

Sproughton Beer Festival Working Group

Minutes of the meeting held on Tuesday 12th April 2022

In Attendance: Simon Wood **(SW)** - Chair
Jill Sharley **(JS)** – Minutes
Ken Seager **(KS)**
David Barnes **(DB)**
Jenni King **(JK)**
Damian Lavington **(DL)**
Ian Booth **(IB)**
Tracy Booth **(TB)**
Ralph Earey **(RE)**

1. Apologies for Absence

- Apologies received from Steve Palfrey **(SP)**, Keith Barwick **(KB)**, Kirsty Webber **(KW)** and Helen Davies **(HD)**.
 - **SW** welcomed **TB** (as shop manager) and **RE** (for card payments) to the meeting.

2. Review of Minutes

- Approved.
- Regarding the request from **HD** to publish the Beer Festival Working Group minutes, **KS** proposed and it was agreed that he will produce a public version of the minutes once they have been approved, for publication.
- **DL** confirmed glasses have been ordered and paid for. They are on-track for delivery the week before.
Action:
 - **DL to contact group members for assistance with unloading the glasses.**

3. Shop Assistance

- Support from the shop has been pivotal in previous years
- Where possible, purchases will be sale or return including crisps, soft drinks, mixers etc
- **HD** has authorised funding up-front for purchases.
- Meat/pies will be invoiced after the event
- Red, White and Rose wines to be purchased in small & large bottles, Prosecco large only
- Meat from Oak House Farm to be delivered on the Friday, quantities advised 10 days before
- Rolls will be purchased from Morrisons
- It was agreed that food purchases will also be via beer voucher
- **Action:**
 - **KS to amend the website to advise food purchases via voucher**
 - Some shop volunteers and directors will assist in the kitchen etc.

4. Risk Assessment

- Risks for COVID has been raised slightly due to prevalence
- The Ukraine situation is up to the highest risk level.
- Should the Queen pass away prior to the event, the event will be in celebration of her life and reign.

5. Beer

- There are no problems – order placed with lager supplier.
- The brewery can let us have the names of some of the beers shortly. There will be a lot of work when we have the full list
- The 2 pint carton for take-away will be filled using CE marked glasses
- Cost confirmed as £2 per ½ pint and £3.50 pint

6. Gin

- The gin suppliers will provide bottles of gin on sale or return provided the boxes of six have not been opened. They are selling it to us at trade price of £24 instead of £38. Boxes of small (½ size) bottles of gin will be available to sell, also sale or return.
- Bags of ice will be purchased, or if the social club purchases an ice-making machine, we can borrow this
- Morrisons will loan us some tall gin glasses free of charge – any breakages to be charged at 50p per glass
- Quantities of mixers have been agreed between **JK** and **TB** and will be purchased in 220ml bottles, including lemonade.

7. Food

Action:

- **Quantities to be agreed between DB and TB. DL can provide the previous spreadsheet**

8. Vouchers

- **IB** has taken delivery of 1,250 voucher sheets. May need to consider more as they can now be used for food purchases.

9. Advertising

- **KS** and **SW** have been delivering leaflets, particularly to outlying areas of Sproughton.
- Need to look at the big banner to see how this can be amended with new dates.
- SW has e-mailed Grapevine twice with no response, to arrange a ¼ page advert in Last Orders – we have probably now missed the boat for this
- A few signs have been put up around the village

Actions:

- **KS to be advised when banner is available, as he has changed the Fete banner easily in the past.**
- **DB to locate the A-frame (in the store cupboard) to see if it is easy to modify**
- **JK to ask Morrisons if they will put a sign up**

- **TB to promote Friday evening via school book bags, Sproughton Community Shop Facebook page and InTouch.**

10. Entertainment

- Saturday/Sunday OK
- Gareth has been booked for the disco on Friday.
- Tickets for Friday will be free of charge and available from the shop.
- There are concerns about the sound system, particularly for the Sunday evening quiz, as this is often problematic

Actions:

- **KS to discuss presentation to RE on Friday evening, with HD**
- **TB on behalf of the shop to purchase sweets/drinks for the tuck shop which will be run by Ian & Tracy's son and Sam Pateman-Gee's daughter – payment by cash**
- **SW to arrange printing of tickets to be available from Monday 25th April.**
- **KS to contact Will Foley to play on Saturday afternoon – payment via beer vouchers**
- **KS will ask Back Porch how they would like to receive payment**
- **SW to meet DB at 9am on Thursday to look at this. JK to raise at Parish Council meeting.**

11. Sponsorship

- Local engineering company and village antiques business have confirmed sponsorship. Bank details are awaited.
- An additional 20 shirts are coming in and all shirts will be ready for the Wednesday training session.
- IB is trying to get sponsorship for the meat from a known business.
- **Action:**
- **KW to raise invoices for sponsorship**

12. Staffing

Action:

- **IB will circulate the rota**

13. Insurance

- **JK confirmed the insurance premium has been paid (£115).**

14. Card Payments

- **KW** is in the process of opening up a new Beer Fund bank account.
- **SW** is concerned about the quality of the mobile phone network
- It is hoped to splinter off from the shop Wi-Fi, otherwise sales of vouchers could be made from the shop doorway.
- **RE** confirmed the devices use very little data. There are 6 devices working with Sum-up which are rechargeable via USB cable – the charge lasts a long time. A mobile device is required to do this via Bluetooth eg mobile phone/i-pad. Payments made via swipe or tap. The devices should be left on for the duration of the event. Somebody needs to set up a Sum-up account with bank account details. If **KW** sets up the main account, accounts are also required for individuals using their

mobile devices. Refunds can be issued. Accounts can be set up at one of the training events. **RE** will attend training sessions. **JK** will look after the terminals.

15. Beer Menus

- The last menu was printed by Iain Selby. JK has had no response for Iain regarding this.
- **RE** may still have the lay-out of previous menus
- We still need to produce small menus and labels for barrels.

Action:

- **SW will contact Iain Selby regarding the artwork**
- **IB will talk to Gipping Press at Needham Market about potential cost**

16. Any other business

- We need to discuss printing at the next meeting, and will bring posters from last time for reference
- Training sessions will be 7.30pm Wednesday 11th May and 6pm Friday 13th May
- Food will be available on Saturday/Sunday from 12 noon to 9pm.
- BBQ on Friday evening to include a vegetarian option – to be agreed
- BBQ OK but needs a good clean – there is plenty of gas.
- The bar has been moved by **KB**.
- If the new bank account is not set up in time, another Parish Council account will be used.
- For the future, as glasses are sold for donation to the hospice, we will consider utilising Gift Aid.
- If the venue becomes over-crowded, the shift supervisor will have to stop serving.

17. Time and Place of next meetings

Tuesday 26th April, Tuesday 3rd May and Tuesday 10th May (if required), all @ 7.30 at the Sports & Social Club.