

# Larkhall Community Events

Present

## Members of Committee

Kayliegh Cassidy

Elaine Lewty

Sarah Dunne

Public Members (16) (PM)

## KC- Welcome

Thank you for coming to our first public meeting of many!

## Formalities

- Fire Exits
- Toilets

Introduction- Each committee member then introduced themselves and what they brought to the committee.

Chair – Kayleigh Cassidy

- Driving force for community events.
- Delivers Value for money for the community.
- Secures sponsorship for our events.

Secretary – Sarah Dunne

- Admin and organiser, minute taking and arranging meetings.
- Early years worker bringing amazing entertainment for children at our events.
- Secures sponsorship for our events.

Treasurer – Elaine Lewty

- Finance, IT and project management background.
- In charge of the accounts, audit, and website.
- Applying for funding and grants.

Name Change- KC & EL discussed name. We feel the name did not do the committee justice as we do a lot more than the 2 events: Gala Day and Christmas Markets.

Larkhall Community Events

- We are doing more for the community.
  - ❖ Helping families throughout the year
  - ❖ Helping families at Christmas
  - ❖ Helping Individual children within the community
  
- Community events
  - ❖ Gala Day
  - ❖ Christmas Market
  - ❖ Community discos
  - ❖ Bingo nights.
  - ❖ Family fun days
  - ❖ And more, it is growing month by month.

The public were then asked for their thoughts on the name change.

PM- Liked the name change and the idea of working with other local committee/ groups and businesses.

PM - Good to highlight other committee/ groups and businesses on offer in Larkhall.

## Moving Forward

EL Discussed Public Meetings & AGMS. She explained that Public Meetings would be:

- Held annually in August.
  - Discuss Gala Day likes / dislikes
  - Ideas for next year's Gala
  - Discuss Christmas Market
  - Ideas for Christmas Market
  - Review financial position

She also explained that our AGM's would be:

- Held annually in February. (After accounts have been audited)
  - Discuss Christmas Market likes / dislikes
  - Ideas for next year's Christmas Market
  - Discuss Gala Day
  - Ideas for Gala Day
  - Review Audited accounts
  - Review financial position

## Transparency

KC explained that moving forward the committee would be fully transparent and anyone could ask to see anything at any time. The following points were discussed.

## Fundraising

- Every event fundraising total will be posted on our website and Facebook
  - Within 1 week of the event

## Donations

- All donations will be posted on our website and Facebook. (Anonymous donations will not be named but amounts will be posted)
  - Within 1 week of the donation

## Meetings

- Meetings
  - All meetings will have minutes – Even this one!
  - All minutes will be posted on our website for everyone to view.

## Accounts

- Accounts will be audited.
  - Quarterly & Annual Accounts will be posted on our website

- We have appointed WBG Accountants to audit our accounts
  - Audits will be posted on our website

We also discussed having an online Totaliser to allow people to see how close we are to our target and what still need to be raised. These will also be posted in paper form in local businesses and public places.

PM - A suggestion of having someone go Live on Facebook during the meeting was given and taken on board, allowing those who count not attend in person the ability to hear all the information and ask any questions they may have.

PM- voiced concerns from a friend who is a gala parent that they had felt pressured to raise a certain amount of money.

-We explained this is not at all going to be the case going forward and we very much want people to know that no matter their financial situation their child would be able to be part of the Gala Day and have the same experience as everyone else. EL said we will talk more about this point later in the meeting.

## Aims and Objectives

EL discussed one of our main aims is to be Working with the local community and sharing skill sets. She discussed:

- Work with and alongside local groups
  - Local Community – Ideas, volunteers
  - Parent Councils / Schools – Get them more involved so that children want to be part of the Gala Day so that it stays an annual tradition for generations to come.
  - Local Groups – Help in making the floats, volunteering, sharing skillsets.
  - Local Businesses – Tractors, Trailers for floats, volunteers, sponsorship
  - Cost of living, derivation and other factors are having an impact on OUR community. We want EVERYONE to be included regardless of their circumstances.

PM - Suggest Speaking to Andy Carmichael and the community council about funding. He thought it happened 4 times a year.

PM - Suggestion was made to apply for the Green Token in Asda for funding.

PM - Suggestion to speak with Local Young farmer groups to see about tractors and trailers for potential floats.

PM - Suggestion made to have a face-to-face meeting with a representative from each parent council member about Gala Day preparations and see what support we can offer.

