

**Newtown Twinning Committee Meeting Minutes
Wednesday 15th August 6pm - 8.30pm**

Present:

Kate Raynor - Chair
Andrew Gentle - Secretary
Frederic Mathieu - Treasurer
Cheryl Wilson - Minute Taker
Liz Bushell
Jon Bushell
Alwena Gentle
Kevin Wilson
Paul Baron

Apologies:

Steve Page
Richard Edwards
Catharyn Edwards

Minutes of last minutes hand written by Liz and given to Kate for authorising.

Draft Privacy Statement produced by Kevin and sent to all was agreed and to be placed on web-site.

ACTION: Andrew

Agenda Items

1. Food Festival
2. Les Herbiers Chrono w/end
3. Jum Regal W/end
4. Review of recent events and planning for forthcoming social events
5. Update re 2020 music visit to Les Herbiers
6. Any Other Business

1. Food Festival

Andrew updated from action plan along with discussion/planning agreed as follows:

1(a) Music Evening

- website updated with details of music evening
- maximum 300 seated tickets to be sold on the door on a first come first served basis. any additional numbers will be standing only near the bar.
- if all 300 tickets are sold the event after costs can raise £1500
- French visitors are aware of this evening and will attend (committee will pay for their entry) along with their hosts.

- Allocated jobs for music evening:
 - Committee members to arrive at 6.45pm, in advance of doors opening at 7pm
 - Paul & Fred on door taking entrance fees
 - Liz and Jon on door selling raffle tickets
 - Kate and Andrew to speak at music evening (Kate as chair to officially open the evening and welcome our french visitors and Andrew to explain the purpose of the evening and the additional fund raising raffle)
 - Andrew will during 1st interval remind people to buy raffle tickets if not already purchased
 - Liz to manage raffle draw during 2nd interval

ACTION: All

1(b) The French Village Marquee

- Food Festival Programme contains *The French Village* marquee details
- Andrew has ordered bread and delivery date agreed
- French visitors are aware via liaison with Fred about the Health & Safety requirements as outlined from last years inspection
- Andrew to write up a written undertaking for Fred to translate and to be signed by French organiser and Andrew as secretary and made available for inspectors when they visit the stall.
- Marquee application made and invoice received and given to Fred who will check if payment has been made by town hall from the funds they hold for the twinning.
- Application for licence to sell alcohol has been granted. Andrew to provide Fred with proof of payment for Fred to reimburse Andrew licence fee.
- Fridges for w/end sorted and will be switched on Friday evening to be compliant with last years inspection
- Annual insurance quote agreed. Andrew to pay and provide Fred with proof of payment for Fred to reimburse.
- Fred will deliver chairs to festival for use during w/end and then transport them to local members barn for long term storage. Andrew to convey committee thanks to member for kind offer.
- Wine purchased in France by committee will be sold at £2 by the glass over the course of the w/end.
- Wine which is no longer fit for drinking can be used by committee members in cooking. please give Fred a donation
- Committee still have enough paper cups for selling wine
- Jobs within the French Village include:
 - Newtown Twinning selling wine
 - Space for French Visitors to sell their wine and produce
 - Newtown Twinning marketing space for membership & forthcoming events
 - Andrew to check if college students would be available to promote the Jum Regal as they are attending
 - Les Herbiers Twinning space for marketing their region
 - Local promotion space including selling TTowels and local beer etc
- Andrew to check with college if boards can be made available for use in French Village
- Andrew to obtain quote for, and if reasonable, to order large French Village banner as marquee double sized this year.
- Andrew to produce flyers for music evening and French Village and send to Fred for printing 300 back to back A5 copies. Cheryl and Liz to pick up from Town Hall hand out in town on Market Day on Tuesday 28th August

- **ACTION: Specifics as above:** Andrew/Fred/Cheryl/Liz
- **ACTION: Generally during whole w/end:** All with exception of those giving apologies for w/end:
 - Kevin has given apologies for whole w/end
 - Kate has given apologies for Sunday afternoon
 - Fred may periodically be unavailable but wherever possible will be on the stall with others

1(c) Hosting arrangements for French visitors:

- Visitors who were previously hosted by committee members are allocated with same for this year.
- Some were hosted with twinning members so Andrew to check who stayed with whom last year and to approach these hosts to check if they would like to host again. If any need to decline then hosting will be contained within the committee.

