

FINDON SHEEP FAIR COMMITTEE MINUTES

19th February 2025 at Findon Village Hall

Attendees: Tim Kersley, Adrian Riches, Lorna Jones, Elaine Dibben and Plum Prior (via Zoom), Richard Bell, Colin Greenway, Graham Langford, John Wilson, Ian Wright (scouts).

Welcome and Apologies: Apologies from: Simon Stace, Vicky Riches, Richard Edwards, Ken Wheeler, Geoff Parrish, Abbie Holmes, Jason Townsend.

Matters arising: Parking in field to south of Green now being provided by Wyatts

Finance - Treasurer's Report:

Adrian reported on the current financial situation. Adrian listed deposits which have been paid for 2025. Marquee will need deposit at later date. John Wilson reported Fiona is finalising the VAT reclaim.

Email addresses: Sorted

Parking and Traffic management.

Colin met with Ian. More appropriate laminated road signage for disabled motorists/passengers. Exit/ way out signs required in Cissbury car park to avoid confusion for motorists. 4/5 more metal road signs – discussion with Ken to review. Review traffic cones with Jason and Richard to prevent High Street parking and keep bus running. Find out from Cissbury/Bus company to discuss any upcoming issues. Review of advisory traffic signs. Cover up Cissbury Barns road signs to prevent traffic flowing in wrong direction. **Action: Ongoing – Colin, Ken, Jason, Richard E.**

Chris Hobden's Field - 50% of field is available for volunteer parking. Potential litter pick after use. **Action: Colin, ongoing.**

Event Programme: Dog and duck show 3 x half hour performances. Bird Flu now in West Sussex which may prevent both bird demonstrations taking place at our event. Dog and Duck show is attached to Sheep Show so will have preference over birds of prey **Action: ongoing**

Wattle House: Asset check – wash station damage, gazebos, infection control mat replacement. **Action - Ongoing**

Security/Medics: Adrian has paid Event Medical. 2 stations from 8am, top and bottom of field. Friday/Saturday and Saturday night cover.

Sound System: deposit paid

Entertainments: Thanks to Richard E for investigating. No action on Toddler event agreed - **Action: Closed**

Potential **Fire display** in the arena discussed at sub meeting before Christmas. Colin has asked Fire Dept. Will report back in due course. **Action: ongoing**

Arena Displays: Timings to be agreed. **Action: Richard E/Colin.**

Bar provision: closed

Stalls: Adrian and Vicky visited Adams to discuss in detail new booking system. Revised version in the offing requires further testing, some links not working. Would like to have Pitch Booking System ready to use by end of February 25. Adrian is confident we can fill all pitches. Plum asked if measurements of catering pitches to remain same – confirmed. It was suggested to ask food stallholders to provide a price list/menu to ensure variety of availability of food stuffs. Mr Adrian has one outstanding stall payment from 2024 Fair – letter and invoice to be sent. Tajdar would like a pitch to sell finger food Adrian will point them in Plum's direction. **Actions: Vicky R, Adrian, Plum**

No proposed change to plan layout for stall holders.

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

Plum asked for pitch pricing confirmation: Outside pitches £65, inside £70, charities 50% discount along with discount for local catering outlets – Dee Dee's, Village Shop (Charity), Baked potato man (invoice pending).

Action: Vicky/Richard B Ongoing

Sheep pens: Action ongoing

Volunteers:

Elaine has met with Ken – emails now sorted for communicating to volunteers. Ken will email all volunteers to introduce himself. Early April – Save The Date email to all volunteers. May reveals email sent to Su for contact details for date so we can plan who will man a stall. August volunteers meeting – using microphones (better sound system) committee to run drinks. Elaine has already received an email from the very helpful policeman James, who proved so very helpful last year, she has been asking him to bring friends if possible!!!

Potential new committee member via Elaine. Invite to next meeting.

Extension of duties for sponsorship, programmes etc we feel it would be prudent to extend the committee.

Mobile Belfry - **ACTION: ongoing**

Sheep Show end:

Defra Vet will more than likely want to visit this year, been some years since last visit.

Tim Walker has spoken to couple at top of Green they're happy to provide water supply and electricity as previous years.

Gales Farm to collect up straw bales.

Richard shared a flyer he and Tony Brimyard have been preparing - to be dropped to new residents to the village. Katy from Fabulous Ladies has offered to help Richard with items for the website, including a web form for sheep entrants, which is now available and has Geoff's approval.

Judges and accommodation – **Action: Abbie ongoing.**

Plum and Graham to discuss and report back regarding videoing young farmers. **Ongoing Graham/Plum**

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**

Richard shared an event timeline for publicity /programme purposes. Sub/design team to set up the programme. Team to be same as Sponsorship sub committee. Team will be checking in with Michael Jones to see if they can cope with printing requirements. Programmes will be sold at stalls at key entrances to Fair. Richard B asked for copies of programmes from previous Fairs in other locations. **Action: Graham L/Geoff P to supply to Richard B for ref**

Simon has tried to contact Michael Jones re programme printing for 2025 – to date no response from Summer our usual contact. Graham has an email address. **Action: Ongoing**

Calendar no action as yet – in hand. **Action: Ongoing**

Pre event Task List

Colin went through task list for the coming month

Mobile signal improvement – Adrian has contact Vodafone who can facilitate mast adjustment at High Salvington for the day of the Fair. BT/EE also contacted. **Action: ongoing**

Any Other Business:

Photographer - Lady who took photographs throughout 2024 Fair unavailable for 2025. New committee member potential.

John booking **stall for preschool and Parish Council**. End April/Beg May – **Becky Cooper** coming to village hall for question and answer. Best not to overly publicise her presence at Sheep Fair if she decides to visit.

Constitution has been delivered. Sean needs to provide update regarding potential WSCC charges. **Action: Ongoing**

Findon News deadline tomorrow. Richard B agreed to put article together promoting update to sponsorship policy and potential charitable donations.

New Committee Members: 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. Part of our succession plan. A Lady has approached Elaine to join the committee. **Action: discuss at next meeting**

Charitable donations being reviewed end of March once VAT situation known. **ACTION: ongoing Adrian**

Meeting closed at 21:36

19th March at 8:15 at Findon Village Hall