PM - Offered to create a bank of previous art work and scenes from Gala Days to Schools/ Parents to help decorate floats or houses to help with costs. This would all be returned afterwards for the next year.

PM - Agreed this would be good as she has been put off entering her child due to a lack of personal creativity.

KC agreed that we want the Gala Day to be a positive experience for all and the committee will help and support anyone, School or individual who would like to take part.

KC Then discussed our biggest aim for the Gala this year. She discussed:

- This year our biggest aim is to provide FREE inflatables for all children so that EVERY child in Larkhall can be included.
- It's YOUR Gala Day, it is Larkhall's Gala Day and we want everyone to be part of it.

PM - Asked if we could buy our own inflatables to try and save on the cost. This is something we may look at in the future but not something we would be in the position to do just now.

KC Explained we are thinking of a Pay It Forward Initiative. This would be where people can buy a voucher which would give a child a drink, hotdog and candy floss at the gala day. We had people offering to buy wrist bands for people last year as they didn't have kids so we thought this would be a nice way to make the gala day accessible to everyone. We will look into getting a list or number from schools/ social work and aim to reach this target. This would be very confidential and discreet.

EL the discussed possible future events and asked for any ideas.

- How we raise money for our events
  - Fundraising events – Discos, Bingo nights, Race nights, Entertainment nights, Easter Egg Hunt\* new this year, car washing events. Any ideas are welcome.

PM - Suggestion was made that we try to put on 3 or 4 large events that raise a good amount of money so we do not need to stress and then put on smaller events to give back to the community such as Childrens Discos & Bingo Nights. Speakers Nights, Legends Nights, Race Nights were discussed.

KC announced that a local taxi company has expressed interest in running a Race Night for us and all proceeds going towards the Gala Day.

PM Announced she will be running a Car wash where Gala Court children and others will be encouraged to come along and wash cars outside MXP Gym. There will be music, fun and a BBQ to make it a family Day. Facebook Lives can be done to encourage people to come along and help up reach our target.

PM Suggested reaching out to business to do similar and put on an event, donating monies raised to the gala day to take the pressure off the committee as they are all busy Mums as well.

- Business Sponsors – Local businesses were absolutely outstanding for sponsoring the Christmas Market. We will try to approach all businesses within the community but this does take time so we are asking if you have a business or know of a business that could sponsor the Gala Day and / or the Christmas market, please drop us a message, give us a call. The amount of time this would save us would be incredible!

PM Suggested when approaching a business alerting them that you will have a number of events on throughout the year so they can decide if and when they would like to donate. Also to try and not go to the same business over and over.

PM Felt that she had given a lot previously but didn't get anything back from the committee.

KC Explained that going forward any business that donates, it will be posted on our page, and we will try to then buy from that business for future raffles. She used Strachan's butchers as example. They support the Gala Day enormously, so we raffled off over 10 Christmas Hampers. Everyone agreed this was a good move going forward.

PM Suggested that when someone wins a raffle that had been donated, we take their photo and post it on our page, with their permission and tag the business. This would allow them to see who has won their voucher/ prize. Also when our page is quiet we could schedule posts about the businesses that donate and support us to advertise for them.

PM - Asked if we approached local building sites as the community has quite a few developments at the minute and felt they should be contributing more. EL is looking into this.

- Bucket Donations – We will have buckets at all events. Local businesses already have buckets within our local shops. If you would like one, please get in touch. We also take our mascots out with a donation bucket to raise funds.
- Mascot Hire – We are looking into this for 2024 for children's parties.

PM who has previously had a visit from the mascots told others how much her little girl loved them, and they were very good quality.

PM suggested doing elf on the shelf visits at Christmas time. Another PM let us know she had the costume and would be happy for us to use this. We will keep this in mind for Christmas.

- Raffles – Join our Facebook raffles. This also raises money for the Gala Day and Christmas Market. Any businesses that could offer any raffle prizes please get in touch.
- We are currently looking at setting up a funding page.
- Registering as a charity – We are currently looking to register as a charity. This would give us more places to apply for funding. This takes time and we will be working on it in the background and keep everyone up to date.
- Funding and Grants – Going forward we will be focusing on applying for more funding and grants for our events. We are hoping that this will take off some pressure for the money that has to be raised for these events.

## Finances

- Bank Balance today
  - £4123.96
- Gala Day Estimated Costs
  - £13,566
- Amount we need to raise
  - £9442.04

PM Discussed Just giving page for Inflatables and this allows everyone to contribute what they can when they can.

