



St Patrick's PFA
Planning meeting for Xmas disco 2019
Tuesday 19th November 2019, 7pm

MINUTES

Present:

Fiona Chandley, Jacquie Foote, Jenny Cannell, Kelly Atkinson, Martin Noone, Alison Russell (& daughter Kate!)

Apologies:

Claire Hardwidge, Claire Breeton, Hayley McWhinney

This year's disco is on Thursday 19th December 2019, 6.00 – 8.00pm. We have decided not to invite Gazza back to do the disco, due to the very high cost of £195. Instead our very own Mr Siddall will become DJ Sid for the night ☺.

Fiona to ask Lynn to send out letters re donations for hamper prizes and sales of door tickets, door ticket price to be £2.00 per person to help maximise profit (under 3s free). Last year we had a maximum capacity of 135 people allowed into the disco, due to Health & Safety regulations, however this year we will not have the stage up as the nativity concert will have finished (though we may put 2 pieces of stage up in the corner so as DJ Sid has a platform), and we are not going to put the lunch tables out as they are too large. Instead, we are going to put a few of the old red FS1 lunch tables out, so this year we will have a lot more floor space.

Action: Fiona to ask Tracy Lane to work out how many tickets we can sell this year, bearing in mind the additional floor space we will have this year.

Food and drink to buy

We took notes on what was sold at last year's xmas disco, which we will use to base this year's figures on. Having checked what we already have in the PFA cupboard, we still need to buy the following.

Soft drinks:

Already have:

4 x 2l. lemonade

3 x 2l. cola

3 x boxes of 24 cup drinks

All soft drinks to be sold at 30p.

Need to buy:

2 x 2l. lemonade

3 x 2l. cola

3 x boxes of 24 cup drinks

Alcoholic drinks:

Already have:

6 x prosecco

5 x red wine

Need to buy:

6 x prosecco

None

5 x white wine	None
6 x rose wine (no fruit cider) (no stella)	None 3 x boxes fruit cider (30 cans) 3 x boxes of Stella (60 bottles)

All alcoholic drinks to be sold at £2.50.

Food:

Need to **pre-order and buy 100 x veggie samosas** - £45.00 (Fiona to pre-order; hopefully Gareth Slight to collect on the day of the disco from the Bombay Sweet Centre).

Need to buy:

6 x jars hot dogs
1 x ketchup
1 x mustard
4 x asda freezer packs of hot dog rolls (12 in a pack)
Serviettes
White plastic cups x 100
½ pint clear plastic cups x 100
1 pint clear plastic cups x 100
DJ prizes (large bags of sweets) x 10
10p sweets for sweet stall

Lots of crisps (Martin to buy a large sackful from Walkers)

We will also need to buy various inflatables to sell – saxophones, guitars & microphones.

We already have some neon stuff from last year.

Jacque has agreed to buy all of the above and the PFA will re-imburse as soon as possible after purchase so she is not out of pocket for too long (except for crisps which Martin will get and samosas which Fiona will sort).

It is hoped that cakes are brought in on the day of the disco, we will see what has been brought in on the day and buy more if needed. Ensure letter states cakes are to be nut free.

Other stalls/areas to be covered by PFA/staff are: the door; crowd control; PFA craft/neon stuff/inflatables; hamper tickets; bar; soft drinks/sweets/crisps; hot dogs/cakes; candyfloss and glitter tattoos. Fiona will type up the rotas and try to get them filled in as soon as possible by PFA and staff.

Agreed that we are no longer able to offer parents a table to sell their own things at the xmas disco, due to limited space in the library area now.

Fiona to order a TENS licence to cover the bar.

Floats

Agreed we won't need floats for the door or hamper, as tickets are being sold in advance and there will therefore be change available for these two.

We will need floats as follows:

Soft drinks/sweets/crisps - £30

Bar - £30

Hot dogs, cakes, samosas - £30

Craft/neon/inflatables - £25

Glitter tattoos - £20

Candyfloss - £20

Spare float - £20

NO 1p, 2p or 5p needed. Plenty of 10ps are needed for the floats, especially the soft drinks and sweets/crisps. Fiona to order and get the float money from the bank nearer the time.

Other information

Next film night is on Thursday 5th December and we will be showing Angry Birds 2. Fiona to ask the office to send a letter out re this next week, w/c 25th November.