



KWAF Meeting **26 June 2023**

Attendees:

Ellie Renshaw (ER)
Michelle Quinn (MQ)
Judy Lane (JL)
Carole Cross (CC)

Apologies:

Clare Toms (CT)

I. Sign-off of last minutes - MQ

Discussion:

It was agreed that everyone was happy with the minutes from the last meeting and that they should be published.

Actions:

MQ to send wording to send to DI to upload latest minutes to the KWAF page of the website.

II. Finance Update

- a) Handover of Treasurer responsibilities from Adam Badi to Judy Lane is still in progress
- b) It was resolved on 26 June 2023 that Judy Lane, Treasurer of KWAF, should be added to the bank mandate for Metro Bank, address, sort code and account number. Judy Lane will be a signatory on the account and also have access to online banking. The existing authority limits remain unchanged. This motion was proposed by Ellie Renshaw and seconded by Michelle Quinn.

III. Upcoming Events:

Discussion:

- Harpenden Live Event – The plan is to have a stall between 12 Noon and 6pm and KWAF volunteers to arrive at 11am. There will be a tuck shop with candy floss, lollipops, toxic waste and sweet cones. There will also be a festival stall and products will include face stickers, flower tiaras, foam light up sticks, bubble wands, glasses and punching balloons. All products ordered for the stall can be sold at the Fireworks event if not sold at Harpenden Live.

Action:

- ER to order all tuck shop and festival stall products including sweets for sweet cones.
- ER, CT and MQ to make up sweet cones in advance of the Harpenden Live event.



- CT to encourage people with expertise in committee sponsorship and communication to support KWAF. Send out call to arms
- JL to approach a contact (arts officer) to see if they can help with KWAF funding applications.
- Working groups need to be put together to support and finalise details for Comedy Night and Fireworks
- CC to look into the creation of a KWAF banner to be used at all KWAF events for promotion and co-ordinate with ER regarding purchase.

IV. Upcoming KWAF Dates:

Event	Date
KWAF AGM - Library	3 October 2023
Annual Fireworks	3 November 2023
Wreath workshop – Food Hall	24-26 November 2023
Year 7 Disco – Main Hall	1 March 2024
Comedy Night	T.B.C. (a Saturday)
Festive Raffle	T.B.C.

Next Committee Meeting – AGM on 2 October 2023