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## **ACE Committee Meeting**

**Date: 25<sup>th</sup> May 2022**

### **Agenda Item: ACE006i To receive feedback for the Silver Sunday event on 23<sup>rd</sup> April 2023**

#### **1. Introduction**

Cuckfield Parish Council have been arranging Silver Sunday events for the past couple of years. These take the format of hosting an afternoon buffet for the older or lonely folks who live within the village as well as musical entertainment and, at the most recent event in April, we also managed to secure donations from the businesses within the village to offer as raffle prizes for those attending.

#### **2. Format**

This is a low overhead event as we use the Queen's Hall to host it. A cold buffet is offered alongside wine and soft drinks. On average the food and drink costs come to approximately £200 for each event.

We have managed to secure a local choir to attend and provide entertainment with 2 x 15 minute slots at 1.30pm and 2.30pm. Attendees are encouraged to join in and sing along.

At the 2 recent events we have provided a picture quiz for attendees to complete while they eat and chat. There are no prizes, this is just for fun.

Volunteers are key for this event, with help required to set up the hall and prepare the food, as well as clearing way at the end.

As the event has grown in popularity it has become apparent that a more structured approach is required to run it, to ensure we are adhering to health and safety requirements as well as food standards.

#### **3. Future Event Recommendations**

Firstly, key staff need to attend a Food Safety/Preparation Course to ensure all hygiene standards are being met. This can be completed online; an example of this is a Level 2 Food Hygiene and Safety (Catering) course costs £10 per person to attend and is completed online.

A responsible person for the event will be nominated, and roles will be assigned to people before any tasks commence. This will ensure the right people are in the right place; historically there has been too much crossover between food preparation and hall setup.

The following roles have been identified:

Food Preparation x 2  
Hall Set-up x 2  
Bar Set-up x 1  
Welcome Desk x 2

As the kitchen at the Queen's Hall does not have the following items, I would also recommend these are purchased and kept in the Office when not required:

Chopping Boards  
Sharp Knives

For future raffles it will not be possible to obtain so many wonderful donations as we did for April's event, however we can offer simple prizes such as free tickets to the next Rain or Shine performance, a bottle of Prosecco, a box of chocolates. We could also charge for the raffle tickets rather than give them away for free in future, which will be a source of money to purchase future prizes. We will have to check the licence requirements for doing this prior to proceeding.

At the start of the event, a briefing will be held with all volunteers to clarify their roles and the format of the event. For example, at the recent event plates and food was being cleared away too soon meaning we had items left over which could easily have been eaten, as the nature of a buffet is that people will graze over time.

It is also important to have the hall prepared in advance of the start time of 1pm as people started arriving early; alternatively, the hall door needs to remain closed until just before 1pm.

#### 4. **Recommendations**

I recommend the purchase of all items outlined above, and that core staff attend the food hygiene course to ensure we are handling food correctly.

A briefing meeting be held with core roles assigned to volunteers to ensure we adhere to all hygiene requirements.

A schedule for the event be prepared and followed.

Name: Sam Heynes  
Title Clerk  
Date: 17<sup>th</sup> May 2023