Dulverton Town Council

Dulverton Traders Association

Dulverton Town Hall

Dulverton Heritage Centre

Dulverton Partnership Meeting Minutes
1st May 2024 at 10.00 am at Exchange Cottage, Lady Street, Dulverton TA22 9EX

Present: Christine Dubery, Nick Thwaites, Margaret Rawle, Ali Pegrum, Louise Ogden, Allison Crisp, Chris Nelder and Ken Warren.

Apologies: Hayley Sampson

Chairman's Comments: None

Approval of Minutes of previous meeting: None

RESOLVED: To approve the minutes of 2nd April 2024. Proposed by Allison Crisp , seconded by Chris Nelder and carried.

Matters Arising:
Items arising were discussed under various Events listed.

Finances: Statement and approval of payments (Appendix A):
Content of the statement requires clarification from the DTC Financial Officer so it was decided to defer approval until the next meeting

RESOLVED: To confirm approval of the following list, already obtained via email namely:
Print Pond -Music Fest posters/flyers £28.55 (11 April email)
Print Pond – Music Festival - 500 flyers £28.55 (29 April email)
Print Pond – Events 1000 flyers £35.90 (29 April email)
Instant Promotion - Guttering for gazebos, £76.65 plus VAT (email 11th April)
Western Event Hire – Barriers/chairs - Music Fest £776 plus VAT (email 23rd April)
Proposed by Ken Warren and seconded by Allison Crisp and carried.

It was further:

RESOLVED: To approve the purchase of Corex Road Sign Panels for all events from Ken White Signs at a cost of £300 FOR 4 x 3 A1 SIGNS plus VAT; plus the cost of mounting and putting out by Jeff Pegrum Services at £40.00. Proposed by Allison Crisp and seconded by Chris Nelder and carried.

RESOLVED: To purchase 3 x 30 Posters from Print Pond at £6.15 per 30 for the Music Festival Running Order on the day, the Artisan Festival and the Fun Run. Proposed by Christine Dubery and seconded by Ali Pegrum and carried.

RESOLVED: To purchase laminated pouches at a cost of approximately £25 proposed by Christine Dubery and seconded by Ali Pegrum and carried.

Marketing Consultant:
Report incorporated in following comments under individual events.

Dulverton Sounds Music Festival 25th May
To date 24 tickets have been sold. Ali is to push the advertising on social media and arrange press releases. Prior to the meeting Hayley has suggested promoting the event via Tarr Farm, 2 Moors Festival, Wellhayes and Simonsbath Festival organisers, Exmoor Studios and Dulverton Film Club (via Jan Ross), Ali to pursue. Louise to liaise with Callum re set up times and inform Ken. Margaret will arrange some additional car parking posters for the Sports Field parking facilities and Chapel Street. She will also contact Magdalena Harding to manage the rubbish/litter clearing.
Christine has a list of helpers and the plan is to collect everything needed from storage on the morning of Wed 22nd May; erect tents/gazebos. The use of the Youth Club will be available. The barriers and chairs arrive on Friday. Barriers will be erected then together with 20 Dulverton flags on poles for decoration. Christine has ties for this.

Secret Gardens 23rd June
Twelve gardens are to be opened. Ali agreed to promote on social media. Christine is organising a map with ENP to incorporate within the brochure.
A catering team will serve refreshments all day including lunches. Joyce Reardon and Jenny Barker are to be asked to join the team together with Hayley, Christine and Louise.

Artisan Festival 6th July
All stalls are booked. Best of Exmoor, Holiday Accommodation Provider has come forward as a sponsor and Ali will promote via Social Media.

Fun Run 15th September
First aid services have been booked at a cost of £420 with Medicare South West. Members expressed their gratitude to the sponsors, Oggies and the Pet Shop, Dulverton. Ali was asked to access the Bookwhen records data base in order that we can send out an email to previous runners to advise when the booking portal will be open.

Cine Film evening of 'Dulverton and Exmoor on Film' on 25th October 2024
David Parker is confirmed to attend. The tickets will be available from 16th September from Bookwhen and on the door, if available, at £8. Thanks were extended to the proprietors of Winsbere House B&B who have kindly agreed to provide David and his wife bed & breakfast without charge. Alison and Margaret will look after the seating in the hall and Christine will arrange the entrance procedures. Ken will meet with David to go over the technical requirements nearer the time.

Literary Festival 16th and 17th November.
Ali reported that sponsorship now totals £4200. The Friends Scheme now has 10 members who have donated a total of £230. Furthermore, 20 people have signed up to Mail Chimp.
The Bridge Inn has kindly agreed to provide the canapes for the Saturday drinks party.
The event will take place in the Town Hall, Library and Bridge Inn.
There will be workshops in the Library by Thriller writers and the Bridge Inn will provide space on the Sat and/or Sunday morning, when 2 children's authors, including Hazel Prior, who will play her harp. There will be no charge for the children.
Confirmation of the list of speakers is nearing completion with the line-up posted on the Visit Dulverton website. Ali was complimented on the varied number of famous authors she has sourced and the sponsorship she has accrued.

Any other Business with permission of the Chairman:
Discussion took place regarding having Mail Chimp for each of the events to encourage more interest in future events. Ali explained that it would prove expensive to set up and may not be advantageous. It was decided to defer the decision for the immediate future.
It was suggested that the Heritage Centre send events and pictures to Ali for inclusion on the Visit Dulverton website to help increase the Centre's footfall. Margaret and Chris to bring the matter up for discussion at the heritage Centre AGM on 8th May.
Webbers have offered to place event's posters in their window as and when required.

After thanking Christine for her hospitality the meeting closed at 12.15

Date of the Next Meeting: Wednesday 5th June 2024 at 10am at Exchange Cottage