Dulverton Town Council

Dulverton Traders Association

Dulverton Town Hall

Dulverton Heritage Centre

Dulverton Partnership Meeting Minutes

8th February 2023 10.00am at Exchange Cottage, Lady Street, Dulverton TA22 9EX

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

Apologies: None

Approval of the minutes of the previous meeting:

RESOLVED: Approval of the minutes of 11th January 2023. Proposed by Chris Nelder, seconded by Haley Sampson and carried.

Chairman's Comments: None

Matters Arising: None

Antique Valuation Auction Day - Proposed date 25th March 2023
Ali reported that press releases have been distributed to local papers, radio stations and the Exmoor Magazine. The March/April Exmoor News will also receive a report of the event for publication.

Members considered the proposal to purchase a banner advertising the event, to be hung on the Town Hall Steps.

RESOLVED: To purchase a banner, which can be amended and used for future events, at a cost of £130.00. Proposed by Allison Crisp, seconded by Chris Nelder and carried.

Ali will source A4 Posters at a nominal cost which will be delivered to the surrounding villages and notice boards situated in the Town.
Ali to send Ken a poster to advertise the event on the big screen at the Film Night events. Social media will continually be used to highlight the event and Ali will make contact with South Molton Community Noticeboard.

It was agreed there will be no stalls situated upstairs in the hall. Tables/chairs will be set out for refreshments for the use of those queuing with regards the valuation of their portable items and cloakroom tickets.

In the downstairs foyer of the Town Hall Louise Ogden(Oggies) will have her converted musical instrument stall, and it is hoped that an upholstery restorer and jewellery repairer Sarah Fox, who demonstrates how to make things out of solid silver cutlery, will also have tables.
Christine to make further enquiries re the 'Fixy Van'.

Chris Nelder agreed to ask the Heritage Committee if they would like to have a display of Heritage Centre artefacts.

It was agreed to pay a nominal fee to Arwen Bethy, to provide music all day with her Flute and Recorder Group.

RESOLVED: To pay £50.00 to Arwen Bethy. Proposed by Christine Dubery, seconded by Margaret Rawle and carried.

Refreshments - Margaret to source cakes, coffee/tea etc. Ali agreed to contact Wellhayes Wine. So far Allison Crisp, Hayley Sampson, Margaret Rawle and Christine Dubery have volunteered to help on the day. More helpers will be required.

Louise Ogden stated that Oggies would like to sponsor this Event and the Literary festival. The offer was accepted with thanks.

Secret Gardens Event (Open Gardens) -Sunday 2nd July 2023
Arrangements are ongoing. A wide selection of gardens are involved, all within a short walking distance, from Jury Road to Milhams Lane. Refreshments will be available in the Town Hall from 10 – 5pm.
A charge of £5 per person (children free) will be imposed, which will include a map showing the location of the gardens to be viewed.
Members were requested to consider proposals as to how the proceeds should be distributed at the next meeting.

Artisan Festival -8th July 2023:
All licencing applications have been submitted. To date 28 stalls have been booked and music has been arranged to be provided by 'Back Tracks'.

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

RESOLVED: To approve payments as per Appendix A. Proposed by Louise Ogden and seconded by Chris Nelder and carried.

Marketing Consultant:
Ali reported that she has been pursuing sponsorship for the four events of 2023. Nine sponsors have verbally agreed to sponsor the Literary Festival again this year. This will take place on Sat 18th and Sun 19th November. She is actively contacting various authors and their associates ensuring that the festival is able to offer a wide range of interests.

An A6 flyer similar to 2022 will be produced listing all the 2023 events and quotes will be obtained shortly.

The website analytics state that the website has had 16k visits, mostly from those living in the UK.

Ali reported that she had attended the SWT Culture Group Meeting at Dene House, Taunton. She hopes that the contacts made enable further promotion of the events to be held in Dulverton.

Christine proposed that a recommendation is made to DTC concerning a proposal to extend the Independent Contractor Agreement for a further year, on the same basis, i.e. working 10 hours weekly for Visit Dulverton.
Work on the Literary Festival will be funded by profits from the last Literary Festival event, plus some of anticipated sponsorship and ticket sales for 2023.
It was subsequently:

RESOLVED: To recommend to full Council that the existing Independent Contractor Agreement with minor amendments for a further year. Proposed by Christine Dubery, seconded by Margaret Rawle and carried.

Any other business with permission of the Chairman:
It was agreed that a letter is circulated to local traders, enclosing the A6 flyer as referred to above, and requesting that they support the events by opening their businesses, particularly those providing food and refreshments. Allison offered to distribute them.

Meeting closed: 12.15pm

Date of next meeting: Wednesday 19th April at 10am at Exchange Cottage, Lady Street, Dulverton

Payments for approval:

8th February 2022

Expenditure	Event	Amount £	+ VAT (if applicable)	Date Paid
Exmoor Luxury Loos	Vintage Fair	150.00		05/01/23
ENPA Caremoor	Vintage Fair	25.00		10/01/23
ENPA Caremoor	Fun Run	50.00		10/01/23
ENPA Caremoor	Artisan Fair	25.00		10/01/23
Ali Pegrum	Marketing/Promotion	1,008		12/01/23
SWT TENS License	Artisan Fair	21.00		31/01/23
SWT Street Traders License	Artisan Fair	53.00		31/01/23