



Lavington & District WW1 Commemoration Group

Minutes of meeting held at 5 The Shires, 23rd May 2017

Present: Frank Jones, Colette Carson, Ray Besant, Emma Cheetham, Glyn C, Pat Stacpoole, Nick Hale, Carol Treloar.

ACTION

Apologies: Steve Williams, Toby Robson, Mike Bridgemand, Lyn Dyson, Michael Challinor

CC: Colin Osborn, Bill Coulthard, Mervyn Smith, Chris Hall.

Activity Updates

1. Treasurer's Report

No change balance of account £1546.23 with mugs still in stock.

2. Christmas Cards

A few packs still left which can be sold next Christmas.

3. Village March: Winnie Walk I (WWI)

Spring Bank Holiday, Monday 29/5/2017

- Frank and Pat have produced a fantastic illustrated A4 map with the story of Winnie on the reverse. Alphatec will print 100.
- Nick will park at the halfway point in case there is a problem with anyone on the way and point walkers in the right direction.
- Pat has delivered notes telling residents about the event.
- Information banners produced. Glyn and Ray will erect around the route on Monday morning 8am along with 45 arrow signs.
- Walkers can start at 11am until 1pm route to finish at the community hall.
- Entrance fee £2 gives entry to draw by completing a quiz sheet relating to 10 bears that Ray has made with different colour hats to be found on the day. Plus competition for most remarkable bear. The prizes are a book 'finding Winnie' written by a Canadian author, Lindsay Mattick, related to the Officer who was in charge of the bear knows of a local author who has written about the Canadian Winnie Bear and a unique Lavington & District bear donated by Moonraker Bears, Devizes. Colette to produce quiz sheet, Emma to print.
- Moonraker Bears will have a display and bear hospital on the day,
- Emma to provide a Gazebo for housing entrance point. Colette to do a sign for the start and finish, A3 laminated.
- BBQ outside, Ray and Glyn will run this and buy the stock plus they will buy some beer and lager. Cater for 100. Glyn to use his Gazebo. Ray and Emma have gas BBQ, Steve C to collect both on the morning.
- Ray to provide another Gazebo for story telling.
- Inside kitchen will run drinks including the beer and lager, teas, coffee, squash. Committee to make cakes. Emma to get soft drink supplies and run the kitchen.
- Ray and Colette will bring along first aid kit.
- Colette will be manning pooh sticks activity will have a stock of sticks.
- Steve Williams to do a display. Frank will contact to see if coming.
- Frank to read the Winnie story at different times during the day, set up in the stone area.
- Risk Assessment completed during the meeting and approved by the committee. See page 3. Committee in agreement risk are as low as practically possible so no specific public liability insurance to be put in place for the event.
- Ray will get some warning signs done saying walkers.
- Nick has checked and walkers can take dogs through Dauntsey grounds if on a lead.

Frank

Ray&Glyn

Colette&
Emma
Colette&
Emma

Ray&Glyn
Emma
Ray

All
Emma
Ray &
Colette
Frank

Ray

- Colette has permission from Lavington School to go through their gate.
- Make sure signs up to say museum open (being manned from 11.30am) and display in Church.
- Sell mugs and do a raffle. Committee to provide raffle prizes. Emma to bring tickets.
- Scouts have been asked to help arrive 10.45am ideally wear their neckers.
- Frank will bring bunting.
- Glyn will provide floats for the kitchen, BBQ, Entrance and raffle/mugs.
- Frank organised for a piece in the Gazette which will be repeated this week and they are sending a photographer on the day.
- Emma to send a contact sheet of committee mobile numbers attending the walk for use on the day.
- Four commemorative mugs and bottles to be wrapped up by Colette and given as thank yous.

All
Emma

Frank
Glyn

Emma

Colette

Set up time on the day 10am, meeting at the stone (Glyn & Ray doing signs earlier in the morning).

4. Coach Trip to Battlefields: 12th - 15th September 2017

Steve not at the meeting previously asked to check with him about when deposits are required and if the hotel has been secured. Frank will phone him to see if attending walk with display and discuss the trip.

Frank

5. Commemorative Plaque

Commemorative plaque to be sorted after walk, Toby given approximate costings. Original idea was for Winnie Bear but further ideas of having a commonwealth plaque instead. Plant maple trees, plaque about Rupert Brook staying in the Green Dragon.

6. Visit to Salisbury Plain WW1 Trenches

Nothing to report

7. Museum scrap book

Colette has started.

8. Salisbury Playhouse

Staging Wipers Times again 23/10/17 - 28/10/17, details attached with minutes.

9. 1918/2018 Commemoration Music and Festival

Nick has spoken to Paula from Community Choir. Carol and Nick to confirm date looking at for the music festival as Sunday 11/11/18 in the afternoon.

Nick &
Carol

10. Toposcope

Glyn spoken to Lottery funding office, application lost, they apologised and Glyn had a good discussion. Now going to reapply for a smaller amount and check with MOD would adopt it for 10 years rather than 5 years.

Glyn

Any Other Business:

War Horse showing at Oxford Playhouse 13/12/17 - 6/1/18.

Nick provided dates of National Trust organised event 'Wings Over Stonehenge' 25/6 and 16/9 at Larkhill, 15/7 and 23/8 at Stonehenge, £8 booking recommended. On National Trust website.

Date for next meeting:

4th July 7pm The Old School, Market Lavington.



WINNIE WALK 1 - MONDAY 29TH MAY 2017

RISK ASSESSMENT

Hazard/s	Risk/s from hazard/s	Person/s potentially affected	Control measures in place
Vehicles	Collision with walkers	All pedestrians	<ul style="list-style-type: none"> ✓ Traffic Caution Signs at road crossing point ✓ Walkers provided with a map ✓ Route not crossing major roads ✓ Route clearly signed with arrows ✓ Directional signage. ✓ Pedestrian crossing points.
BBQ	Burns Fire	All persons in area	<ul style="list-style-type: none"> ✓ BBQ manned by two people at any one time ✓ Table will keep customers away from the BBQ
Slips, Trips & Falls	Injury to walkers	All pedestrians	<ul style="list-style-type: none"> ✓ Chosen route carefully to give an even walk where possible ✓ Warned pedestrians on map and publicity that walk may be uneven in places, ✓ Appropriate footwear recommended. ✓ Members of committee will be in attendance on route with mobile phones ✓ First aid available

Approved by the Lavington & District WW1 Committee at the meeting held on 23/5/17