

Sproughton Beer Festival Working Group

Minutes of the meeting held on Tuesday 26th April 2022

In Attendance: Simon Wood **(SW)** - Chair
Jill Sharley **(JS)** – Minutes
Ken Seager **(KS)**
David Barnes **(DB)**
Ian Booth **(IB)**
Steve Palfrey **(SP)**
Keith Barwick **(KB)**
Kirsty Webber **(KW)**

1. Apologies for Absence

- Apologies received from Jenni King **(JK)**, Damian Lavington **(DL)** and Helen Davies **(HD)**.
- **SW** thanked everybody involved for all the work undertaken including those not present eg Josh Seager (website), Tracy Booth and Harwich Town Brewery.

2. Review of Minutes

- Approved.
- **KS** has prepared a set for the Parish Council.
- The Beer Festival is really on the map this year – there have been approaches from Mauldon Brewery and a security firm and two articles in the Ipswich Star.

3. Risk Assessment

- No change in the risks already identified.
- There is a significant risk of being over-crowded. There are two licences to comply with – music, singing and dancing (150) and temporary events notice (under 500).
- It was agreed not to use a security firm.
- There is some concern about a peak in numbers after the F A Cup game.
- Customers would be encouraged outside (need to consider additional gazebos nearer the time when there is a clearer indication of weather forecast). The gate to the courtyard can be closed with an explanation that due to the number of customers there will be a delay in being served.

4. Beverages (beer, cider, gin, soft drinks etc)

- Following an approach from Mauldons Brewery, their special Jubilee Ale has been ordered via Harwich Town Brewery, plus one other.
- There will be 27 real ale varieties, some duplicates eg Jubilee Ale, Dirty Blonde, Yakima Gold, and no more brown ales.
- Cider – approximately 6 varieties plus duplicates, to include Old Rosie (x4), Perry, Mango.
- Gin – to be collected on Thursday. Orders will be taken for bottles, rather than sell at the event. Prices agreed at £4 single + mixer (£3 without mixer) and £6 double + mixer (£5 without mixer). The Parish Council has underwritten the gin table to £1k.

Action:

- SW to communicate with Harwich Town Brewery regarding preferences.

5. Food

- There are some concerns about staffing. DB is the only person for Friday evening – SW advised that Jo may be able to help.
- It was agreed to have the BBQ against the wall.
- The weather will be reviewed on the Wednesday prior to the event and borrow additional gazebos if necessary.
- Ice creams to be sold via the BBQ.

6. Pricing

- To be finalised at next week's meeting

Action:

- **DB/JS/Tracy to agree and advise prices for food.**

7. Financial Projection

- **KW** advised that £976.25 invoices have been paid to date, £250 received in sponsorship with £100 still to come.

8. Vouchers

- **IB** has taken delivery of 1,250 voucher sheets.
- It was agreed to get a further 500 voucher sheets printed in a different colour, with no sponsorship or event date information. These can be used if the voucher sheets run out this year and in later years.

Action:

- **IB** to arrange printing of additional vouchers.

9. Advertising

Action:

- **KS** will deliver the card to new homes in Bramford.

10. Printing

- The banner has been put up on the front of the barn, but it doesn't mention the name of the event.
- KW/JK have drafted a sign for the Gin Bar.
- A-frame notices to be updated.
- Beer Menu printing is in hand.

Action:

- **KW** to e-mail the powerpoint as an attachment to **KS** and he will try to put it into Publisher.
- **KS** to amend the sign advertising glasses for sale to £3.

11. Entertainment (running order, payments etc)

- Friday night – tickets being printed and will be available from Tuesday 3 May. There will be 100 in the Community Shop and the event will be advertised via the school. The others to be distributed via committee members. The disco is organised (£90)
- Saturday Salty Groyne (£50), Will Foley (£50) and Back Porch (£250)
- Sunday Rock Choir (£50), Terry Mackley (£50) and Quiz.
- All to be paid by cash on the night.

Action:

- **KW to organise a float of £1k in denominations of £20, £10, £5, £1 and 50p.**

12. Bank Account

- **KW** advised that as the Beer Festival Committee is not a charity, it is not possible to open a separate current account, but a savings account will be opened under the Parish Council main account. **KW/JK/JS** will triple check all income and transfer the agreed sum into this account.

13. Staffing

- **IB** circulated the rota prior to the meeting. There are still some gaps. Volunteers will be asked to arrive prior to their shift to keep a check on glasses etc.
- T-shirts to be distributed at the training session.

Action:

- **SP/IB – To arrange for each volunteer to receive an e-mail invitation to attend training.**
- **KW to bring card machines to the next meeting to try out.**

14. Any other business

- **Glasses** – still on schedule and trying to get definite delivery date/time.
- **Fridge** – small fridge in Barley Room to be moved to sit on the work top.
- **Presentation to Ralph** – 8pm on Friday evening. KW advised that the Parish Council cannot donate to a person, but Councillors can donate as individuals.

Action:

- **KS to discuss collection with HD (at the shop?)**
- **Letters - Action: KW to write to neighbours of the Tithe Barn to notify them of the event.**

15. Time and Place of next meetings

Tuesday 3rd May 7.30 pm at the Tithe Barn.