



**Royal Green Jackets Regimental Association**  
**South East Kent Branch**  
**BBQ/Christmas Party Planning Meeting Minutes**  
**05/08/2021**

**Branch Committee Meeting Minutes - 1900hrs 5th August 2021**

Meeting open:1900

Attendees: Dave, Pete, Fred, George, Tommy, Chris

Apologies: Billy Field

**Previous minutes read and agreed as an accurate record.**

Proposed: N/A

Seconded: N/A

**Matters arising from the last meeting.**

N/A

Meeting called to provide clarity for the planning of the Christmas Party to be held at the Phoenix club 27th November 2021 & BBQ 21st August 2021 update after planning and fact finding trip to the Phoenix conducted by George, Chris and Pete the following points have been identified.

**Update on Summer BBQ** George Nash

The Phoenix club is unable to provide the BBQ as they had previously agreed too. Discussed and agreed that the branch will purchase the food and equipment to run the BBQ completely to ensure success. All equipment purchased BBQ, Chip fryer etc. will be added to the Assets register and be used in future for all BBQ including Smoker. Pete to source and buy on behalf of the branch. Pete has now organised Bookers cards for the branch.

BBQ setup 1030am

BBQ open from 1130am

**BBQ Costs**

● Bouncy Castle	£90
● Face Painting	£50
● Gizmo DJ	£130
● Phoenix Club	£20
● Raffle & additional cost (George)	£448.97
● BBQ (Homebase)	£243.50
● Duel chip Fryer (Amazon)	£79.99
● Food (Bookers)	<u>£tbc</u>
Total	£1,062

### **Kitchen - Cooking capabilities**

Not adequate to cater for 200+\

The following options were discussed. Decision, post BBQ committee will meet to decide on type of food. No food is not an option.

- Option 1 - Food delivered?
  - Type of Food?
  - Budget?
- Option 2 - Buffet provided by the Phoenix if feasible?
  - Type of Food?
  - Budget?
- Option 3 - No food
  - Will this restrict the cost of Tickets?
  - Quality of Function?

### **Service - delivery of food to tables**

Nil

The following options were discussed. Decision, post BBQ committee will meet to decide service.

- Option 1 - Self Service?
- Option 2 - Hire waiters?

### **Cutlery**

Nil

The following options were discussed. Decision, post BBQ committee will meet to decide.

- Option 1 - Hire
  - Type
- Option 2 - Buy
  - Type
    - Paper/Plastic?
- Borrow

### **Tables**

Not enough

The following options were discussed. Decision, post BBQ committee will meet to decide.

However it was agreed that round tables were probably the best option.

- Only option is to Hire
  - Type - Round 6ft provides 12 per table and easier to fit in venue

### **Budget - Based on 200, Previous budget 2019 ( £ 3,169.38 )**

- |                     |        |              |
|---------------------|--------|--------------|
| ● Venue Costs       |        | £40          |
| ● Prizes            |        | £600?        |
| ● Food per Head     | £5-6   | £1000 -£1200 |
| ● Table Decorations |        |              |
| ○ Runner            |        |              |
| ■ Cost each         | £27.28 | £545.60?     |
| ○ Centerpieces      |        | £400?        |
| ● Sundries          |        | £150         |

- DJ - £180?
- Tables x 18 £180?
- Cutlery - tbc £?

**(A)Total      £3,295.60?**

**Estimated Return (Gross)**

- Ticket Sales (200)  
 (£10)            (£12.5)            (£15)  
 £2000            £2500            £3000
- Raffle tickets sold (estimated from previous years)  
 £1000?
- Sale of Table Runners/Centerpieces  
 Upto £800?
- Possible Gross **(B)**  
**£3800            £4300            £4800**

**Estimated Profit (Net) (B-A)**

(with Table Runners/Centerpieces sold)

**£504.4            £1004.4            £1504.4**

(without Table Runners/Centerpieces sold)

**-£295.60            £204.4            £704.4**

The budget was discussed in depth, accepting that our cost will increase due no longer being able to use the Dover Town Hall with the all inclusive event hire they provided. The decision was made to increase ticket price per person to £15.

**Chairman's Points.** *(Dave Ivatt)*

Cheque to be cashed to cover dues out for the cost of the BBQ & Christmas Cards (Purchased by Pete), less cost of food which Pete will purchase by card and be reimbursed at a later date.

Cheque:

- BBQ                                    £1,062
  - Christmas Card                    £152.64
- \_\_\_\_\_ Total      £1,215.10

**Proposals.** *(Pete Thomson)*

Proposer	Seconder	Date	Proposal	Remarks
Dave Ivatt	Fred Barrett	05/08/21	To increase the ticket price of the Christmas Party to £15 per person.	Passed

