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

**Meeting of the Fundraising Committee**

**Held 6 May 2015, 8pm at 100 Broadway**

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

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| The meeting opened with the Sign of the Cross.**Approve minutes of 15 April / matters arising**:Minutes approved subject to:* GIF update to Parish – Carried Forward
* Spring Concert – to be discussed at this meeting.

**Spring Concert**The meeting ran through an update re confirmed acts:* Peter advised that CH of JHN had not got back to him re possible acts.
* Ursula confirmed two new acts – one singer / one flautist (both pupils at JHN)
* Hedy confirmed that Alan Ryan was available to assist with the sound system on the night.
* Ursula to confirm with Clare Adam if the hall is being used by Youth Group on the 15th.
* The meeting ran through a list of confirmed acts and the proposed running order on the night.
* Peter confirmed that he would prepare the programme and arrange printing at the Parish Office.
* Peter to contact all acts to obtain a small intro from each to be used on the night. Ursula to forward what has already been received / contact details.
* It was decided that the performers would sit at the back of the church – reserved notices to be placed in seats.
* Ticket Sales – it was decided that tickets would be sold at all masses this weekend and who would attend which mass was confirmed.

**Any other business*** Peter advised the meeting that the Planned Giving Campaign was looking positive and a more formal update would be given to the parish in due course.
* Parish Garden Party – a ‘save the date’ to be added to the newsletter following the concert.
* Next meeting agreed for **Wednesday 10 June at 8pm.**

The meeting closed with the Sign of the Cross. | **ACTION****)***)Peter***)***Ursula* |

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Certified a true record by the Chair Date