

FINDON SHEEP FAIR COMMITTEE MINUTES

19th March 2025 at Findon Village Hall

Attendees: Simon Stace, Adrian Riches, Lorna Jones, Elaine Dibben, Richard Bell, Colin Greenway, Graham Langford, John Wilson, Jason Townsend, Richard Edwards, Vicky Riches

Welcome and Apologies: Apologies from: Abbie Holmes, Plum Prior, Ken Wheeler, Tim Kersley, Geoff Parrish

Finance - Treasurer's Report:

Adrian reported on the current financial situation. VAT reclaim has been received from Parish Council. This now allows us to consider donations to organisations within the village.

- **Village Hall** - redecorating main hall and improvements to car park. Village Hall Committee meeting tomorrow. Elaine will ask them to set up a proposal. **Action: Elaine**
- **concreting a bench safely into position** - John Wilson proposed donation for works. Bench donated by Parish Council situated at Nepcote Green - **Committee agreed.**
- **Village School** proposed.
- **Church family worker** has asked for some type of donation – unsure of purpose possibly equipment for games afternoons/film shows for families in the parish. Adrian will contact family worker to gain info re amount. **ACTION: Adrian**
- **Pre-school baby changing area** to cater for extended age range of children. **ACTION: Adrian**

Parking and Traffic management.

Reviewed parking with Ian. Jason and Richard to review cones to allow bus route to continue through the village. Signage audit review. **Action: Ongoing – Colin, Ken, Jason, Richard E.**

Chris Hobden's Field - 50% of field is available for volunteer parking including bar staff. Signage required. **Action: Colin, ongoing.**

Event Programme: Richard and Colin have event programme in hand. Review later in year as to whether both Dog and duck show and birds of prey can be present due to possible Avian Flu outbreaks in West Sussex. Dog and Duck show is attached to Sheep Show so will have preference over birds of prey. Deposit paid to Dog and Duck. Maybe pay a retainer to birds of prey if they are unable to perform. Mobile belfry timings need consideration so noise doesn't clash with birds flying around. **Act ion: ongoing**

Wattle House: Asset check – wash station damage, gazebos, infection control mat replacement – do in summer
Action - Ongoing

Security/Medics: First aider during day Thursday/Friday daytime – volunteers providing. Ken Wheeler/ James a volunteer. Provision for retraining/updating first aid. New volunteers may have first aid certificates. **Action: Elaine**

Sound System: mothering further to report

Entertainments:

Potential **Fire display** in the arena discussed at sub meeting before Christmas. Colin has asked Fire Dept. Will report back in due course. Fire tender and technical rescue. New station manager in post. **Action: ongoing Colin**

Arena Displays: Timings to be agreed - may be subject to change. 45 minutes for Sheep Show is fixed. Have dancing group been contacted as not included in this year's events. **Action: Jason**

Bar provision: Nothing further to report.

Stalls: On-line booking system operational – 54 outside pitches 37 inside pitches already booked. Increase in fees has disgruntled a few stall holders, but in the main has not prevented any takers for pitches. Plum has 7 catering pitches booked to date. **Actions: Ongoing Vicky, Adrian, Plum**

Church will be hosting refreshments at end of Marquee – Hygiene policy required. Elaine suggested looking at Food Standards Agency for expectations. **Action: Church ongoing**

Sheep pens: Action ongoing

Volunteers:

Elaine will be messaging volunteers first week in April followed by regular emails to chase up. Elaine has been in touch with school regarding May Revels – 14th June. Email to Fabulous Findon Ladies (FFL) in May for general volunteer appeal. Katie of FFL is a face painter and has offered to charge for this service and donate money to Sheep Fair. Will need a spot to carry this out – near children's entertainments. Elaine will liaise with Vicky regarding what Katy may require. **Action: Elaine/Vicky**

Tony Brimyard contacting new householders in the village.

Julia Culp will attend next month's meeting with a view to joining committee at future date.

Mobile Belfry - **ACTION: ongoing**

Sheep Show end:

Defra: in hand will hear more at later date. **Action: Graham**

Graham reported Sheep end meeting held on Monday. Abbie has managed to obtain free accommodation for all judges.

New entry form for Sheep end – Katie and Richard provided. (Geoff has expressed his excitement) Form has been developed to enable completion via mobile phone – more accessible for farmers. All ticking along smoothly.

Beekeepers - Young beekeeper provided a great interview. Do we need to promote them more in programme. Annual honey judging competition at the Sheep Fair – prize giving slot required in the main arena. Management of parking for them when arriving. Double parking issue needs rectifying. **Action: Vicky, Adrian ongoing**

Publicity, Marketing and Sponsorship:

Sponsorship page on the website – **Action: Richard B**

Provision of a new layout programme – 16 -20 pages long was discussed. Should programmes be on sale or free? Decided best to hand out free programmes to prevent collection of money/card payments. Can we justify the cost? Programme would attract more in sponsorship money to cover cost. Michael Jones previously expressed willingness to cover printing costs for events leaflets – will new style of glossy programme be too costly for them.

Quotes: London Printer - 2,000 programmes with 16 pages £500 via printer in London.

Arun District Council 14 pages 2,000 copies = £700.

Katie has contact with a printing company.

Vista Print also suggested.

Programme to include site map on middle page. Articles to include welcome, history, events programme, advertising for volunteers, importance of sheep farming for the future. Richard B suggested up to 3,000 programmes may be required. 1200 cars parked last year each one should be given a programme. Agreed unanimously by committee to forge ahead with 3,000 programmes. Katie/Richard B will liaise on layout of same to link with website design. **Action: Richard B**

Simon will contact Bev, secretary at Michael Jones, regarding above. Based on their response will decide on how this moves forward. What is their lead time for printing? **Action: Simon Ongoing**

Calendars – in hand. Can they be sold in Village Shop? Clashes with Findon Church calendar. 200 calendars agreed
Mugs for 2025 too **Action: Ongoing**

Pre event Task List

Colin went through task list for the coming month – New risk assessments will be required from various members of committee. Review show plan with Tim.

Actions: Contact Nick Miller for top field – **Richard E.** Contact Giffords field – **Simon.**

Mobile signal improvement – Adrian has contacted Vodafone who can facilitate mast adjustment at High Salvington for Sheep Fair Weekend. BT/EE also contacted and there was an issue at Salvington mast – which has been rectified. Richard B asked for summary of above to include on website. **Action: ongoing**

Any Other Business:

Photographer – Julia Culp, new committee member potential, keen photographer might be interested in being onsite photographer for Sheep Fair **ACTION: Ongoing**

John booking **stall for preschool and for Parish Council.** John will ask preschool to fill in online form.

Traffic plan - to be submitted to WSCC by June – 12 weeks before Fair. Unknown fee at present - low profile continues. **Action: Ongoing**

Findon News deadline tomorrow. Graham agreed to scribe suitable info for upcoming edition.

New Committee Members: As per earlier discussion - Offer opportunity to attend a Committee Meeting and share their area of expertise. Support with publicity, advertising and sponsorship would be useful from 2025. Offer gentle induction to Committee business and how the Fair operates. To cover a few extra jobs and help them get to grips with how the Sheep Fair operates. **Action: ongoing**

Next meeting: 16th April at 8:15 at Findon Village Hall

Meeting closed at 21:42