>Float Needed</p> <ul style="list-style-type: none"> • 1x £10 note • 2x £5 note • 1x bag £1
Chocolate Tombola	<p>Being run by Sarah Swift and Mar Woodley</p> <p>Items to Set-Up in Advance</p> <ul style="list-style-type: none"> • Chocolate to be ticketed • Corresponding tickets to be folded and put in tupperware <p>Items to Set-Up on the Day</p> <ul style="list-style-type: none"> • Gazebos x2 • Tables • Chocolate laid out in number order for ease 	<p>Purchases Needed</p> <ul style="list-style-type: none"> • Raffle tickets – have already • Chocolate - donations <p>Float Needed</p> <ul style="list-style-type: none"> • 1x £10 note • 2x £5 note • 1x bag £1
Santa Trail	<p>Being run by Gemma P, Shara, Ian and Rebecca's daughter</p> <p>Items to Set-Up in Advance</p> <p>Santa's grotto (this is going to be a BIG JOB):</p> <ul style="list-style-type: none"> • Print trail sheets – DONE by Jade • Backdrop & chair supplied by Trevena Cross • Christmas Tree – supplied by Jade • Wrapped presents for display – supplied by Jade (more welcome!) • Lights?? If anyone has them and we can get a generator!? • We could do with some more decorations to 'dress this up' as it is literally a bare container – anything welcome! <p>Items to Set-Up on the Day</p> <ul style="list-style-type: none"> • Display gifts for children to choose – must return completed trail sheet AND pencil to get gift • Speaker for Christmas music? 	<p>Purchases Needed</p> <ul style="list-style-type: none"> • Pencils – DONE • Trail gifts (300??) • Santa & Elf outfits – being supplied by Ian, Gemma and Shara <p>Float Needed</p> <ul style="list-style-type: none"> • 4x £10 note • 4x £5 note • 4x bags £1

Human Fruit Machine	<p>Being run by Caroline's family</p> <p>Items to Set-Up in Advance</p> <ul style="list-style-type: none"> • Build box frame- DONE by Jade's Uncle – Gary Taylor <p>Items to Set-Up on the Day</p> <ul style="list-style-type: none"> • 2x Gazebos • Frame • 2x tables • 3x chairs 	<p>Purchases Needed</p> <ul style="list-style-type: none"> • Materials for frame – DONE • Bell • 3x apples • 3x oranges • 3x bananas <p>Float Needed</p> <ul style="list-style-type: none"> • 1x £10 note • 2x £5 note • 1x bag £1 • 2x bags 50p
New Book Sale	<p>Being run by Polly</p> <p>Items to Set-Up in Advance</p> <ul style="list-style-type: none"> • Collect books and price <p>Items to Set-Up on the Day</p> <ul style="list-style-type: none"> • 1x gazebo • 2x tables • Books 	<p>Purchases Needed None – book donations</p> <p>Float Needed</p> <ul style="list-style-type: none"> • 1x £10 note • 2x £5 note • 1x bag £1
Snap Bands, Magic Reindeer Food, Postcards to Santa and Pre-Loved Jumper Sale	<p>Being run Laura</p> <p>Items to Set-Up in Advance</p> <ul style="list-style-type: none"> • Print postcards- Jade • Make reindeer food- Jade <p>Items to Set-Up on the Day</p> <ul style="list-style-type: none"> • 2x gazebo • 3x tables 	<p>Purchases Needed</p> <ul style="list-style-type: none"> • Snap Bands – donated by Jade • Magic Reindeer Food- donated by Jade • Card to Print Postcards- DONE • Christmas clothing -donations • Post box- DONE • Colouring pens/pencils- borrow from school <p>Float Needed</p> <ul style="list-style-type: none"> • 1x £10 note • 2x £5 note • 1x bag £1 • 1x bag of 50p
Rudolph Game & Lucky Dip?	<p>Being run by Jade and Stacey</p> <p>Items to Set-Up in Advance</p> <ul style="list-style-type: none"> • Print and laminate game sheet- DONE by Jade <p>Items to Set-Up on the Day</p> <ul style="list-style-type: none"> • 1x Gazebo • 1x table • Fill tub with water 	<p>Purchases Needed</p> <ul style="list-style-type: none"> • Coin- use a float coin • Clear plastic tub- provided by Jade • Prizes • Lucky Dip box <p>Float Needed</p> <ul style="list-style-type: none"> • 1x £10 note • 2x £5 note • 1x bag £1 • 1x bag of 50p
Christmas Tattoos	<p>Being run by Gemma</p> <p>Items to Set-Up on the Day</p> <ul style="list-style-type: none"> • 1x Gazebo • 1x table 	<p>Purchases Needed</p> <ul style="list-style-type: none"> • Tattoos – DONE • Sponge • Bowl of water – borrow from school kitchen

		Float Needed <ul style="list-style-type: none"> • 1x £10 note • 2x £5 note • 1x bag £1 • 1x bag of 50p
Raffle	Being run by Glennie and Mick..... Items to Set-Up on the Day <ul style="list-style-type: none"> • Gazebo • Table • Prizes 	Purchases Needed <ul style="list-style-type: none"> • Raffle tickets – have already • Prizes – Jodie, Caroline and Jade collecting prizes from local businesses Float Needed <ul style="list-style-type: none"> • 1x £10 note • 2x £5 note • 2x bags £1
Pin the nose on Rudolph	Being run by Items to Set-Up in Advance <ul style="list-style-type: none"> • Create ‘pin the nose’ sheet and laminate- DONE by Jade Items to Set-Up on the Day <ul style="list-style-type: none"> • Pin sheet to a tree 	Purchases Needed <ul style="list-style-type: none"> • Pin the nose sheet- DONE by Jade • Mask- supplied by Jade Float Needed <ul style="list-style-type: none"> • 1x £10 note • 2x £5 note • 1x bag £1
Other items for the Fair	<ul style="list-style-type: none"> • Christmas ‘selfie’ screens to hang between trees • Dress Santa’s sleigh?? We could use some more wrapped present boxes and battery operated lights for this – anyone? 	We could really use a team of volunteers to come and set up the grotto the week before the fair – ideally a few days beforehand so we can source anything we discover we’re missing. We can also use this time to ‘map out’ where stalls are going. Volunteers please?
Any other Business	Sponsored run sheets have been handed out Rebecca will put a shout-out for disco volunteers after the Christmas Fair	