

Friends of Eaton Park

Committee Meeting on Thursday 26 June 2008

1. Minutes of last meeting

These were agreed.

2. Matters arising

None.

3. Correspondence

- o Eva has received an email inviting Friends of Eaton Park to join Green Spaces.
- o The Friends have received a leaflet 'Transform your community' – this to go on agenda for a future meeting.
- o Ann has received several letters of thanks and appreciation about the 80th anniversary.

4. Treasurer's Report

There is just under £2,000 in the bank. Invoices are pending from Dr Bike and St Johns Ambulance. A letter is in the post from the Charities Commission re our enquiry about eligibility for gift aid.

Vic complimented the Treasurer and the Secretary on the organised manner in which they are undertake their work and the contribution this is making to moving the group forward.

5. 80th anniversary de-brief

5.1 Programme

- o It was agreed that the event was a great success.
- o Have a go sports activities were greatly enjoyed. 1500 people took train rides. Boat club display was excellent.
- o Paper boats – over 600 were made. Very popular.
- o Visit by mayor and Snap etc was enjoyed by families.
- o African drumming was enjoyed. Next year more and more varied music. We need to be more closely involved in any NCC booked musical groups.
- o PA system was not loud enough. Speakers need training on use of mike. Vic complimented the Chair on her speech. Agreed need to have a compere throughout for future events.
- o The Stompers were excellent. Another time invite more people from community centre to do demonstrations/have a go sessions
- o Past present and future stand attracted a lot of interest and attention. Lots of people left memories including an 85 year-old who had watched the opening from his mothers shoulders.
- o Need to improve promotion of the Friends on the day.
- o Harry made an excellent record of the day with his photos. The committee recorded a vote of thanks for Harry's photos of the day and for his fundraising.
- o The odds for winning prizes on the tombola were high. Prizes had run out by midday and we raised less money than we could have done in relation to the value of the prizes. Need to review running for future tombolas.
- o Chill out tent worked very well and Eva provided a brilliant lunch.
- o We were left with lots of copies of the programme. Helen's A3 programme which was put up as a poster in the café and other places was very clear. Next year explore

making more use of these instead of A5 printed programme and and see if we can raise funds for A boards so we can site them about the park.

- Next year consider getting marquee for wet-weather/hot-weather picnic area.
- Christine said park land was bought in 1906 making the park arguably 102 years old!

5.2 Organisation

- The to do list for the day was very useful.
- Helen took on not event co-ordination, press, publicity, to do lists, confirmation letters, risk assessments and walk round, contact lists (and database), past present and future display and signs for the day. The group now has useful materials to build on for next year and needs to identify more people who can to share the work load. All of these tasks require computer literacy. Ann offered to take responsibility for press.
- West Earlham Rangers were fantastic.
- There was a discussion about whether we need to explore expanding the committee and whether we may wish to introduce working groups that report back to the committee to take responsibility for specific areas.

5.3 Operations on the day

- Car park – we need an A-board and a 'Car park full' sign to re-direct people.
- The car park should be charged for and if we staff it we should take a share of the profits.
- We need to arrange for the school gate to be left open after 5pm.
- The Café did not provide the promised extra sales point inside, barbeque or extra ice cream sales point. There were complaints and there have been complaints. Judith agreed to contact the café owner to ask if he would be prepared to meet with us to talk about issues around the café.

5.4 Press

- The event attracted a considerable amount of press coverage before and after the event.
- Agreed Helen can buy a scrap book.

5.5 Thank you letters

- Ann has done Lord Mayor, St John's Ambulance, Snap, Klang and the Whifflers.
- There are outstanding letters for the tombola. Liz and Eva to liaise over this. All to supply them with relevant contact details.
- Helen to write to participating groups, West Earlham Rangers, First Buses, and Communications at Norwich City Council.
- Judith to write to Head of Green Spaces, Peter Batchelor (and his manager?), Jon Osbourn at NCC for putting on display and 'have-a-go tennis', Helen Selleck ref band, loan of PA and briefing us on risk assessments, CityCare and Inspector Lillie at Earlham Station ref Julie's invaluable in organising police, PCSO and fire engine support on the day, advice and support before hand and hard work on the day.

6 Date, time and place of next meeting.

7pm at the Community Centre on Thursday 31 July.