Dulverton Town Council

Dulverton Traders Association

Dulverton Town Hall

Dulverton Heritage Centre

Dulverton Partnership Meeting Minutes 4th October 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, Haley Sampson and Ken Warren.

Apologies: Chris Nelder

Approval of the minutes of the previous meeting:

RESOLVED: To approve the minutes of 15th August 2023. Proposed by Christine Dubery and seconded by Louise Ogden and carried (These minutes were approved at the Town Council Main meeting on 11th September 2023).

Chairman's Comments: Christine reported that an updated version of the Terms of Reference of the Partnership Group have been drafted awaiting acceptance by Members of the Town Council. When resolved they will be forwarded to all Partnership Members.

Matters Arising:

Fun Run 17th September 2023:
The weather on the day was very wet, but the 62 Runners who entered appreciated that the event still took place. For future reference, there was a route issue at the trig point on Court Down. Due to the wind the previous night some signs had tipped over, further investigations as to alternative types of signs will be undertaken. There were many water bottles left over, which will be stored away to use at the event next year. Medals were provided for all runners, with the addition of a special carved wooden dog bone treat container, presented by Exmoor Engraving, for the first dog past the post, which proved popular. Dogs and runners all started the event at the same time. No problems reported with regards stacking along the narrow paths. The Medicare Team were not presented with any first aid problems.
Christine thanked all helpers and marshals who had braved the weather to enable the event to go ahead.
Sunday 15th September 2024 has been provisionally fixed for next year's event.

Valuation Day 23rd September 2023:
Two valuers' from Adam Partridge Auctioneers attended. A steady flow of people with various articles turned up. The valuer was pleased with the response and would like to repeat the event. A mutually convenient date in March will be agreed as soon as possible.
The 'Guess the 3 antique items' competition proved popular and thanks were extended to Allison Crisp of Town Mills for donating a bottle of Champagne as the winning prize. Ken Warren provided suitable background music which was enjoyed by those waiting. The Somerset Waste Partnership's Fixy Van parked outside the Town Hall and accepted old tech items and explained its purpose to the public. Oggies (music shop) and Tom Venning (Upcycling) had displays in the foyer downstairs.

Literary Festival: 18th and 19th November 2023:
Ali reported that 318 tickets have been sold or allocated so far. A press release is to be published shortly. A pod cast has been broadcast and further advertising will be undertaken shortly. Ali has visited most schools in the area with leaflets and information about the writing competition. James Gillam of Fabula Arts is also visiting schools.
Christine is compiling a list of helpers. Allison, Hayley, Louise, Margaret, Nick and will add more names to the team. A 'green room' for the speakers will be set up providing tea/coffee, biscuits and savouries. Ali (or Christine if Ali is unavailable) will greet speakers and show them to the 'green room'. Hayley offered savouries from Croft & Cottage and Ali intends to ask the Exclusive Cake Company for homemade biscuits. A bar, serving hot drinks, wine and beer will be available, managed by Hayley, plus a further volunteer. Louise, Christine and Nick will cover the sale of tickets and the entrance. Margaret will guide attendees to their seats and ensure they leave after the talks. She will clear the hall of cups etc. and check the water jugs and glasses on the stage.
Christine will shortly be meeting with Arthur Puttock and Gerry Lewis who will be doing the tech.
Bookwhen has been upgraded to £19.99 per month for a couple of months to take account of the increased usage. The date on the roadside signage boards will need to be changed which will cost £46.28 (incl. VAT).

RESOLVED: To recommend that the costs above are approved by DTC, proposed by Louise, seconded by Nick and carried.

It was proposed that the banner text be changed. Ali will obtain prices from Bright Owl and report back to members via email for approval.

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

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

Marketing Consultant:
Ali reported that a press release had been published in the West Somerset Free Press, Devon Live and on the Exmoor National Park and Visit Dulverton websites, regarding the donation of £1,000 from the Secret Gardens Event to the ENP Caremoor Wildflower Sowing Seeds Project.

Events 2024

a) Music Festival - Late May Bank Holiday 2024

Louise reported that the Music Festival will be a ONE day event on Sat 25th May 2024 on Exmoor Lawns. A suggested programme was circulated. There will be a 'food and drink' area at the north end of Exmoor Lawns, a 'chill out' area with 'Folky/Open Mic' music at the south end. A cordoned off area in the middle of Exmoor Lawns will accommodate various bands playing under cover from 3pm until 10pm. A charge of £10 will be made and wristbands worn. Children under 16 can attend free. Christine/ Clerk will obtain the necessary licences.

b) Other events for consideration

Artisan Festival 2024:

Date fixed for Sat 6th July 2024. Licenses as per 2023 to be obtained

Fun Run:

Date fixed for Sunday 15th September 2024

Secret Gardens:

Date to be arranged, but anticipated to be held during June 24

Any other business with permission of the Chairman: None

Meeting Closed at 11.45

Date of next Meeting: Wed 15th November at 10am at Exchange Cottage.
(N.B. Agenda to include the election of Chairman)

Appendix A

Payments for approval:

4th October 2023

Expenditure	Event/ Details	Amount £	+ VAT (if applicable)	Date Paid
Travis Perkins	Line Marking Paint	5.93	1.19	15/08
Printing @ the Vicarage	Leaflets – Secret Gardens	35.00		15/08
Mrs A Pegrum	Marketing & Consultancy	1,712.00		24/08
Kale Signs	Signage	87.60	17.52	29/08
First	Literary Programmes	751.00		14/09
BrightOwl Ltd.	Valuation Day - Stickers for Banner	29.17	5.83	14/09
Mrs C. Dubery	Reimbursement - Bookwhen	9.00	1.80	14/09