ACTION: Andrew

1(d) Meeting & Greeting and Entertaining the French visitors during their stay:

- Fred to confirm with the French visitors that committee members and any additional hosts will meet them on arrival on main car park at 4pm on Thursday 30th August
- Thursday Evening: meal with host then to music evening
- Friday: Fred to check with french visitors if they would each prefer to chill with their hosts on the Friday during the day or have they arranged an outing independently.
- Friday evening to eat with hosts and hosts be available to bring visitors to the French Village Marquee for any set up requirements.
- Saturday Evening meal hosted by the committee at Andrew and Alwena's home.
 - Andrew to obtain quote from Duos for Fred to confirm

ACTION: Specifics as above: Fred/Andrew/Alwena

ACTION: Generally during whole w/end: All hosts and committee members available

2. Chrono W/end

- Only two people have submitted cheques (Fred has one cheque and Andrew will check folder he created in Town Hall for the other)
- Only one other person has said she is committed
- Only two committee members available
- Most importantly, the cycling group have decided to all get to the chrono using their own means of transport, so numbers are extremely low

Decision: Chrono w/end to be cancelled as a twinning event. Two cheques submitted to be returned by Andrew.

Fred to tell the French committee chair that if the Chrono were able to directly invite Barry Hoban as guest of honour, we are sure he and his wife would attend the 2019 Chrono.

ACTION: Andrew /Fred

3. Jum Regal W/end

Decision made to agenda this for discussion at next meeting

ACTION: Kate

4. Review of recent events and planning for forthcoming social events

4(a) Membership/Event Payments:

- Due to the discussion regarding the Chrono w/end it was agreed that the following would be set up for event payments rather than using the Town Hall
 - BACS details on all membership/event application forms
 - For those who do not wish to use BACS system, cheques can be paid directly into Twinning Account at local bank
 - For those who do not wish to submit cheques to local bank, cheques can be addressed to The Twinning Association Secretary, Manora, Plas-Heulog, Milford Park, Newtown. SY16 2BB

ACTION: Andrew as Secretary to change forms

4(b) Marketing:

- Paul to create Instagram with everyone who has twinning relevant photos to have posting rights
- Paul to create a Twinning Twitter account
- **ACTION:** Paul

4(c) Partnerships with Local Groups

- Special meeting to be convened before xmas with local groups including golf & tennis clubs and local breweries, bee keeping etc
- video clips to be shown at this meeting to promote the Vendee region.

DECISION: to be included on agenda for next meeting

ACTION: Kate

4(d) Film Night

- Film to be arranged for end of October
- Liz to explore films available to show and confirm date with usual venue
- food and wine to be served as last time.

ACTION: Liz

4(e) Donation from local member of signed Tee Shirt by Geraint Thomas

Decision: Committee members to give thought to how we can fund raise from this gift and to discuss at next meeting.

ACTION: All and Kate for Agenda

4(f) Dinner Dance Options

- Cheryl to talk to Rob and Shirley (Sequence Dance teachers) to see if we can collaborate with them for fund raising dinner dances and how that would work financially.

ACTION: Cheryl

5. Update re 2020 music visit to Les Herbiers

Decision made to agenda this for discussion at next meeting

ACTION: Kate

6. Any Other Business

6(a) Twinning Committee Social Evening

- All agreed the meal after the AGM was an enjoyable evening and that we should meet socially as a group more often.

- Next social to take place in November

DECISION: To meet socially once a quarter for meal out or alternative activities to be discussed and arranged.

ACTION: Kate: To be fixed standing item on each agenda and agreed for each quarter.

6(b) European Insurance Cover

Annual insurance may or may not include European cover for when the Twinning Committee visit France and engage in marketing/selling activities.

ACTION: Andrew to check with insurance company and feed back to next meeting for discussion

6(c) New member possibility

ACTION: Andrew to supply Steve with email address for K Hughes who is interested in joining the twinning association. Note, this person may be interested in joining the committee in the future but for the time being it is appropriate for her to be invited to join as a member.

Date for Next meeting:

THURSDAY 13TH SEPTEMBER.

6.30PM

THE E&C (Andrew to book)

Agenda items from this meeting forwarded to next meeting:

- Jum Regal W/end
- Partnerships with Local Groups
- Donation from local member of signed Tee Shirt by Geraint Thomas
- Update re 2020 music visit to Les Herbiers
- Twinning Committee Social Evening
- European Insurance Cover