

# 2018 Sussex NA Campout Committee

## Call to order

A meeting of the [Sussex NA Campout Committee](#) was held at [The Modelo Lounge, 145 Church Rd, Hove, BN3 2AE](#) on [Monday 30<sup>th</sup> July 2018 at 19:00pm](#)

## Attendees

Ade F Dani F Michelle F Dave P Steve B Stuart W Nikki S Paul K Wayne H

## Apologies

Ronnie EH Dave N Alex P

## Positions Vacant

Entertainment Crèche coordinator Merchandise  
Vice Chair  
Vice Treasurer Vice Programming Arts & Graphics

## Approval of minutes

N/A

## Opening Balance

£2466.94

## Reports

[Treasurer](#)

NTR

[Chair](#)

NTR

[Programming](#)

NTR

[Entertainment](#)

NTR

Registration

NTR

Merchandise

Position vacant – Park unless someone comes forward

Crèche

NTR

Catering

NTR

Transport

NTR

Arts & Graphics

Nothing to report - Ongoing

Recycling coordinator

NTR

Volunteer coordinator

NTR

Tuck Shop coordinator

NTR

## **Old Business**

Guidelines/Disclaimer

Ade F has completed guidelines and the disclaimer is almost complete. To be discussed at the next meeting.

Insurance Cover

Dave P had a few questions to put to the committee to complete the insurance quote...as follows:

1. Is there a trained first aider within the committee with a first aid kit?

Ade F advised that he is and that he is also in position of a first aid kit 2. Do we have a current Risk Assessment?

It was agreed that we would approach Blackland Farm in the first instance to see if they have one and if not we agreed a copy one would need to be compiled.

3. Will marshals be present at the event Yes

- Policy will cover single items up to the value of 7.5k (marquee discussed)
  - It was agreed that we don't need cover for cancellation
  - Personal Injury Cover discussed – committee decided that the higher value would be safest option
- Quote has come in at £380.00 which includes all volunteers and workers.

## **New Business**

### **Fencing**

Ade F thought it would be a good idea to purchase some fencing so we can cordon off specific areas. The committee felt it would be advantageous for us to find out if Blackland Farm is able to assist us with this before we lay out any funds. Ade F will take this forward.

### **Marquee**

Ade F thought it would be a good idea to purchase a 9m x 3m marquee he has found for £120. This would then remain property of NA. Dave P confirmed we have the funds to do this and was put to a vote which was carried.

### **Attendees**

Dani F asked if there are a maximum number of attendees. Ade F will find out and confirm.

## **Any other business**

None

## **Closing Balance**

TBA – Dave P

## **Date of next meeting**

Monday 6<sup>th</sup> August 2018 at 19:00pm at [First Base Day Centre, Montpelier Place, Brighton, BN1 3BF](#)

Thanks for allowing us to be of service