

**Mill Road History Society**  
[www.millroadhistory.org.uk](http://www.millroadhistory.org.uk)

Committee Meeting  
Bath House  
Tuesday 27<sup>th</sup> September 5.30-7.00pm

**Agenda**

1. Apologies, previous minutes
2. Matters Arising
3. Treasurer
4. Discussion of Martin Daunton's Email (Historic England)
5. Preparations for
  - Oral History workshop 4<sup>th</sup> October
  - Festival of Ideas 13 October
  - Talk Nov 9<sup>th</sup> talk, The Cambridge Kitcheners
  - Parlour Evening 6 December (incl Ticket reservations/number etc)
  - MRWF 3 December (incl brochure details)
- 6 Ideas for 2017/2018 programme
7. MRHS projects other than society programme ( incl Holliman. Gees Romsey Mill)
8. Website and social media communication
9. Suggestions for closer links with Cemetery History Group.
10. AOB incl ARU/ Vaiva Kalnaitike

**Dates of next committee meetings. All meetings in the Bath House from 5.30-7.00pm**

Tuesday Sept 27<sup>th</sup>,

Tuesday Oct 25<sup>th</sup>,

Tuesday November 29<sup>th</sup> , ,

No meeting in December?

Tuesday January 31<sup>st</sup> ,

Tuesday February 28<sup>th</sup> ,

Tuesday March 28<sup>th</sup>

Sue Long about Festival of Ideas: Doors will open at 7pm – refreshments will be provided. Wine and soft drinks and crisps – which we can rustle up between us I am sure?

7.30pm start. Prompt finish at 9pm to allow staff to clear up. The maximum capacity in the room is for 60 seated and another 15 attendees standing. But I will re-confirm this when I meet with Simon. Nearer the time, could you please confirm the running order of the evening from 7.30pm.

#### From Lucy after meeting

I went to Malavika's Festival of Ideas meeting yesterday afternoon. I think she will send out some information but in the meantime:

Marketing: about promoting our own event, which we do anyway, but recommending that we use the Fol logo. Simon, could you put then on the website, facebook, twitter etc. alongside our own logo for the event?

Bookings: we are not a pre-booked event. Sue is checking how many Ross St can take, but Julia I think you may already have the info. Perhaps worth saying number limit on our promotion, so encourage people to arrive in good time?

Running event: if we need support, talk to team. If pressed, the Fol team can help with laminating signs. Use logo signs/posters (probably worth contacting the office if we want some). Hope we can find our own volunteers, but again, if pressed they might find a couple. I don't think we want T shirts, but if you think we would like some, have to order them now (free, suggested x 2 per event).

Record the event: take photographs, and put up signs to say we are doing so. Send any good ones to Fol office.

Press: Press officer is Becky

Wieczorek [becky.wieczorek@admin.cam.ac.uk](mailto:becky.wieczorek@admin.cam.ac.uk) Encouraging us to get some publicity. We could contact Cambridge News.

**Health and Safety:** deadline Friday 16 Sept to Malavika

- Risk assessment: fill in form by Friday. Find form on website [www.festivalofideas.cam.ac.uk/event-co-ordinators](http://www.festivalofideas.cam.ac.uk/event-co-ordinators)
- Public liability insurance: send a copy of our insurance by Friday. In this case Ross St.

Julia and Caro, could you do the Risk Assessment and Public Liability? RA very simple, and Julia you have the info from Ross St. I imagine Sue Long also has it, but worth sending anyway.

That web address doesn't seem to work for me, but you can contact Malavika (see address below) if she does not send you Risk Assessment form.

Evaluation: post cards for events without pre-booking: I guess we ask for them. That would be useful.