

REPORT: SOUTHERN CENTRES – Wednesday 17 April 2024

Darren welcomed everyone and apologies were made for those absent.

There were three items that needed to be discussed from the Biennial meeting that took place in February.

- Vacant post for Press Officer – a decision was made to leave this position free. Committee members and reps will share the role
- Booking form and payment methods – the booking form will be altered to include more information. A decision was made to have a deposit of £50 payable on booking, the balance to be paid 31st May
- Hiring of the marquee – it will take four days to erect the marquee and put the lighting in and position the flooring. Stuart will contact the marquee company to confirm the dates and then the contract with Apps Court can be amended and confirmed

The meeting continued –

- **Treasures Report** – Stuart handed out spreadsheets to show the proposed budget for 2025. The cost will be –

£132.00 (inc VAT) per unit (Two adults and three children, 16 and under) Friday, Saturday and Sunday nights.

£30.00 (inc VAT) extra adult fee

£20.00 (inc VAT) extra nights per unit per night. Wednesday 20th, Thursday 21st and Monday 25th August

£50.00 deposit required when booking – balance to be paid by **31 May 2025**

Cancellation information is on the Booking Form.

- **Site Marshalls Report** – Discussion took place regarding the marquee and days we would be on site. Nick will be contacting Apps Court to finalise the full contract.
- **Catering Officer** – Sue Smith was not present at the meeting but forwarded two questions – are we having a 25th celebration cake and to check we would be hiring a refrigeration unit as we did at the last event. Discussion took place - **Yes**, a cake should be organised to celebrate the 25th anniversary of Southern Centres. (The event takes place every other year. It has been running for 50 years). The refrigeration unit will be hired again as it catered for all our needs.
- **Rally and Event Officers Report** – Lorraine has provisionally booked an act for Sunday evening and asked for other suggestions. We agreed to the act for Sunday evening and suggestions were made for other acts.
- **Sports Officer** – Chris Page was not at the meeting
- **Youth Liaison Officer** – Jez Matheson was not at the meeting

Further discussions took place –

- Gas canisters required and who would manage them
- Nick would investigate fire extinguishers on site. Checking they were still available.
- Pauline has designed a poster advertising the event, which can be distributed to committee and reps to put in their vans.
- Booking forms will be available from now
- Competitions – the thought was that a few of the craft categories needed rethinking. Suggestions were made at the meeting and other ideas should be taken to the next meeting.
- Stuart will look at the problem with the menu display on our website.

Date of next meeting – Wednesday 19th June 2024 at Westerham Village Hall at 7.30pm

Sue Johnson – Southern Centres Rep for West Sussex