

KGT MINUTES – Breakfast Planning Session

17th February 2014

held at Aleenta at 7.45pm

ATTENDEES:

Caroline Wheeler-Rowe (Chair)

Martin Sims

Linda Sims

Heidi Finbow

Richard Baker

APOLOGIES:

Alex & Elie Sharratt

Agenda

- 1. Village Breakfast planning**
- 2. Other business**

Village Breakfast planning

Decisions made:-

Layout and decoration

12 laid tables with 4-6 spare

Decorated with table cloths/banqueting roll

Flowers in jam jars

On the tables

Moneyboxes (Linda will make up)

Menus plus spares

KGT general information leaflet

Table numbers (photo clips or painted stones)

Reserved signs

Condiments (red and brown sauce in ramekins or pots)

Shopping list (including already sourced)

Eggs (From Ann Bater)

Beans (Linda and Martin have a 2.6k tin)

Bacon

Sausages

Oil

Mushrooms

Tomatoes
Butter
Bread
Brown and Red sauce
Coffee (Caroline approach Paddy Bishopp) and teabags
Milk
Sugar
Juices (orange and apple)
Squash
Newspapers
Salt and pepper
Marmalade (Linda's homemade)
Jam (linda checking)
Napkins

To take with us

Toasters
Float
Extension leads
Ramekins
Table top burner (Heidi)
Microwave
Jam Jars
Banqueting roll (Linda and Martin)

Who does what

1 head chef
1 sous chef and disher-upper
1 dish washer
1 drinks person
2 taking orders/serving

Total 6

People available

Caroline
Martin
Linda
Deborah
Alex or Elie Sharrat (to be confirmed)
Derek (to ask)
Vicki (to ask)
Heidi till 10am
Richard working

Promotion

Leaflet drop 2 weeks before event (to include moneyboxes and lottery leaflet) and be divided between the attendees at the meeting.

Boards and posts up as soon as possible. On A3. Heidi has A3 laminating sheet, Richard has A3 laminator.

Easel with general information

Produce stall

We will make cookies or similar to sell at the event. Any left overs can be frozen. All money for ingredients can be claimed back from the KGT . All produce will be packaged with a Make in Kettleburgh sticker.

CWR – cookies

Flapjacks – Martin & Linda

Tray bake – Heidi

Muffins poss – Deborah

Actions

19/2-1 Heidi will check paper pots (for sauces or condiments)

19/2-2 Linda to check her jam stocks

19/2-3 Linda and Martin to check numbers and states the following at the Hall

1. Teapots and French presses
2. Sugar bowls
3. Jugs
4. Table cloths
5. Microwave
6. Pots/ramekins

19/2/-4 CWR to ask Darran about boards and post lent for the summer ball otherwise we will need to purchase more.

19/2-5 Martin to provide leaflet drop distribution lists

19/2-6 Heidi to produce breakfast leaflets with tear off slip for reservations

Other business

Broken gate post

Several people have reported the broken gate post at the Church Road entrance. Caroline has already asked Darran if he can fix but if not, we could effect a temporary repair by putting in a met post into the existing rotten post base.

[AP19/2-7 Heidi and Richard will check if they have any met posts](#)

Change of Mandate (to change signature on cheques from Trevor to Caroline)
Forms submitted 3 weeks ago.

[AP19/2-8 Linda to chase Barclays on status of change of mandate.](#)

Charity Commission website

Linda confirmed the website was up to date with the Trust's financial reports.

[AP19/2-9 Linda to provide Caroline with latest financial summary](#)

Lottery

Martin and Richard will send Heidi the lottery leaflets they have, [Heidi will produce a new one \(AP19/2-10\)](#)

Next meeting agreed Monday 10th March at Aleenta 7:45pm to finalise the Village Breakfast and discuss the next fund raising event.