

St Hugh of Lincoln, Letchworth Garden City

Meeting of the Fundraising Committee Held 23 October 2014, 8pm at 89 Cowslip Hill

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

In attendance: Alan Scouller

Apologies: Terry Benson

<p><u>Approval of Minutes held 18 September / Matters Arising</u></p> <p>The Minutes of the meeting held on 18 September were approved. The Chair asked Ann-Marie to run through the outstanding actions / matters arising and all confirmed as completed:</p> <ul style="list-style-type: none"> • £100 raffle prize confirmed by the KSC / prizes now complete. • Peter confirmed that he and David Legg had met with Hitchin Parish on Gift Aid. • Commitment from Fr Jimmy for an appeal to take place during Lent. Document in mind to be produced to help with communication. • Actions to follow from the Finance Committee re Planned Giving and Standing Orders. 	
<p><u>Christmas Fayre</u></p> <p>Ursula and Julie gave an update on the preparations for the Christmas Fayre.</p> <ul style="list-style-type: none"> ▪ Adrian Brown to print posters (large and flyers). A4 sheets fine for school book-bags ▪ Contact made with previous stallholders to ensure involvement and they are taking part. ▪ Will use main hall, dining room, staff room and the entrance to the library (for Santa's grotto). ▪ Invoices to be issued for outside stalls. Ann-Marie confirmed she would arrange payment for Kanyike. ▪ PS to undertake tally of amounts taken on individual stalls and arrange banking. ▪ Copies of expenses to Peter for information purposes / originals to parish office for processing by Terry Benson. ▪ Sue / Jacquie unable to sing due to amateur dramatics show. PS advised he had approached Michael Blanchfield – to be confirmed. ▪ Younger children will be asked to dress up in Nativity costumes. ▪ Mathew Spreckley confirmed as Father Christmas. DBS form required <p>ACTION: Ursula to take forward processing the DBS form.</p> <ul style="list-style-type: none"> ▪ Fiona to decorate Santa's grotto. ▪ 400 books of raffle tickets left at school – 2 books per family plus staff. ▪ Parentmail to be distributed on 14 November regarding tickets / toy requests / crafts for St Thomas More stall. ▪ KSC have been approached to organise transport between Church and School in case of need. ▪ Flyers and posters to be distributed around town. ▪ Ursula and Julie to meet again with Fiona and Sarah in November. ▪ Raffle tickets to be sold / distributed outside Mass for a couple of weekends before the Fayre. ▪ Flower arrangers stall – arrangements at £5 each (approx. 20/25 units) ▪ Maureen Hogbourne has knitted wonderful Nativity figures and after some discussion it was agreed to keep these separate from the main raffle and look for sealed bids instead. ▪ Raffle prizes: £100, Kindle fire, Arsenal tour, Fortnum & Mason's hamper, Meal at Shapla White, Round of Golf at Letchworth, Champneys, Voucher for Talents. ▪ Fr Christmas' Grotto – there will be no fee as has been tradition with sweets given out. 	UW
<p><u>200 Club</u></p> <ul style="list-style-type: none"> ▪ Currently sold 127 numbers. Agreed to do a push at masses this weekend. <p>ACTION:: Ursula to follow up with Patricia re numbers sold and number of individuals.</p>	UW

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Any Other Business

Easyfundraising: The Easyfundraising page has been set up and a brief discussion took place as to how we can encourage everyone to sign up and to do their on-line shopping via this page. Another reminder in the Newsletter / on the website was suggested, or a flyer. It was agreed that once the 200 club was finalised this is something we should look to do.

2015 Plan: It was agreed that the plan for 2015 would be discussed at the next meeting and following the completion of the Christmas Fayre.

Parish Council meeting: It was agreed that Ursula would update the next Parish Council meeting re the setting up and progress to date of the Fundraising committee.

ACTION: Ursula to attend the Parish Council on 12 November.

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Next meeting: Date to be confirmed.

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Certified a true record by the Chair

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Date