



## **AGENDA OF THE FCWS MEETING**

Date & Time: Tuesday 2<sup>nd</sup> May 2017 at 18.00  
Venue: Staff Room, Downley Site

Present:

Apologies:

1. Welcome and introductions to any new members to FCWS.
2. Agree minutes of the last meeting.
3. Action points from the last meeting.
4. Summer fete 2017 preparation:
  - a. Location/Layout/Date.
  - b. Agree refreshments – Food/Drink/Ice cream.
  - c. Stalls – Agree type of stalls/Private sellers/Manning of stalls/arrangements for setting up stalls ready for the day.
  - d. Agree Music – RGS orchestra/Choir/Band.
  - e. Raffle – Tickets production/Ideas for star prize/Letters requesting donations from local companies.
  - f. Tombola – Small bags for donations from parents.
  - g. Attractions – Fire brigade/Air ambulance/Bouncy castle/Other?
  - h. Advertising – Printing of flyers and posters/Local radio and newspapers/Letters to Parents.
  - i. Floats for stalls/Collectors/Money counters.
5. AOB.

**NEXT MEETING PROVISIONAL DATE:**

6<sup>th</sup> June 2016 at Cressex Site