Dulverton Town Council

Dulverton Traders Association

Dulverton Town Hall

Dulverton Heritage Centre

Dulverton Partnership Meeting Minutes 15th August 2023 2.00pm at Exchange Cottage, Lady Street, Dulverton TA22 9EX

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

Apologies: Haley Sampson

Approval of the minutes of the previous meeting:

RESOLVED: To approve the minutes of 19th July 2023. Proposed by Ali, seconded by Louise and carried. (These minutes were approved at the Town Council main meeting on 14th July 2023.)

Chairman's Comments: None

Matters Arising: None

Secret Gardens Event (open Gardens) which took place on Sunday 2nd July 2023
It was agreed that a letter of thanks be sent to the residents who opened their gardens. Ken agreed to write a paragraph to be included in the letter of thanks, a copy is to be sent to Ali for publication. Christine to provide the Clerk with the names and addresses of those residents involved.
After much discussion it was:

RESOLVED: To recommend to donate £1,000 to the ENP Caremoor Sowing Seeds Projects (Wildflower Meadows) to enable more wildflower meadows to be created on Exmoor. Proposed by Christine Dubery, seconded by Ken Warren and carried.

Fun Run 17th September 2023:
The Event is being advertised on Facebook and posters are in place. First aid services have been booked. Mr Jeff Curd, the 'route marker' from Tiverton is not able to come. Mr Alan Ottey has agreed to mark the route with appropriate signage prior to the event.

Christine will act as Race Director on the day. Margaret will be running the teas/coffees and cakes and will require small gazebo, Urn, 3 tables and an electricity supply.
Christine to order numbers and medals, source the Urn, electricity and collect the finish arch from Taunton. She will also arrange rota for the marshals. A runner is required to act as 'sweeper' on the day. Two hundred bottles of water have been purchased and are currently being stored in the Council office.

Valuation Day 23rd September 2023:
Ali has been chasing Adam Partridge Valuers regarding marketing and publicity, to confirm that they are happy with the format. It was agreed that a competition will take place in the hall during the event. Three items will be on display for the public to guess as to what they are. Allison offered a bottle of wine as a prize.
Tea, coffee and cake will be served and Ken will set up soft background music. Downstairs there will be a display by Oggies and Tim Benning (repurposing items).
Actions:

- Ali to lend her tablecloths.
- Christine to source the tickets (cloakroom type as previous).
- Ali to chase up the Fixy Van stall (South West Partnership).
- Christine to ask Karen Bunting of Bampton Laundry re upholstery.
- Ali to arrange for the original banner date to be changed.

RESOLVED: To spend up to £75 to meet the cost of amending the banner. Proposed by Allison Crisp, seconded by Louise Ogden and carried.

Literary Festival: 18th and 19th November 2023.
Ali reported that Online Booking and the A5 Programmes will be available from 1st September. On the technical side a screen and microphone will be required on the Sunday morning and the number of microphones required will need to be ascertained. Christine to contact Gerry and David accordingly. To date £3200 minus VAT has been collected in sponsorship.
A 'Drinks and Canapes Party' for sponsors and speakers, by invitation, will take place on the Saturday evening. Wellhayes and Sip Shed will provide the drinks/cocktails; the canapes have yet to be sourced.
Somerset Life, The Exmoor Magazine and Exmoor News are providing editorial for the event. BBC Bristol TV has shown an interest, and there will be a podcast broadcasted.
Tea/Coffee will be served and it was suggested that the Town Hall provide the Bar.

RESOLVED: To recommend that the quote from First is accepted, to produce the Literary Festival Programme, at a cost of £751. Proposed by Margaret Rawle, seconded by Chris Dubery and carried.

Finances: Statement and approval of payments to date (Appendix A)

RESOLVED: To approve payments as per Appendix A. Proposed by Chris, seconded by Allison and carried.

Marketing Consultant:
Ali reported that she had been unsuccessful in obtaining any funding from the 'Levelling Up Grants'. She also asked if anyone knew where the Roadside Boards used at last year's event were stored.

Events 2024

Music Festival - Late May Bank Holiday 2024
Louise, Arwen Bethy, Christine and Ali have met recently. Louise presented a provisional programme for the Saturday and Sunday timed between 4pm – 10pm.
A separate marquee will hold an 'open mike' area.
Ticket prices are being discussed.
On the Friday an event in the Town Hall will be held with the Taunton Big Band; a bar will be provided.

Any other business with permission of the Chairman:

The committee were requested to look out for cheap second hand white plastic chairs for future use.

Meeting Closed at 4.15pm

Date of next Meeting: Wednesday 4th October 2023 at 10am at Exchange Cottage, Lady Street.

Appendix A

Payments for approval:

15th August 2023

Expenditure	Event/ Details	Amount £	+ VAT (if applicable)	Date Paid
Visit Exmoor	Guide Advert	280.00		25/07
Mrs A Pegrum	Marketing & Consultancy	1,494.00		03/08
Mrs C. Dubery	Reimbursement - Bookwhen	9.00	1.80	03/08
Mrs M. Rawle	Reimbursement – Booker Ltd.	28.70		10/08
Mrs C. Dubery	Reimbursement - Bookwhen	9.00	1.80	
Dul Town Hall	Hire of Hall – Secret Gardens	62.50		