We will have a donation bucket at the entrance to the gate for those who are in a position to give a donation can.

PM suggested speaking to the fayre to get vouchers for children who may now be able to afford the rides.

PM Suggested speaking to Richard Nelson who could possibly help us with future funding applications.

## Gala 2024

KC Spoke about the Gala Day. She discussed:

- Gala 2024 will be held on Saturday, 15<sup>th</sup> June.
- Time is very short – 4 months to go and we have a lot of money to raise!
- We have a list of everything that we are looking to provide for the community.
- We are now working to this and putting this in place.

PM voiced opinion that they didn't feel the need for Stalls at the Gala Day, she spoke about previously gala days when she was younger where everything was free and was more of a family fun day including races etc.

PM Voiced opinion that we are now in a very different financial state, and we couldn't possibly have everything for free

SD explained that we are trying to achieve this fun day feel within the large park at the back on Larkhall Academy where we are hoping the inflatables will be free and those things you do need to pay for will be very little. This allowing those who maybe couldn't afford the fair or stalls to bypass them and head for this area.

PM Asked if we had considered buying our own stalls. This is not something that we are currently in the position to do. We also do make a small profit from each stall and having someone come and set them up and dismantle them takes that extra big tasks away from us. Also, we have no storage for this.

PM said that he had a number for another stall company that we could maybe talk to and compare services and prices.

PM Made a suggestion about trying to make a bigger deal of the week running up to the gala day similar to surrounding areas and have events on each night.

PM made a suggestion that maybe some businesses or bowling clubs could look into doing an event on that week.

PM made a suggestion of doing a car boot sale to raise money. KC explained that we did try this in the past and it didn't do very well but explained we are open to all suggestion and could try this again. PM said we could use their yard. This is something we will look to plan.

PM Discussed the Facebook Algorithm and suggested we should maybe become a closed group as people are more likely to see our posts.

PM suggested a WhatsApp Group for communication.

There were a few suggestions of different ways we could try to reach people

- Tik-Tok
- Instagram
- Putting posters up around the town and in shops.

## Volunteers

### Our Approach

The feedback has been that not many people can commit to being on a committee and attending meetings, but they are wanting to volunteer at our events.

- We are happy to organise the events and take on all of the work involved.
- Our approach is to have a bank of volunteers that can help at the events.
- Volunteers at our events is our biggest challenge for every event.

### What are we looking for? What do volunteers do at events?

Wither you have all day or can spare one hour it all counts!

Here is an example: Lots of volunteers will have children and want to attend the events as a family. Does your child take part in the Gala Parade? You could volunteer to wear a hi vis vest and still be with your child for the parade. This means that we cover a volunteer space, and you still get to take part with your child and end your volunteering when you reach the end of the parade.

You are there as part of Larkhall Community Events to ensure that everyone is accounted for in your group and keeps up with the parade.

- Gala Day
  - Walking with the parade



- Setup for the stalls – Not the heavy lifting, just putting names on the stalls and directing stall holders to their location. You will be free of your volunteering when the stall holders have arrived.
  - Wear one of our mascot costumes. Even for 30 minutes.
  - Guide one of our mascots and carry a bucket – You can barely see out of them!
  - Organise groups – Make sure they are there at the correct time ready to go.
- Disco's, Bingo nights etc.
    - Checking off tickets when people enter
    - Filling up the children's juice
    - Serve tea and coffee
    - Have a little dance with the children
    - Serve food
    - Help us tidy up when the event ends
    - Hide Easter Eggs

It is all fun and brings everyone together.

## EL Discussed How to join as a volunteer

We want to start building a bank of volunteers.

- You can sign up on our website
- Send us a message on Facebook
- Drop us an email

When we need volunteers for an event, we can then send out email / have a WhatsApp group to ask who is available.

PM Suggested a WhatsApp group for volunteers.

PM Suggested approaching bigger companies to add our name to the list for their staffs Volunteer days.

EL explained that at the minute our thoughts were to keep to the committee of 3 as the Gala is so close and build up our volunteer bank.

EL asked if everyone was happy to vote in EL as treasurer. All Agreed

EL asked if everyone was happy to vote in KC as chairperson. All agreed

EL asked if everyone was happy to vote in SD as Secretary. All agreed.

## Question Time

Any questions from the public.

No questions were asked

Meeting ended.