

## **Minutes:**

### **Friends of Chapel Haddlesley PTA Meeting**

**Held on Friday 6<sup>th</sup> October 2023 at 2-3pm**

**At Chapel Haddlesley Village Hall**

## **Present**

Samantha Heron-Dixon (SHD), Eleanor Tomlinson (ET), Holly Devonport (HD), Michelle Constantine (MC), Hannah Lancaster (HL), Eleanor Langhorn (EH), Jane Bradley (JB)

## **Apologies**

Beverley Smith (BS), Helen Bennett (HB), Amelia Rodgers (AR), Karen Woodstones (KW), Madeleine Howard (MH), Vicky Briggs (VB), Jayne Purdy (JP)

## **Agenda**

- Pumpkin Sales
- Halloween Disco
- Xmas Fair
- October Newsletter
- Lottery License
- Wreath making evening
- Cookie Fridays

SD Opened the meeting to summarise the job list in preparation of the Halloween Disco, the list was agreed by all members with no further suggestions made.

## **Lottery License**

HL & SD updated members that the Lottery License is only valid for 12 months from Jan- Dec so to apply now, this would require a £40 set up fee which would expire on December 31<sup>st</sup> 2023 & would incur a £20 renewal fee in January. It was agreed that the Licence should be obtained in January instead so that the £40 fee to set up will include the full year license & can be renewed every January for £20 thereafter.

It was suggested by North Yorkshire Council to wait until January to apply for the license. For the Christmas Fair they confirmed we could either use school's lottery license (if they have one & are willing to allow us to use it) since we are affiliated or alternatively, sell non-specific 'cloak room' tickets instead with prizes to be handed out on the day as this wouldn't need to be covered by a lottery license.

## Pumpkin Sales

- VB will arrange pumpkins to be delivered to school on Friday 20<sup>th</sup> or Monday 23<sup>rd</sup> October ahead of the disco
- Pumpkins to be sold for £1 each with payment options of Parent Pay or cash via honesty box outside school
- Children will be invited to bring their carved pumpkins to the Halloween Disco & leave them outside as decoration
- BS to take several of the pumpkins for carving which will be used as decoration outside the hall for the Halloween Disco- need LED candles to go in these for fire safety.

## Halloween Disco

- Hall due to be available from approx. 4pm on the day. SD to confirm when DJ will arrive to set up. TBC who will be available to help with hall set up & decoration
- SD will collect Floats, Plastic jugs/cups & Parent pay list from school on the day
- HL & SD will buy the food on the Thursday before the disco, SD has prepared list of items needed
- Agreed tuck shop prices to be 30p crisps, 20p Haribo bags, 10p individual sweets.  
**ET will make tuck shop price list**
- HL will buy £10 of decorations including table cloth, themed balloons & wall hanging to decorate the hall & put chairs out for adults around the hall
- SD's husband to make plastic decorations for outside the hall
- SD suggested to find a projector to play hocus pocus without sound on the wall of the hall- request to be added to Newsletter
- SD, HL, HD will be available on the day to decorate & set up hall. Decorations will be donated & made by the PTA members
- Hay bales to be delivered on the day & will be set up for photos, PTA to set up back drop, HL will buy photo props, MC will manage the Selfie Station  
**ET will make 'Selfie Station' sign**
- HD happy to help on tuck shop
- SD to lead games including hat game, corner game, Broomstick limbo etc.
- SD will buy Halloween themed prizes for Fancy dress competition, ET suggested Halloween books
- Ice lollies to be same as bought for after school lollies
- HL's mum will do the food, MC's mum & mother-in-law will help in the kitchen & do teas/coffees
- HL & HD will do food hygiene course through school

## Christmas Fair

- Tables at the village hall will be used for Stalls (not Bridge tables), SD & ET have planned the layout & checked capacity- will recheck the hall later to see where additional stalls can be added.

- At the time of the meeting, SD confirmed there are around 3-4 stalls left available & is waiting to hear back from several businesses who are yet to confirm. SD or HL will ask school to send text reminder & email poster to any parents who might want a stall.  
**Update: stalls were filled following the meeting but prior to minutes being issued.**
- MC to ask the Hearts in Thorpe about a stall, HL to ask Cray bakes, ET to message wax melts company to offer stall place.
- MC agreed to hold a Tropic stall
- PTA will run several stalls including tombola, book stall & cards/recycled plastic decorations  
**ET will make PTA Christmas cards to sell on the day**
- Members agreed a face painter would be a good stall, ET will ask a face painter she's previously used if interested in a stall, if not the PTA will contact local face painters in the area
- Members to ask local businesses for donations to raffle such as vouchers, VC was not present at the meeting but has a lot of contacts, will ask after the meeting if she can help with donations from businesses. HL will ask local pubs such as the George & Dragon if they can donate a voucher
- Raffle tickets to be sold with school children in week leading up to the Fair & will be available to purchase on the day.
- Agreed to sell 2<sup>nd</sup> hand uniform at Christmas Fair
- SD suggested selling small bundles of foliage tied with ribbon for 50p on PTA stall
- PTA & others to bake, will request cake donations nearer the time
- PTA now have Public Liability Insurance, SD has distributed forms to be completed by all stall holders (Under £1000 takings can be covered by our PL Insurance but corporate companies will need their own insurance)
- ET suggested we invite a choir to sing at the fair. SD invited school's young voices to join & will ask around for local choir groups.
- Selby Ices & another stall holder will set up outside the stall (agreed by Val Brunyard that this is ok), TBC whether outdoor stall holders will pay the fee
- PTA to set up area outside on the day (weather permitting) for people to sit out for teas/coffees

#### **October Newsletter to include:**

- Reminder of upcoming dates (next meeting, Disco, Fair, Wreath making etc.)
- Ticket reminder for parent pay
- Details of Halloween Disco: Time, Place, what's included in ticket price, Tuck shop info, Fancy dress competition, pumpkin competition, selfie station
- Request for projector for Halloween Disco if any families have one
- Request for spare Halloween Costumes
- Stalls available at Christmas Fair **(TBC these may now be full)**

#### **Additional suggestions for fund raising:**

- Tuck shop to start in November
- Plant raffle & sunflower competition (Spring/Summer 2024)

- PTA to meet in January & confirm full year of events to plan to pre-book hall etc.

**Draft Items for Agenda at next meeting:**

- Christmas Fair
- Wreath making evening
- Wrapping of School Christmas presents
- November Newsletter
- Cookie Fridays

**Next meeting to be held on Wednesday 15<sup>th</sup> November 2023 at 7pm at The Wishing Well**

**Proposed following meeting Friday 1<sup>st</sup> December 2023, 2-3pm at Haddlesey Village Hall**