



FWSA Meeting Minutes
Wednesday 5th October 2022

Fireworks Planning

Matter	Action by whom	Due date if applicable
<p>New Business Manager Debbie Frost was introduced – has a 16-year background in education and has agreed to work with the FWSA where possible, particularly in matters of finance and Health and Safety</p>	NA	
<p>Spending: Bike shed There is potential for Reaseheath College to undertake the work as a student project. This is currently in process.</p> <p>Jamie Burrows' company was mooted as a further potential provider. Need to find out whether this is still within his remit.</p>	Jo T Helen W	
<p>Spending: 'Place of Space' A letter is being drafted to request a formal specification from the children.</p>	Jo T	
<p>Spending: Trim Trail Mrs Frost said this had been assessed and needs thousands of pounds worth of work to repair/replace. We await further instruction from school on this.</p>	NA	
<p>Fireworks: Tickets Ticket sales will either close when we reach capacity or an hour before the event.</p>	Jo T	
<p>Fireworks: License This has been applied for and received by Sasha.</p>	NA	
<p>Fireworks: Stalls Will include hot dogs, bar, donuts, sweet bags, light up rings and bracelets/necklaces, games (Splat the Rat, hook a duck, ring the bell all at £1 for 3 goes, sweet as consolation prize if not a win) and from our external provider a merry-go-round and an adult hit the bell.</p>		
<p>Fireworks: Lighting Rides provider bringing some lighting</p>		

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Further floodlights to be requested from Jamie/Emma Burrows (some volunteers had additional battery lights if needed)	Team	
Fireworks: Food purchasing		
Hot dogs (to include some vegetarian) – need to check current stock and order if needed – numbers required depend on ticket sales	Team	
Glo rings to be priced and purchased – 500?	Sarah J	
Glo sticks to be priced and purchased	Jo T	
Pom bears already in stock	NA	
Napkins and cups need stock check	Sandy	
Donuts need ordering from Sainsbury's – 24 trays of 12 (75% chocolate/ 25% plain)?	Sarah J	
Sweet bags need purchasing, bagging and labelling (200?)	Sarah J & Kath B	
Games prizes need purchasing – preferably not lollies or haribo – individual sweets/chews/Halloween chocolate	Team	
Wooden stirring spoons to be ordered for drinks (plastic free)	Team	
Drinks stock needs checking	Team	
Fireworks: Drinks		
To include boozy and cream/marshmallow hot chocolate, IPA, lager, wines, cordial, canned water, 7Up, diet Coke and Tango, tea and coffee	Helen W/Team	
Chocolate, tea and coffee to be placed in cups during setup and a self-service section set out with a bin, milk and stirrers (to speed up drinks service)		
Fireworks: Suggestion for next year		
It was suggested that to help with advance food ordering/reduce waste we could offer 2 ticket types next year – with pre-ordered hot dogs and without	NA	
Fireworks: Donations		
Request needs to go to Blakemore Foundation (Spar) for donation	Sasha	
Fireworks: Volunteer matrix		
To be sent out with meeting minutes	Helen W & Sasha	

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<p>Next events: Cauliflower cards Mr Perrin to be asked if staff can take over the admin of this</p>	Sasha	
<p>Next events: Santa Ideas for gifts this year included a craft kit or stationary</p>	Team	
<p>Next events: Valentine's discos It was agreed that we would ask school whether we can run 2 Valentines discos for juniors and early years</p>	Sasha	

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