

## Minutes of the Helston and District Town Twinning Association Plougasnou group meeting

Monday 17<sup>th</sup> October 2022

12 Roselidden Parc, Helston

Those present: Spike Laugher, Judy Laugher, Rebecca Hill, Sam Hill, Philip Hanman, Julia Chambers, Lizzie Gibson, Dee May, Mike Thorn, Heather Thorn, Sam Ramsden

Item	Action
1. Apologies	
<ul style="list-style-type: none"> <li>Tim Grattan Kane</li> </ul>	
2. Approval of the minutes of the meeting 29 <sup>th</sup> June 2022	
<ul style="list-style-type: none"> <li>The minutes were read and approved, proposer Judy Laugher, seconded by Rebecca Hill</li> </ul>	
3 Switch On Evening	
<ul style="list-style-type: none"> <li>An email from Ruth was discussed. We will provide manpower and resources – see below for a break down.</li> <li>The purchase of a card reader is a good idea, but Phil and Rebecca will meet with Sasso counterparts to clarify the procedure for tallying up and dividing funds on the night.</li> </ul>	See below  Phil and Rebecca to liaise with Ruth and Jon
3 Future visits to and from Plougasnou	
<ul style="list-style-type: none"> <li>Guests coming over for Flora Day are planning on staying at the Premier Inn as all of us are already hosting our own families, however we would like to offer visitors hospitality and will organise events such as a meal, an opportunity to decorate the night before, bluebell picking, invitations to join us on Flora Day etc.</li> <li>It is our turn to host this year – as there is an unofficial group planning a spring trip from Plougasnou to Helston, we are happy to host an autumn trip but further discussion is needed.</li> </ul>	Julia with Christine Bon  Julia to liaise with Christine
4 Future events and fundraising	
<ul style="list-style-type: none"> <li>Try to organise a quiz night at the Football Club in the new year, possibly in conjunction with Sasso</li> <li>Keep relationship with the Porthleven/Guisseny group alive, as they are starting up again</li> <li>Short meeting on 19<sup>th</sup> December followed by a social to be hosted by Spike – everyone to bring a contribution to the buffet</li> </ul>	Julia and Phil  Julia  Spike
Any Other Business	
<ul style="list-style-type: none"> <li>None</li> </ul>	

The committee meeting closed at 9.08pm

Switch On 25<sup>th</sup> November 2022

Timings tbd

#### Logistics

- Poly cups as requested **Phil** to bring and **Sam R** can arrange for them to be recycled.
- Extra wine (15 litres on top of 20 which **Julia** has) and banners – **Spike** to organise
- Thermos's **Julia, Spike and Sam R** will provide
- Tablecloths – **Judy** has some which have been used before and should cover the mulled wine table
- Mince pies/cakes – **all** to make a contribution please
- Tea towels – **all** to bring at least 1
- Tea, coffee, sugar & milk – Plougasnou group to provide **Julia** has this in hand

#### Fundraising table

- Our fundraiser is to be a tombola type event, with every ticket receiving a prize. **Judy** already has soft toys but everyone is asked to provide as many other suitable prizes as possible. All prizes to be with **Judy** by Friday 18<sup>th</sup> November which gives her a week to sort them and stick numbers on them all. Corresponding numbers will go into a hat for customers to draw from. Ticket price tbd.

#### Accounting procedures

- **Phil** and **Rebecca** to meet with **Ruth** and **Jon** to discuss the details of accounting for the evening. Suggestions to make it go smoothly:
  - Card reader is a good idea, but will only be used for mulled wine to save confusion
  - All other twinning stalls will be cash only
  - Treasurers should be given receipts for expenses (or at least forewarned) before the evening
  - Takings should be counted, expenses and float removed and shared immediately after the event
  - Card sales could also be shared straight away
  - After some discussion it was decided to suggest that the cost of a glass of mulled wine remain the same as previous years (£1.50) despite the 1.69% deduction for card transactions which would be roughly 3p per unit.

#### In summary

It would be good if as many of us as possible could help, as this is a good fundraiser.

Donations of cakes or mince pies and tombola prizes to **Julia or Judy** please