

FINDON SHEEP FAIR COMMITTEE MINUTES

16th July 2025 at Findon Manor Hotel

Attendees: Simon Stace, Tim Kersley, Richard Bell, Adrian Riches, Vicky Riches, Lorna Jones, Elaine Dibben, Colin Greenway, Ken Wheeler, John Wilson, Graham Langford, Julia Culp, Plum Prior....via Zoom from the Dordogne, Richard Edwards, Paula Whitby (Parish Council), Ian Wright (Scouts).

Welcome and Apologies: Apologies from: Jason Townsend, Geoff Parrish and Abbie Holmes

Paula was introduced to the committee by John Wilson. Paula is a member of the Parish Council and has responsibility for Health and Safety. Committee members introduced themselves.

Short discussion ensued following last month's discussion about Volunteers Car Park in field attached to Soldiers Fields Field. No further action.

Finance - Treasurer's Report:

Adrian reported on balances for Current and Savings accounts. Sponsorship money continues to flow in along with pitch fees etc. Deposits paid remain same as last month. Charity payments made to St John The Baptist. Thank you letter received from the school and read to the committee. Audit has been completed by Findon Parish Council and paid for from funds and signed off.

Deposit regarding Marquee to be chased with Richard. **Action: Tim**

Parking and Traffic management: Ian Wright (Scouts) reported Scouts Committee met Monday. Now sending notifications for volunteers. Lots of their leaders already volunteering. Trustees meeting 1st September, and AGM just before Sheep Fair to promote the need for volunteers.

Card payments: Adrian reported that Vodafone and EE can expand bandwidth for the event/check any faults on mast – **Action Adrian nearer event to confirm in place.** We're still encouraging parking payments to be made in cash.

Event Programme:

Confirmed as previous month. Hawking Around are now aware they're not required this year.

Wattle House: Check has been done a few items require replenishment. Adrian has torches and pens. Richard noticed two Gazebos are missing. Might be with Clive Ball. Key safe is in place. Adrian has Whatsapp messaged the access code. Parish Council require a list of keyholders for each and every key to Wattle House. John and Paula (Parish Council) issued a form to keyholders for completion. Parish Council require access at times and need to know. Graham Gostick and Clive Ball have sets of keys for historical reasons. Paula/John will contact Graham and Clive. Graham Langford feels our committee need 2 full sets of keys. Consolidate situation and report back next meeting. When alarm goes off Simon Stace is called out he has a complete set. Tim suggested a second set be available to the committee for the 8 weeks around the Sheep Fair. **Action: Ongoing**

Security/Medics: in hand

Sound System: Graham Langford in contact regarding microphones and chairs. **Action: Graham**

Entertainments:

When marquee is erected someone from committee to be present to ensure fire exits, bar position etc are correctly positioned. **Action: Ongoing**

Tim had meeting with band and Adrian. Couple of pitches to be packed away earlier to build stage for 7pm start of support band. Layout of stage has been changed. One stall holder who will be impacted has already agreed to pack away early. Vicky awaits confirmation regarding the other affected pitch. Tim has also spoken to Jez regarding the layout. Simon met Murdochs. Setting up time of 4pm hour earlier than usual for second band. **Action: Ongoing**

Fire Service - Colin has spoken to Fire Service – all in place.

Arena Displays: Nothing further to report

Bar provision: Tim met with Glen, new owner of Valley Bar, Billy will assist new owners run Marquee Bar this year. Will meet again in early July to finalise arrangements. New bar owner keen to work with the Committee and is keen to bid when Bar provision next goes to tender in October 2025. **Action: Ongoing**

Stalls: Fully booked in the marquee. 91 paid for outside stalls, chasing 4. 118 applications for outside pitches. First stallholder to pay receives first option. 4 pitches left.

Catering Pitches – 13 to date. Tim and Plum to discuss additional space. Colin needs names but Plum needs to chase payments for some. Plum has emailed unsuccessful food pitch bids. Plum always balances space available with choice to the visitors.

Action: ongoing

Equine hospital will be positioned at Sheep end and await response – no payment received yet. 2 emails sent so far by Vicky

Action: Ongoing.

NHS display with dummies, CPR – suitable position outside of main stall area. **Action: Ongoing**

Volunteers:

Elaine and Ken to contact volunteers with another email. Tony B and Tim W have been knocking on doors of new residents.

People are generally volunteering for times other than Saturday. Active promotion continues in search for volunteers, particularly for daytime Saturday. Graham L will have a stall at Garden Show in early August. Adverts for same in Findon News. Elaine found laminated posters “Volunteers Wanted” which she will display around village in prominent places. Suggested we advertise in Findon Valley Residents Association newsletter. **Action: Ongoing Elaine/Ken**

Ken has also emailed Sheep End volunteers and received a range of positive/negative responses. Graham reminded us in order to meet DEFRA requirements we need a certain number of volunteers in place for each hour of the main event.

Reminder: Volunteers meeting on 13th August, 7:30 p.m – bar will be available.

