

FOWS AGM (Annual General Meeting)

Wednesday 8th November 2017

Minutes captured by Lydia Beeston.

Meeting Venue: Woore Nursery & Primary School – School Hall

Meeting Time: 8:00pm

**** Next Meeting Times/Venue****

Wednesday 22nd November 2017 @ 8pm~ Falcon Pub, Woore

All very welcome & we would love your help

~ Follow us on Facebook: <http://m.facebook.com/FriendsOfWoore/>

Attendees:

- Natalie Bowen-Jones (Chair)
- Eve Bailey (vice Chair)
- Jessica Lear (Treasurer)
- Lydia Beeston (Secretary)
- Sarah Scott
- Nadine Smethurst
- Sharon Oakley

Agenda & Key Topics covered in meeting

- Financial Update & End of Year – JL
- School Christmas Party & Christmas Book
- FOWS Christmas Winter Wonderland
- Election Committee- Changes
- AOB/next meeting

Financial Update 2017 year

- JL confirmed Annual Return has gone in.
- Accounts verified and validated by Debbie Owen FCCA on 2nd November 2017~ with thanks.
- Statement to 31st July 2017
 - Total Net Funds raised: £4,124.66
 - Donation to School in Nov 2016: £1,000
 - Expenditure/Outgoings: £1,978.36.

- Donations to Woore Primary & Nursery School during 2017~ £1,000 in November 2016
 - School Uniform new balance expenditure during the year of £1,313.82, confirmed that the income to contra this outgoing was taken during July 2016, last year's financials.
 - Year 6 2016 leavers Flip Out Event & End of Year treat~ £157.70
 - Flowers for leavers mums 2016~ £34.50
 - Xmas Party provisions and book gifts for the children~ £409.34
 - PTA Annual Insurance~ £63.00
- NB: JL commented~ The funds raised this year were mainly increased to the previous year as the annual fete was held twice during the year due to the 2016 fete being postponed from Summer 2016 to Sept 2016.
- **Current balance (as of 8th Nov 2017) ~ £3,057.15.**

Key Points covered

Other

- NBJ confirmed chasing just the final school fete programme payments.
- JL gave a full financial update in the meeting to all present (see above)- no issues/concerns were raised.

School Christmas Party 2017

- **NBJ confirmed that letters going out to parents re Christmas books – Thursday 9th Nov.** A reminder will be shared on FOWS Facebook page for the parents to return slip no later than Wednesday 15th November. If no return, FOWS will choose book on behalf of the child.
- **Christmas Party has been confirmed as the morning of Friday 15th December.** Awaiting exact timing and FOWS or Rachel from office will contact Santa to ensure he is present to give out the books to the children.
- **Those who attended meeting were all in agreement that FOWS would contribute up to £20 for the Christmas School Party.** This way the monies can be spent on either food for the party or prizes, but this will be the responsibility of the school to organise. Receipts will need to be provided to JL by the school and FOWS will reimburse the school up to the amount of £20.

FOWS Winter Wonderland

- **JL confirmed that the deposit for Woore Victory Hall for Winter Wonderland has been paid (£20) to secure the booking date of the hall.** Remaining balance of £65 will be paid after the event.
- **LB gave an update on Tree~** James Du Pavey (Local estate agents) have very kindly organised and donated a 7 foot real Christmas Tree for the Winter Wonderland. This is being delivered to the village hall on Friday 1st December ~ 4pm onwards.

- NBJ advised that the tree after the event will be taken to the School for the children to enjoy and will then be raffled off at the Xmas Bingo~ all confirmed and agreed with Mrs Ward.
- FOWS will decorate the tree for the evening of the event only.
- NBJ Confirmed the hall will be open for use from 4pm onwards. Nadine is going to speak with Beryl to see whether it would be possible to get in slightly earlier- 3pm onwards.
- SS who is in charge of Decorations for the Winter Wonderland advised plans are ongoing.
- Entertainment: NJB confirmed that Lydia O’Dowd is still planned to perform on the evening of the event.
- NJB gave an update on Paying Stall Holders: 10 have been confirmed, but still a few places left if anyone else enquires.
- Kids Activities: EB gave an update that would be arranging baubles for the children to decorate. £0.35p cost each- FOWS plan to charge £1, so profit of 0.65p.
- Santa Update~ Santa confirmed and will be attending approx. 5:30pm to get ready. JL will be arranging the purchase of 3 boxes of 24* chocolate selection boxes and 6/7 rolls of wrapping paper.
- FOWS Stalls: Remains: Hot chocolate, Mulled Wine, Soft drinks, Some alcohol from Summer Fete, Teas/Coffees and mince pies & Chocolate Tombola.
- Drinks~ Nadine/Jess will be looking into most cost effective and environmentally friendly~ Takeaway mugs/cups? To confirm at next meeting.
- All agreed on 1 large hamper will be Raffled off- Sharon Oakes – with thanks will be arranging.

Budget agreed for the Winter Wonderland event remains unchanged- <£400

Social Media/FOWS Promotion/Engagement

- FOWS have a target on Facebook to reach 200 likes by 2018.
 - Previous meeting at 112 likes and 120 followers.
 - Current meeting at 135 likes & 145 followers.
- Ongoing Facebook promotion to engage & bring people in to support FOWS ~ Lydia Beeston.

Agreed Actions captured & will review/close at next meeting

Natalie:

1. £10 sponsor money & £2 pumpkin competition to JL.
2. Send Lydia B details of paying stall holders businesses so she can promote via FB page.
3. Lydia O'Dowd to contact and ask for support & engagement via social media to promote event.
4. Check what's in School cupboard that belongs to FOWS~ Soft drinks etc.

Jess:

1. Purchase from Home Bargains ~ 3*24 pack chocolate selection boxes and 6/7 rolls of wrapping paper.
2. Enquire re Takeaway mugs/cups.

Sharon:

1. Organise and fill 1* Large Christmas Hamper to raffle off on the evening of Winter Wonderland – reminder re keeping all receipts to provide JL for proof of purchase.

Lydia

1. Reminder on Facebook page to all parents re School book choices- Wednesday 15th November.
2. Speak with Santa re School Christmas Party – Friday 15th December.
3. Promote paying stall holders on FB page once received from NJB.
4. Reach out on Drayton Crier re offer of help on decorations.

Nadine:

1. Speak with Beryl re possibility of going into the hall slightly earlier on the 1st- 3pm onwards.
2. Enquire re Takeaway mugs/cups.

Jenny

1. FOWS event T-Shirts to organise.
2. Wrapping of Chocolate Selection Boxes for the Winter Wonderland for Santa to give out.

Election of Committee.

- No changes requested. All people in post remain unchanged. No new attendees to date.
- Special thanks went out to Natalie Bowen Jones who is doing a fantastic job of being FOWS Chair.

AOB:

No new items raised.

CLOSE
