

LITTLE BADDOW PARISH COUNCIL

A Meeting of the History Centre Committee was held in the Memorial Hall on March 16th, 2026. The Meeting commenced at 7:00pm. In attendance: -

Cllr Barbara Teal - Chair
Cllr C. Galea C. Ogden
Chrissi Frost A. Wiltshire
M. Martin

Ian Wardle – Clerk Members of the Public – 1

1/26 Apologies for Absence

Apologies received from: Cllr Peter Irvine and Andy Coppel

2/26 Declarations of Interest

None declared

3/26 Approve the Minutes of the 8th December 2025 Meeting

Committee approved the minutes from the meeting held on the 8th December 2025 and they were signed by the Chair.

4/26 Public Participation

Cllr Alan Roche attended the meeting as a consultant for the forthcoming Craft Fayre

5/26 Preparations for the Craft Fayre

The Chair advised Committee that the following had been arranged:

- Grass cutting will be completed ahead of the day
- Weeding will be undertaken by the Handyman – B. Teal to arrange
- Signage for car park to be created by Steve Scott
- Bunting to be provided by A. Roche
- Folding tables to be sourced from the Memorial Hall, Peter Irvine to collect and transport to the History Centre
- Marquees to be erected on the Thursday/Friday with support from a Working Party
- Parking on the adjacent field will be available from 8am to 6pm on the day
- Traffic cones to be delivered on the Friday and set out Saturday to provide safe walkway to the event
- A site plan detailing layout of stalls to be prepared by Carla Galea with 6 tables per Marquee
- There will be 4 card readers available on site to take payment
- A Wi-Fi booster will be installed to extend the range of the Wi-Fi to the gardens and will be tested on Thursday 26th March
- Two volunteers will take turns wearing the Easter Bunny costume for the amusement of children
- An Easter Egg Hunt will be run by B. Teal
- An Easter Bunny photo stall will be set up for visitors to take their own photos
- The Clerk will apply for a Temporary Event Notice to allow the sale of alcohol during the event
- Stall fees have been received from 14 stall holders to date generating £420 income. A further 6 payments are anticipated and C. Ogden to chase.

Committee discussed and agreed the pricing for the items to be sold on the Food and Drinks stall.

6/26 Roles of Committee Members on 4th April

Committee agreed the following member responsibilities:

- Meet & Greet – Margaret Martin and Chrissi Frost
- Parking – A. Wiltshire
- Food & Drinks – Carla Galea and Alan Roche
- Payments – C. Ogden

7/26 Future Events/Exhibitions

Committee agreed on the following:

- During Open Gardens on 16th May having a Tea & Cake stall at the History Centre
- Having a 'Crafts, Local Industry & Businesses' Exhibition in the History Centre in time for the Easter Craft Fayre

8/26 Income Stream Update

Committee discussed the need to raise funds to support the running of the History Centre and will explore the following:

- Sponsorship from local businesses and organisations
- Services – develop the range of services offered to visitors including marketing of ancestry research

9/26 Any Other Business

Committee discussed the need to increase the number of volunteers at the History Centre to assist in the preparations of exhibitions.

10/26 Date of Next Meeting

The next meeting of the committee was provisionally set for the 22nd June 2026 at 7.00pm in the Memorial Hall.

The meeting closed at 8.45pm.