**CLAVERLEY IN BLOOM (CIB)**

Meeting Notes 7th April 2015

1. **Present:**  Rod Parr (Chair), Andy Crackle, Paul Pickerill, Jacqui Cooper, Janet Ryan, Brent Walker-Drew, Peter Barby
2. **Apologies:** None
3. **Minutes of Last Meeting:**
* Agreed
1. **Accounts**
* Account balance £2619.97 (excluding expenses below and £118.47 ring fenced as contingency for the Aston Land bank shrub planting campaign)
* Cheques

AC

* + Purchase of water butt & fittings for village hall - £45.54

Badger Print

* + Supply of concert posters - £16.78
1. **Matters Arising**

Berkeley Salon Ensemble Concert

The meeting spent some time discussing the arrangements for the forthcoming concert:

Publicity & Tickets

* Posters
	+ JC had ordered A3 and A4 posters form Badger Print and was in the process of distributing them to a large number of outlets. Some of the A3 posters needed to be laminated to enable them to be placed on the Aston Lane bank and Bull Ring planters etc.

 **Action: JC – Continue poster distribution as agreed to retail & other outlets.**

 **BWD – Approach Wombourne Cricket Club re poster siting**

 **PP – Approach Inn @ Shipley re poster siting**

 **JC/PB/RP – Liaise re lamination & siting of A3 posters**

* Press Coverage & Publicity
	+ JC had notified Bridgnorth Tourist Association & Shropshire Review about the event. BWD would pursue his contact at the Wolverhampton Magazine to secure wider publicity. RP would do the same for the Bridgnorth Journal & Shropshire Star.

**Action: RP/JC/BWD – As above**

* Ticket Sales
	+ JC reported that 58 tickets had been sold or ordered.
* Complementary Tickets
	+ It was agreed that 2 complimentary tickets should be provided to GW. CIB members on duty at the event would not require tickets.
* Event Programme
	+ RP was still pressing Alwyn Green, the leader of the Berkeley Salon Ensemble, to provide a “playlist” of pieces. The event programme would consist of a simple printed sheet rather than the expensive card version as in 2011.

**Action: RP – Pursue AG as above**

* Event Photographer
	+ PP offered to ask the photographer who covered the 2011 event to do the same again this year. It was agreed that an event photographer would be preferable rather than essential.

**Action: PP – Liaise with photographer as above**

Venue

* Heating & Lighting
	+ GW would have to be consulted regarding heating costs. However CIB would provisionally allocate a contribution of £100 from the proceeds of the event towards church funds
* Seating Capacity
	+ CIB had been working on a theoretical seating capacity of 150. However the seating arrangement (and the possible need to hire chairs from the village hall) would have to be discussed with GW.

**Action: RP – Contact GW to arrange meeting**

* Insurance
	+ A risk assessment would be necessary. Hopefully the church/parish council insurance would provide the necessary cover.

**Action: RP – Confirm insurance cover with GW**

* Post Event Clean Up
	+ CIB would need to leave the church ready for morning service the day after the event. Details to be agreed with GW
* Cloakroom Arrangements
	+ It was agreed that no special cloakroom arrangements would be necessary beyond somewhere to store wet umbrellas.
* Interval
	+ The meeting agreed that the event required only one interval of sufficient length to serve all potential bar customers.

**Action: RP – Confirm interval arrangements with AG**

* Toilets
	+ The new indoor toilet would need to be supplemented by either 1 or 2 portable toilets depending on cost

**Action: JC – Obtain toilet quote from Space Mobiles**

 **PB – Obtain alternative quote**

* Parking
	+ Chris Williams of the Kings Arms had already offered his car park for the event. This would have to be confirmed.

**Action: RP – Check parking arrangements with CW**

Bar

* Licence Arrangements
	+ JC had provided event details to Keith Horton of the Plough to enable him to arrange licence cover.

**Action: BWD – Confirm licence cover with KH**

* Reception
	+ One glass of red or white wine (or orange juice etc.) per person to be provided at the bar on production of a ticket.
* Drink Selection
	+ Bar to be stocked with red & white wine (including a limited amount of Prosecco), bottled beers and a limited range of soft drinks
* Suppliers
	+ PB reported that Tanners of Bridgnorth would be able to supply wine at around £6.50 per bottle. Cases of bottled beers would cost around £21 each (12 bottles). All drink would be supplied on a sale or return basis. Tanners would also be able to offer glass hire with a minimal charge to cover cleaning. It was agreed that all alcoholic drinks should be purchased from Tanners along with an appropriate numbers of glasses. Discount to be negotiated if possible.
	+ Soft drinks to be purchased from Sainsbury’s. PP to pursue possible discount

**Action: PB/RP – Order drink & glasses from Tanners as above**

 **PP – Investigate soft drink purchase from Sainsbury’s**

* Catering
* “Nibbles” to be provided at the bar. Maximum cost £20
* The meeting agreed that as part of the hosting arrangements CIB should provide light food to members of the Ensemble. 3 Sainsbury’s sandwich platters would suffice

**Action: PP – Check with Sainsbury’s re Ensemble food cost and ordering arrangements.**

**Action: JC – Purchase “nibbles” as above**

* Raffle
* AC to check stocks of raffle tickets for the event. RP would seek prize sponsorship for first prize from David Austen Roses. Second and third prizes would be a bottle of champagne and a box of chocolates respectively.

