**St Hugh of Lincoln, Letchworth Garden City**

**Meeting of the Fundraising Committee**

**Held 23 July 2015, 7pm at 100 Broadway**

**Present:** Ursula White, Ann-Marie Palmer, Hedy Fletcher

**Apologies:** Peter Spreckley, Angela Spreckley, Anne Sparrowhawk, Valerie Gaduzo

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| **Approve Minutes of the meeting held 15 April / matters arising*** The minutes were approved.

**Parish Garden Party*** The revised date for the Parish Garden Party was confirmed as 5 September, 2 – 6pm.
* This is to be a “free” event with everyone bringing some food to share. Lists will be provided for people to sign.

**Action:** Hedy to speak to MA to see if she still has the food lists used for the Cardinal’s visit in 2013.* Stressed the invite is from Fr Jimmy and that an invite was to be extended to the Polish Community.
* Ursula advised that she knows of some tables that we can borrow on the day but we would need help with transport.

**Action**: Ursula to speak with KSC to see if they can help with transport.* Hire glasses from Waitrose / Sainsbury’s
* Borrow trestle tables for drinks etc
* Food on the day to arrive between 11am and 1pm if possible.
* Drinks – Pims, soft drinks, beers, tea & coffee.

**Action:** Ursula to speak to Fr Jimmy re the parish funding the drinks Music:* Hedy suggested Jason and Michael King could provide the music for the afternoon –

**Action:** Hedy to contact. (CDs as back up)Notice for Newsletter:**Action:** Ursula to draft notice for the newsletter**Christmas Fayre*** Ursula confirmed that she had emailed John Caltado re support of KSC for this year, ie moving tables to and from the school and whether they would be able to help with a similar raffle prize to last year. John responded positively that this shouldn't be a problem but he would raise at the next meeting of the Knights being held on 4 August.
* Ursula confirmed that the date of the Fayre had been changed with the school to 5 December.
* Need to contact stallholders from last year to see if they wish to take up again this year. Personal contact was felt to be best.
* Ursula to speak to Veronica Scantlebury in due course (new caretaker at STM) re access to the school.

**Any other business*** As had previously been advised to Ursula; Ann-Marie confirmed to the meeting her intention to step down from the committee after the Garden Party.

Next meeting agreed: **Wednesday 26 August at 7pm**Following meeting: **Thursday 17 September at 7.30pm** | **ACTION*****Hedy******Ursula*** ***Ursula******Hedy******Ursula*** |

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Certified a true record by the Chair Date