

**Minutes from the Connect General Meeting
5th February 2019
Leon's House, Presteigne**

Present: Chair: Leon Abecasis (LA) Eva Venny (EV) Sabiha Rüber (SR) Marion Rowlatt (MR) Helena Attlee (HA) David Tennant-Eyles (DTE) David Pickersgill (DP) Mary Cobbett (MC) Colin Felgate (CF) Grace Loveday (GL)

Guest: Terry Wells (TW) from PAC

Minute Taker: Francesca Sandwell (FS)

Apologies: Annemarie Roberts (AR) Ann Wake (AW) Carrie Ede (CE)

	Item	Action
1.	<p>Minutes from the meeting on 8th January 2019</p> <p>The minutes were agreed as a true and accurate reflection of the previous meeting.</p> <p>Actions:-</p> <p>DTE to circulate a full break down of expenditure and income from the Christmas fair to all Connect members – completed</p> <p>MR to check that the Church Hall is available on 13th December 2019 – completed.</p> <p>MR to book the Church Hall for Saturday, Sunday and Monday – it was confirmed that the Hall would only be needed for Sunday and Monday and that Connect was happy to pay £120 to hire it for the 2 days.</p>	
2.	<p>Treasurers report</p> <p>Current bank balance is £3,816.33</p> <p>Outgoings: £200 to St Andrew's Church</p> <p>Incoming: £50.00 from Hay Charcuterie for a stall at the Food and Flower Festival</p> <p>Action: DP to send DTE a list of all the stall holders for the Food and Flower Festival. DTE will then send an email to DTE confirming when each stall holder has paid.</p>	DP
3.	<p>Food and Flower Festival website</p> <p>LA updated that he had a meeting with Sally Butler who had agreed to create a web page for the Festival using Squarespace.</p>	

	<p>A discussion took place about the layout for the website. DTE presented the wireframe. Along the top of the front page would be tabs including Events, Press, About, Contact etc. It was agreed that Connect would create the content and then Sally Butler would update the website, although it would be good for Connect members to do this themselves. DTE reported that he did not know whether Mailchimp could be integrated with Squarespace so this would need to be looked into.</p> <p>Action: LA to confirm with Sally Butler how much it would cost for her to update the website each time.</p> <p>It was agreed that priority was to design a page that promoted the Festival and that business directory would be put on hold until later.</p> <p>DTE and DP will meet with Sally Butler to discuss the format of each page and how links, pictures and content could be incorporated.</p> <p>SR and Alex Ramsey will provide photos and EV and HA will provide content for the website.</p> <p>Action: DTE to email Alex Ramsey for photos of the Food and Flower Festival</p> <p>DTE will research domain names. It was reported that Presteigne Connect or Connect Presteigne were available. This would cost between £15-£20 a year.</p>	<p>LA</p> <p>DTE</p>
<p>4.</p>	<p>Business Directory</p> <p>LA updated that Mark Williams is no longer able to support this project.</p> <p>LA is meeting with AW and TW next week to discuss the business directory.</p> <p>TW queried whether the business directory had been scoped out with local businesses. The idea of a questionnaire was discussed and it was suggested that Connect could employ a local student to interview local business people and collect the data before any firm plans were made regarding the future of business directory. It was agreed that Connect did not want to take business away from the Town Council website or the Parish magazine so its future needed to be carefully considered.</p> <p>It was agreed that LA, CF, AW and EV will work on the business directory. EV will be responsible for updating the spreadsheet with all the information collected so far.</p>	
<p>5.</p>	<p>Food and Flower Festival update</p> <p>DP updated that 22 stalls had confirmed so far.</p>	

	<p>HA reported that the following people had agreed to have a plant stall:- Cottage Herbery, Farmers' Welsh Lavender and Slate House Nursery.</p> <p>Action: MC to contact Tangle Trees to see if they would like a stall</p> <p>Action: MR to contact Lingen Gardening Club about a stall</p> <p>The WI will have a plant stall in the church and will be selling table arrangements. There will also be tea and cake available in the church too.</p> <p>Action: EV and DP to meet on the High Street to discuss stall layout.</p> <p>It was agreed that hot food, flowers and plants would be situated in the church yard and that it would be good to have live music down there as well during the day.</p> <p>DP reported that the supply of electric to stalls on the High Street was difficult last year and that this would need to be better organised this year. It is possible to arrange with Powys County Council to take power from lamp posts. CF will investigate this further.</p> <p>Leaflets were discussed. DP confirmed that he needed to begin distributing them in the next few weeks. DTE updated that either stock photos or last year's images could be used.</p> <p>Action: DTE will research alternative images and circulate to Connect for a decision on which pictures should be used on the leaflets.</p> <p>Volunteers</p> <ul style="list-style-type: none"> • 8 volunteers are needed to erect gazebos between 6am & 10am • 6 people from the Carnival Committee will assist with street marshalling and litter picking. Connect will need to provide 6 volunteers in return on carnival day. PAC will provide litter picking equipment • Connect members should let DP know what they would like to do in the run-up and on the day • TW will circulate a request for volunteers in the PAC newsletter <p>EV queried whether Connect needed to offer groups something in return for providing volunteers. For example, a stall or opportunity for promotion or fundraising. However, it was felt that this was not necessary.</p> <p>DP confirmed that he would co-ordinate the volunteers and provide a full briefing beforehand. DP will require all volunteers email addresses and mobile numbers.</p>	<p>MC</p> <p>MR</p> <p>EV and DP</p> <p>DTE</p>
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	Food and Flower Festival – 26 th February at 6:15pm, Leon's House	
	Connect – 5 th March at 6:15pm, Leon's House	