

**MINUTES OF CHRISTMAS FUN DAY PLANNING MEETING
HELD ON TUESDAY 1ST NOVEMBER 2022 AT 44TH NORWICH SCOUT HQ**

Item	Detail	Actions
1.	<u>Present</u> – Rochelle Smith & Laura Semmence (18th Norwich), Rosie Gordon (2nd Hellesdon), Kieran Pratt, Trish & Amber Cresswell (44th Norwich), Susie Elmes (1st Taverham & District), Chris Reynolds (District) <u>Apologies</u> - Zoom not available Ross Gilbert, Helen Ryan, Ella Sintern, Penny Butler, Adam Killett, Mark Thurston, Lizzie Ford, Ana Killow, Kate Lawton	
2.	Timetable for the event which will take place at 1st Taverham Scout HQ on Saturday 10th December was agreed. 8.30 - 9.00 Leaders/helpers to arrive to set up activities including registration. Car share where possible. Cars to be block parked in Scout HQ or in Village Hall car park. 10.00 – Beavers arrive – parents/carers to park in Village Hall car park and cross Sandy Lane to register Beavers at HQ. Doctors Surgery car park cannot be used. Large boxes to be available for leaders to collect lunch boxes and drinks bottles 10.30 to 11.15 - Activity Base 1 11.30 to 12.15 – Activity Base 2 12.15 to 13.00 – Lunch 13.00 to 13.45 – Activity Base 3 14.00 to 14.45 – Activity Base 4 15.00 onwards – Refreshments, collective singing of 12 Days of Christmas Scouting, games, disco dancing. 15.45 – Visit Santa then Beavers to be reunited with their possessions (lunch box, drinks bottle and bag of goodies) 16.00 – Parents to gather outside the HQ. Colonies to be released one Group at a time to waiting parents - possibly using party tent/shelter for	Susie

	gathering 16.15 onwards – Clear up and tidy HQ	
3.	Activities were discussed and details are given on the attached sheet. Agreed to have one activity in party tent in the grounds which will need to be put up in the preceding week, perhaps by the Scouts on Wednesday evening. Joining store cupboard to be used for Santa grotto and possible story corner Cost of resources for activities to be calculated and sent to Susie as soon as possible. Risk Assessments to be prepared and sent to Chris Reynolds – chris.reynolds@northernnorwichscouts.org.uk by 26th November 2022 please. Chris to collate event Risk Assessment	Susie to ask Taverham Scouts Colony leaders Chris
4.	Refreshments – tea, coffee, milk, sugar, squash and biscuits/fruit to be bought. Leader's drinks to be made in kitchen. Jugs of squash to be available to refill Beaver water bottles. All to bring a packed lunch.	Sue
5.	First Aid – to be dealt with by Colony leader. Designated event First Aider available	Leaders to bring FA kit
6.	Administration - Parent permission slips inc. photo permission, any food allergies, or medical conditions. In Touch forms completed from each Colony for all Beavers and Adults and handed in on arrival	Leaders to advise SE of any allergies/dietary needs by 3/12/22
7.	All adults attending to wear a necker All colonies to provide leaders/parents to sign up to rolling timetable covering all aspects of the planned activities including housekeeping.	Colony leaders