**Action: RP – Contact DA Roses re sponsorship**

**AC – Purchase books of raffle tickets as necessary**

Tree Planting

* PP had led a tree planting session at Sutton Farm on 9th March involving a party of 14 children from Claverley School. Over 200 trees were planted in all

Clover Heath Planting Project

* The licence to plant had been partially completed by RP and passed to Gill Price to obtain relevant information from the main utility providers prior to final submission to Shropshire Highways.
* In view of the potential for delay it was agreed that planting should take place ahead of the formal decision by Shropshire Highways. In the unlikely event of a refusal of permission the plants would have to be removed and installed elsewhere.

 **Action: RP – Source suitable plants and arrange planting session**

 **RP – Inform Shropshire Highways of the above**

Danesbrook Planting Bed

* PP would soon be delivering project flyers to local residents. Proposed works included tree planting and also renovation of the shrub planting scheme installed when the housing development was first created.

 **Action: PP – Distribute flyers**

Aston Lane Bank

* It was agreed that planting of the newly created bed at the junction of Boundary Close and Aston Lane should be carried out as soon as possible. The plants would be sourced from local wholesale nurseries at minimal cost.

**Action: RP/JR – purchase plants and install**

Artwork for the Pound

* JC had not had a response from Drew Hosell of the Crowsmill Craft Centre regarding the commissioning of a sheep sculpture. JC will continue efforts to make contact

**Action: JC – As above**

 CIB Notice Board.

* RP confirmed that Parish Councillors had agreed in principle to the siting of a CIB notice board to the right of the existing PC notice board in Aston Lane.
* The meeting agreed to accept Brian Ryan’s kind offer to construct the notice board. BR estimated that materials would cost around £50.

**Action: RP – Continue liaison with BR and Claverley PC**

Church Wildflower Project

* The meeting confirmed that plans to plant wildflower plugs in the churchyard (involving children from the school and the Youth Club) should go ahead.
* RP had approached Ellie Larkham from Shropshire Wildlife Trust to obtain guidance on varieties native to the area. ET had promised carry out research and respond to RP. Unfortunately nothing further had been heard.
* RP reported that Worfield Gardens Nursery could supply a good range of wildflowers in 10.5cm pots @ £1.25 each. This would be a fairly expensive but the plants would have a significantly better chance of survival than their plug based equivalents. The meeting agreed that CIB should spend up to a maximum of £150 (100 plants)
* RP reminded the meeting that the churchyard wildflower project should was intended to link in with the offer made to the school by CIB to fund “hands on” SWT support for fieldwork studies. The school had yet to take up the offer

**Action: RP – Maintain liaison with GW and the school**

 **RP – Purchase wildflower plants & liaise with all parties re planting date(s)**

Manure

* The manure had been delivered in plastic sacks on 7th February. GW had given permission for it to be applied to the churchyard roses. It could also be used on the new planting beds in Aston Lane and Clover Heath.

**Action: RP – Keep manure in storage pending future use**

Aston Lane Memorial Bench

* RP had researched the numerous suppliers/manufacturers of memorial benches and had supplied details to members ahead of the meeting.
* The meeting felt that the Cyan 1.5mtr “Balmoral” heavy duty teak bench was best value for money at £299.99. It was agreed that RP should purchase the bench. PB offered to store it pending installation
* The bench would need a memorial plaque the wording of which would have to be agreed with Joe Higham.

**Action: RP – Purchase bench**

 **BWD – Approach Jim Holland re assistance with installation**

Spring Clean

* The event had taken place on Saturday 4th April as planned. CIB members and one additional volunteer managed to clear the Bull Ring and the immediate area of leaf debris etc. Additionally PB and MT had ventured further afield and had cleared some of the village approach roads of litter and loose overhanging branches.
* As in previous years Colin Smithyman had donated a large skip for green waste which had been positioned on the Plough car park. This had been totally filled by the end of the Easter weekend. The meeting agreed that CIB should purchase a gift for CS in recognition of his generosity.

**Action: PP – Purchase a 1ltr bottle of gin for CS as above**

School Litter Pick

* On 23rd March JC and JR had led a party of 9 children on a litter pick of the school field footpath and the school playing field. A comparatively large amount of rubbish was collected particularly from the playing field
1. **Campaign Issues/Projects**

HOIB Judging Date

* RP reported that he had received the HOIB entry form for 2015. The meeting agreed that judging should be requested for the morning of Monday 13th July – the last day of the Flower Festival. The entrance fee had increased from £50 to £55.

“Green Streets – Better Lives”

* The latest RHS campaign is directed at tackling the number of grey spaces spreading across the country and how community projects can transform the local street scene. The project will run for 3 years.
* Planting projects such as the new planting beds in Aston Lane and Clover Heath would fit within the theme and could be promoted by CIB accordingly

Brand Logos for Britain in Bloom

* The long awaited Britain in Bloom (BIB) logo templates had been received at the end of March. Unfortunately the guidelines on how to use the logos appeared to be extraordinarily complicated and more appropriate for interpretation and use by “corporate” bodies.
* It was agreed that CIB should do its best to incorporate the new “village” logo in its publicity material. This would include the promotional poster discussed at the February meeting.

**Action: RP – Review content of all CIB documentation to incorporate new logo**

1. **Newsletter**

May Entry

From

* Clover Heath
* School Litter Pick & village Spring Clean
* Berkeley Salon concert

**Action: RP – Prepare entry**

1. **Date of Next Meeting**
* 19.30 on Tuesday 5th May @ Kings Arms