

**Devizes Community Area Wellbeing Group
Tuesday 4th June 2019, St James' Parish Centre, Devizes
Minutes**

Item	Notes	Action
Apologies	CLlr Simon Jacobs, Wiltshire Council	
Timetable to 23 rd June	<p>Cliff Evans ran through the different tasks and events taking place throughout June. Most of these support the Health & Wellbeing day on the 15th but others are separate.</p> <p>These are listed on slide 3 of the PowerPoint Cliff sent to everyone before the meeting. Particular points arising from the meeting include:</p> <ul style="list-style-type: none"> • A plea from Cliff for everyone to take leaflets / posters and distribute them as widely as possible. Hard copies are available or can be downloaded from https://dcawellbeingday.wordpress.com/promotion-2/ • If you can promote the event on your website or in a newsletter, there is text that can be copied here https://ocm.wiltshire.gov.uk/devizes/its-back-hwb-day-in-devizes/ • Cliff apologised the roadside banners are not up yet due to delay at the printers. He hoped they would go up very soon. • Cliff, Andrew Jack and a handful of other volunteers will be on Devizes market on the 6th and 13th June from 9.00 to 1.00 handing out flyers and chatting to people about the event. If you have any spare time on these two mornings, please come along. • Cliff asked for any volunteers to help with marking out the pitches to be at the Small Green from 4.00 to 6.00pm on Friday 14th. • The event on the 15th will open at 7.30am and exhibitors will arrive from 8.00am. Marshalls will be needed to walk each car from the site entrance to their pitch, then all parking is off site. Cliff asked for volunteers to help with this role. This will also need to happen at 3.00pm when the event closes and exhibitors will be leaving. This time is more important as there will be more people about. <p>Leaflets from the groups taking part and displaying will be collected during the set up in the morning. They will be available to everyone at the Library in a display. Andrew needs to confirm with the librarian this will be possible.</p> <p>Cliff confirms the planned street party at Willow Drive is still going ahead on the 22nd June.</p> <p>The first Silver Screen showing will take place on Sunday 23rd June at St James' Church in the afternoon. Andrew has made contact with the licence provider and that will be ready in time.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p>
Promotion	<p>Cliff ran through the different promotional tasks as set out in slide 4 & 5. Most of these have been covered but we are still looking to get more flyers / posters into shops in town. If anyone can help do this and needs flyers, please contact either Cliff or Andrew.</p>	All

Venue Layout, 15 th June	Cliff ran through the layout of the exhibitors' pitches, the display areas and the other features on the plan on slide 6.	
Exhibitors and demonstrators	Cliff ran through the list of approx. 58 exhibitors that are signed up to come to the event. These are listed on slide 7. Andrew said that he had heard from a few other groups interested in the event but had told them there were no pitches left but they could wander through the crowd handing out flyers, etc. Cliff had done the same with other groups.	
Demonstration timetable	This is listed on slide 8 giving the groups, the times and which of the three demonstration areas they will be using. These areas are shown on the plan on slide 6.	
Silver Screen film club	Cliff and ? from Driving Miss Daisy had worked to put together a list of 6 films to be shown over the next few months as part of the film club (slide 9). This will be shown in St James' Church. There is parking at Morrison's and good AV equipment already at the church. Andrew will make sure the licence to show these films is renewed.	AJ
What next?	Cliff said that he would like help from the rest of the group in coming up with a direction for the group, including themes and speakers at HWB group meetings, especially now the HWB event is nearly here. He talked about the benefits of volunteering, both to the organisations and in terms of health & wellbeing to the volunteers themselves. Promotion of volunteering is something the group could lead on. Judy Rose said that an award/s for volunteering could become a new category in the town council's civic awards. As this year's Mayor, she could provide a cup that could become an annual prize.	
Date of next meeting and close	<p>Date for the HWB meeting is: 2.00pm 9th July all at St James' Parish Centre</p> <p>Cliff also suggested planning group meetings to look at the HWB day. These are: 16th April 30th April 21st May 11th June</p>	