

## Sproughton Beer Festival Working Group

### Minutes of the meeting held on Tuesday 31<sup>st</sup> January 2023

In Attendance: Simon Wood **(SW)** - Chair  
Jill Sharley **(JS)** – Minutes  
Ken Seager **(KS)**  
David Barnes **(DB)**  
Steve Palfrey **(SP)**  
Keith Barwick **(KB)**  
Jenni King **(JK)**

#### 1. Apologies for Absence

- Apologies received from Ian Booth **(IB)**, Kirsty Webber **(KW)** and Damian Lavington **(DL)**

#### 2. Election of Chair

- **JS** nominated **SW**. Unanimously agreed.

#### 3. Dates and Times

- Friday 12<sup>th</sup> May 7pm – 10pm (village event)
- Saturday 13<sup>th</sup> May 12 noon – 10pm
- Sunday 14<sup>th</sup> May 12 noon – 10pm

#### 4. Risk Assessment

- **KS** is happy to undertake the Risk Assessment again.

#### 5. Glass Design

- To order some 2023 themed glasses – number to be agreed and to supplement these with generic glasses in case demand is greater than supply.
- Theme – obvious thought to relate to the Coronation. **Action – All** to think of other possible themes.
- We will ask **DL** to co-ordinate the design and production of glasses as before.

#### 6. Vouchers

- We need more vouchers, printed one-side only. Sponsorship with logo works well.
- Denomination to be agreed/finalised

#### 7. Volunteers

- Gin bar needs more volunteers (to operate from two stations in the same area)
- The Parish Council to continue to cover the sale of vouchers
- In addition to main bar and gin bar, rotas also needed for Food, washing-up, tuck shop, glass collection, front of house

- SP will draw up an outline rota to facilitate the planning and discussion
- Following discussion about security, the following action was agreed. **Action – KW** to ask Abbie to join the committee as she would have a valid opinion

## 8. Beer

- **SW** has spoken to Paul from Harwich Brewery who is happy to help and he has put the dates in his diary.
- Delivery assumed to be Wednesday 10<sup>th</sup> May. He will bring someone along to assist with the set up. We will stick with Harwich's racking as they have purchased new ply boards as these had caused problems last year.
- We should expect an increase of £4 per cask. Price for 4% £85 + VAT and others £95 + VAT
- We plan to charge £4 per pint, £2 per half pint. We need to think about the value of vouchers - £10 or £12?
- Plan to reduce range of beers from 27 to 20 and double up on popular beers, plus 6 ciders + lagers + gin + wine
- We should consider whether to have 2 service points for later (? one at each end which would require 2 cylinders – we borrow cylinder from Harwich Brewers – do they have 2? and do we have room for 2?). Could consider central position.
- Consider a chalk board instead of printed beer list – reusable
- **Action – SW** to contact lager brewery

## 9. Gin Bar

- Two stations – more volunteers
- Last year purchased 15 bottles to start and sold 36 bottles in total. Will order more this year as they will buy back unopened cartons of 6 – other bottles can be bought by PC members at cost.
- Will consider hiring glasses from Morrisons again
- There will be a range of mixers but not Fever-Tree

## 10. Food

- No pastries this year as a lot of waste last year
- More burgers and hot dogs
- Chips had been considered but not a good idea due to fire risk
- **Action – DB** to advise on volunteers

## 11. Entertainment

- 2 choirs have offered to play. Rock Choir booked for Sunday @ 3pm
- Back Porch Band not available this year **Action – All** to try to identify alternative headline band for Saturday evening
- **Action – SW** to ask his Dad re quiz

## 12. Shop Involvement

- The shop is happy to be involved in purchases as required including meat from Oak House Farm

### 13. Any other business

- **Advertising** – probably not as much as last year. Website to be updated. We will not advertise in Grapevine. Adapt as we go
- **SPC Meeting** – This coming Thursday – to agree budget – agree sub-committee. **SW** and **KS** to attend.
- Sponsorship – **Action - KS** will ask the people who sponsored last year – Action – **IB** to talk to builders about more shirts as we will have more volunteers.
- **Request for funding** – Tracy Booth has requested approximately £2.5k for three benches to go in the courtyard – these can be used at Beer Festival, Meet Up Mondays and by the shop. This was supported by members. **Action – JK** to ask SPC to advertise funding available via In Touch.
- **Temporary Events Notice – Action – KS** will apply – cost is £20.

### 14. Time and Place of next meeting

- Tuesday 21<sup>st</sup> February, 7.30pm at Sports & Social Club – **KS** to chair