Dulverton Town Council

Dulverton Traders Association

Dulverton Town Hall

Dulverton Heritage Centre

Dulverton Partnership Meeting Minutes 19th July 2023 10.00am at Exchange Cottage, Lady Street, Dulverton TA22 9EX

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

Apologies: Ken Warren and Hayley Sampson.

Approval of the minutes of the previous meeting:

RESOLVED: To approve the minutes of 7th June 2023. Proposed by Louise Ogden, seconded by Ali Pegrum and carried. (These minutes were approved at the Town Council main meeting on 12th June 2023.)

Chairman's Comments: None

Matters Arising: None

Secret Gardens Event (Open Gardens) De-brief - Sunday 2nd July 2023
A very positive response was received from the owners of the gardens - a great day, friendly visitors and very enjoyable. A letter of thanks will be sent from the Council in due course. The refreshments were very popular in the Town Hall with cakes, ploughmans, baguettes, tea, coffee and soft drinks. Approximately 288 tickets were sold. Donations for refreshments provided saw a profit of £711.00. Just over £2K has been banked and further expenses and future event costs need to be deducted before a final total can be confirmed, after which an agreed donation will be forwarded to the ENP Charity Caremoor.
Sunday 30th June 2024 has been provisionally earmarked for a similar event next year.

Artisan Festival De-brief - 8th July 2023
Thirty – seven stalls paid for a pitch on Exmoor Lawns for the Artisan Fair. There were 2 refunds. The footfall was good despite the showery weather during the early afternoon. Approximately £1,200 was taken in revenue, from which the band and various advertising expenses are to be deducted.
A provisional date, **Saturday 6th July 2024,** was fixed for the next Artisan Festival.

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

RESOLVED: To approve payments as per Appendix A, omitting the £87.60 payment to Kale Signs as this amount was authorised previously. Furthermore, to change the date to 06/23 regarding payment of £1,368 to Mrs A Pegrum. Proposed by Allison Crisp, seconded by Nick Thwaites and carried.

Marketing Consultant:
Ali Pegrum gave an update on the website stating that 'Link Tree' has been added on Instagram and Facebook and the website is now running smoothly. She also updated the meeting on the following events:

Fun Run 17th September 2023: The Online booking portal is up and running and entries are coming in. Margaret to purchase 200 bottles of water at the best price. Further discussion will take place at the next meeting.

Valuation Day 23rd September 2023:
Adam Partridge Auctioneers are confirmed as the events valuers. Four or five valuers will be present.
Publicity will be organised as soon as possible. Ali will arrange the banner, to be erected on Town Hall steps, the date having been amended and 25 posters sourced. Ali to contact the Fixy Van. Other stalls in the Town Hall foyer will include Oggies Musical Shop, Sarah Fox Jewellery and Bampton Laundry (Upholstery).
The event will take place from 10.30 am – 3.30 pm. Ken is to be asked to arrange some soft background music in the Hall. The same format will be in place as the March event with admittance by cloakroom ticket on the door and a £5 minimum donation for 3 items to be discussed and where required valued. There will also be coffee/tea and cake, donations for which will be requested.

Literary Festival: 18th and 19th November 2023.
Ali reported that she has a full programme of authors and interviewers for both days. They will be paid £175 each. Tickets will be £12 for adults and £6 for under 16's. Available in advance online or on the day, subject to availability. Kate Lord Brown will judge the children's writing competition and Michael Morpurgo will present the prizes.
Saturday workshops will take place in the library with Annabel Collis and James Gillam. James has volunteered to visit schools in the area. The cost of the workshops will be £6 for aged 4 – 16 and £12 for the 16 plus age group.
Ali will source prices for brochures, and arrange for the date on the banner to be altered.
Ali was congratulated and thanked for the work done on this so far.

Events 2024
Louise reported on a meeting held with the previous folk festival organisers', John Lowday and Arwen Bethy. A Music festival will take place during the late Spring Bank Holiday weekend of **24th, 25th and 26th May 2024** consisting of a ticketed event in the Town Hall on the Friday, workshops on Exmoor Lawns with 'open mike' between 12-4pm on the Saturday and Sunday with a performance area and refreshments at one end.
There will be 2 ticketed performances from 4pm until 9pm on each day. Arwen and John will help source the musicians. John to advise what monies are left in the original folk festival bank account, which can contribute towards the cost of the next event.

Any other business with permission of the Chairman:
Ali produced a 'Levelling Up Grants' leaflet and will investigate further to see if any funding is available for our events.

Meeting Closed at 12.15 pm.

Date of next Meeting: TUESDAY 15th AUGUST at 2pm at Exchange Cottage, Lady Street.

Appendix A

Payments for approval:

19th July 2023

Expenditure	Event/ Details	Amount £	+ VAT (if applicable)	Date Paid
Kale Signs	Artisan Fair	87.60	17.52	25/05
Terry Buller - Reimbursement	Artisan Fair	35.00		15/06
First Graphic Communications Ltd.	Secret Gardens	30.00	6.00	13/06
First Graphic Communications Ltd.	Secret Gardens	111,92		13/06
Mrs A Pegrum	Consultancy & Marketing	1,368.00		08/23
Mrs C Dubery - Reimbursement	Various - Posters	14.69	2.94	13/06
Mrs C Dubery - Reimbursement	Various – Laminate Pouches	15.79	3.16	13/06
Mrs A Pegrum	Consultancy & Marketing	1,296.00		29/06
Mr & Mrs Ashby	Stall Holder Refund	35.00		06/07
Mrs S. Bryant	Market Management	40.00		14/07
Backtrax	Entertainment	360.00		14/07