

Sproughton Beer Festival Working Group

Minutes of the meeting held on 21/2/23.

In Attendance: Ken Seager (KS) – Chair
Ian Booth (IB) – Minutes
David Barnes (DB)
Steve Palfrey (SP)
Keith Barwick (KB)
Damian Lavington
(DL)

1. **Apologies for Absence**

- Apologies received from Simon Wood (SW), Jennie king (JK), Jill Sharley (JS) and Kirsty Webber (KW).

2. **Minutes of last meeting – not covered by Agenda**

- DL had met with Neil regarding glass design – possible royal theme
- KW had not yet asked Abbie to join committee
- SW to contact Calvors
- DB to speak with Tracy regarding rota for volunteers in kitchen / bbq
- SW's dad is happy to present the quiz on Sunday night
- Budget agreed with SPC
- IB to speak with B&W about shirt sponsors
- KS to follow up on his sponsors from last year – hopefully all will be involved again
- All funding allocated from last years profits
- Seats for courtyard approved and on order
- KS has sorted the temporary events notice

3. **Risk Assessment**

- **KS** circulated version 3 – live document which KS will update as required – everyone happy with RA
- Covid risk reviewed in light of current situation
- Anti-social behavior covers shift supervisors regularly patrolling courtyard and surrounding areas after last year's issues
- Overcrowding in the barn could be an issue if weather is poor – needs to be monitored
- DB to check what numbers are included in the license for seating and standing
- Issue of security requires further discussion – agreed external security could have an adverse effect on atmosphere
- Possible risk with suppliers if industrial action takes place – needs to be monitored

Action - DB to check what numbers are included in the license for seating and standing

4. **Glass Design**

- Theme – Relate to the Coronation.
- **DL** to co-ordinate the design and production of glasses as before.
- Costs £626 for 360 glasses plus £36 set up and £52 delivery - £715, £1.98 per glass
- DL spoke to glass supplier about merchandise we could sell at festival with proceeds to hospice and includes:
 - T shirts
 - Mugs

- Caps
 - Bottle openers
 - Beanie hats
- Could include sponsors details
 - 3 weeks lead-in on orders so decision by Easter
 - Discuss further at next meeting

Action – DL to send round e-mail from supplier

5. Vouchers

- We need more vouchers, printed one-side only and with no date so they can be used in subsequent years.
- Denomination agreed at 50p squares with £10 per sheet, with no free square.
- Need to contact Gipping Press nearer the time

6. 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 and asked IB for last years rota and food rota
- Need to agree date for training event and after party date for all volunteers as soon as possible

Action – IB to forward rotas to SP

Action – KW/JK to look at date for after party event

7. Beer

- Happy to charge £4 per pint – is there a case for cider at £4.50?
- Plan to reduce range of beers from 27 to 20 and double up on popular beers, plus 6 ciders + lagers + gin + wine
- SW to ask Calvors if they have extra pump for lager
- IB to research other local breweries for a lager.
- Consider a chalk board or wooden display with slide-in boards with beers included instead of printed beer list – STILL TO BE AGREED
- DL mentioned purchasing auto tilt stillages for the barrells. We looked at costs and they are expensive but would make life easier – at least purchase for top shelf. To be discussed at next meeting
- DL raised issue with racking and he may be able to source some – Paul had informed SW that the timbers have been changed on the racking. DL to look into new racking for next year.

Action – SW to contact Calvors

Action – IB to look at other local suppliers of craft lager

8. 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 local supermarket again
- There will be a range of mixers but not Fever-Tree
- DM asked if optics for the gin bottles had been considered – JK/KW?

9. Food

- DB confirmed he will cook bacon rolls.
- Last year the food numbers were: bacon rolls 80, hot dogs 200 and burgers 522
- Vegetarian alternative will be provided.
- Rolls to be purchased from Morrisons and pre-ordered for collection on the Friday.
- **Action – DB** to review food numbers and sort rolls.

10. Entertainment

- Pop Chorus booked for Saturday at 4pm
- Rock Choir booked for Sunday @ 3pm
- Terry Mackley booked for Sunday
- KB to speak with jazz band he has had at parties about Saturday night
- SW to speak with Salty Groyne
- SP to speak with Gareth about disco on Friday night – IB stated costs had risen since last year

Action – SW to speak with Salty Groyne

Action – KB to speak to his jazz band

Action – SP to speak to Gareth

Action – All, think of possible bands for Saturday night

Post meeting note – SP has booked Gareth for the disco on Friday.

Post meeting note – Keith's Jazz band were too expensive

11. Advertising

- Use web-site and facebook accounts in the village for advertising

12. Any other business

- DL asked if we could put chairs and tables on grass area where shop customers park – need to look at what is allowed under current arrangements. **KW / DB to investigate.**
- The need for spill packs needs to be looked at in case of accidents. **KW/DB to investigate.**
- Insurance – does the SPC Insurance cover the beer festival and is everything in place? **KW to confirm the situation.**

13. Time and Place of next meeting

- Tuesday 7th March, 7.30pm at Sports & Social Club – SW to chair