

3. Secretary's report

It has been a busy few months, and I shall list in detail the activities and time involved in this job so that any in-coming secretary will know what he or she can expect to take on.

Firstly, **the advertising**: designing posters for each event, laminating and distributing about 10 around the village and collecting them after the event. Placing ads in the EDP, Town & Country, The Marlpit, the Bridge and the WAC book, as well as in our newsletter and on our website and Facebook. Writing and designing the Bulletin and the Flyer, printing and distributing around to every household. (Sometimes with delivery help – much appreciated.) **Liaising** with the event organisers and with Jonathan Rice and Ian Matthews; collating information and taking photographs if appropriate. Liaising with stall holders and artists and noting down names and contact details of anyone else who may be able to 'give of their skills' at a later date. For the **meetings**: writing the minutes and circulating them, including placing them in the newsletter and on the website; ordering and circulating the agendas. **Bid-writing**: and only someone who has undertaken a bid-writing task will appreciate the hours it takes to research, formulate each bid-requirement and construct the bid; the inordinate number of phone calls and emails and letters that are involved. Oh, and this is all undertaken on a voluntary basis.