Sheep Show end:

Graham shared that Abbie has dropped out of stewarding at another show 2 weeks prior to Sheep Fair, he feels she may wish to abstain from attending as a steward this year. Graham is confident of good sheep numbers for 2025. Moss, auctioneer, 90% sure he will be attending this year. He is giving up his own time. He commentates at other shows. Graham suggested we offer payment in recognition of this. Committee Agreed. Mock Auction for 10-15 minutes in Arena following Sheep Show awards suggested and agreed.

How to build a fence stall. Chris Rolfe. Vicky is awaiting his application.

Sheep pens: 550 pens provisionally ordered. Tony Brimyard will help Geoff set these up on the Thursday.

Defra: Bird Flu - only one set of birds from one farm confirmed. Defra will visit Graham to discuss layout on Nepcote Green. Graham envisages no problems with this. Vet will be in place to receive pets, sheep and ducks on Saturday morning. **Action: Graham ongoing**

Publicity, Marketing and Sponsorship:

Sponsorship: details available on shared drive. Be aware of client confidentiality when accessing. Sponsorships are flowing in.

New scheme offering Bronze, Silver, Gold has attracted interest from new sponsors. Michael Jones the main sponsor. Richard is aiming to have sponsorship complete by end of July. **Action: Ongoing**

Programme: Richard aiming to have final draft ready for our next meeting on 20th August. Time to edit as necessary and send back to Katy for printing. Committee reviewed suggested programme updates and agreed. **Action: Ongoing**

Simon has spoken to Robert Harris. He's supplying safety certs to Simon. **Action: Simon**

Calendars/mugs – in hand. Richard will focus once programme preparation complete. **Action: Ongoing**

Pre event Task List

Colin went through task list for the coming month – evening event tickets go on sale tomorrow. Available to volunteers first. Village Shop/Michael Jones selling tickets – cash only. Available to non-villagers from 1st August. 800 tickets for sale, 50 tickets allocated to sponsors etc. Richard putting together sponsor ticket requirements. Tim suggests keeping 100 tickets in reserve to avoid embarrassment. **Action: Ongoing Colin/Tim/Simon**

August tasks: Volunteers, grass cutting – Tony Arthur. **Action: Fiona.** Hedges on north verge - Nick Gifford. Findon Volunteers to trim any trees on the Green to allow vehicular/public access. Create volunteer rota Weds – Monday **Action: Ken/Elaine.** Check hand wash soap supplies – to be ordered. Infection control liquid -out of date, **Action: Graham to order.** Water and power

confirmed by house at top of Green. Notification letters to Convent Gardens, Nepcote Lane and School Hill, West View Terrace.
Action: Simon/Plum

Hole Filling - on the Green – Sunday 7th September. Sufficient bags of sand and grit available in Wattle House

Plan/set up for show. Keyholders and timings.

Contact Media and papers. Richard reported Sussex Local will place a report about event. Richard will contact Inside Cissbury.

Arun Event Plan – risk assessments have been forward to necessary parties for checking. Asked for hygiene provision for catering stalls, and certificates for Fair Ground Rides. Traffic order has been logged with WSCC and no comments back. **Action: Ongoing**

Findon News: Elaine submitting poster for volunteers. Richard writing short article for August Edition. **Action: Richard/Elaine**

Plum not heard anymore from South Downs National Park. **Action: ongoing**

Any Other Business:

Richard E to follow up Hawking about re invoice they are required to submit re holding payment.

Richard B – MP Betty Cooper would like to attend, make a presentation. Repeat of similar of two years ago when Andrew Griffiths MP attended. Richard will invite Betty to do similar this year and enjoy lunch in the Judges Tent. Committee agreed.

Colin – Health and Safety back of truck putting signs out (illegal and hazardous). Jason has been asked to come up with a safe working practise. Ken, Tim, Richard, to talk further after meeting. **Action: Jason liaise with Ken, Tim, Richard.**

Anti-terrorist prevention – all public places where large gatherings taking place. Risk assessments will be required probably by 2026. Meanwhile, Adrian is reviewing our current policies to inform volunteers how to deal with unreasonable behaviour etc.

Vicky – Findon Manor would like to tender for the bar option which comes up for tender in 2026. Vicky has been approached by makers and suppliers of gins/ciders. **Action: Vicky/Tim**

Adrian – Dance tickets - book to be supplied to Michael Jones/Village Shop as a running record of tickets sold and monies taken.

Nepcote car park at top of Green in disrepair this year. Significant drop from tarmac road to car park. John Wilson to bring up with Parish Council. **Action: John**

John – Photographs in Wattle House. Bob usually sets up a museum in the Wattle House. Sean Smith wants to contact him.
Action: Simon

Sean Smith has requested list of donations made during last 2/3 years. **Action: John/Adrian to liaise.**

Plum – Inclusion of disposable environmentally friendly elements for new bar tendering. Plum, Vicky and Richard E volunteered to support Tim with next bar tendering process.

Next meetings: 20th August 2025 – at Findon Manor Hotel 7:30pm

3rd September 2025 – at Findon Manor Hotel 7:30pm

Meeting closed at: 21:50

Add to Email List: