West Horsley Parish Council

D-Day 80 Afternoon Tea Briefing Note

Introduction
The Parish Council, in conjunction with Horsley Wheel of Care and the West Horsley Evening WI, is hosting a D-Day Afternoon Tea for residents. The event is free, but tickets are strictly limited (48) and must be pre-booked.

Time:	2.30-4.30pm
Date:	Thursday 6 June 2024
Venue:	West Horsley Village Hall
Tickets:	Free, strictly limited to 48 (12 tables of 4)

West Horsley Evening WI will provide the afternoon tea, menu agreed as follows:

- Sandwiches: Cream Cheese & Cucumber; Traditional Ham; Roast Beef and Horseradish
- Scones served with Cream and Strawberry Jam
- Cakes: Victoria Sponge, Coffee & Walnut, Lemon Drizzle, Fruit Loaf

Horsley Wheel of Care is assisting with an initial invitation list. Approximately 50 of its West Horsley clients have received an invitation letter from the Parish Council offering priority booking with transport until 17 May. **Horsley Community Bus** will provide additional transport. Any remaining tickets will be publicised from 18 May via the website, Mailchimp, Nextdoor, and Horsley Hub, and will be bookable via TicketSource.

Programme (with estimated timings)

2.15	Arrival of guests through the double doors on The Street. Drop-off zone to be established and manned by councillors.
2.30	Sandwiches, tea and coffee will be served
2.55	Welcome from the Chairman (5 mins)
3.00	Brockham Handbell Ringers (15 mins)
3.20	Scones, cakes, tea and coffee will be served
3.45	June Davey to give a short talk on 'Life in West Horsley in 1944' (15 mins)
4.10	Raleigh School pupil to read Poem for Schools: D-Day Heroes (5 mins) by Roy Palmer - Chelsea Pensioner and Herald
4.20	Chairman to read The D-Day 80 Proclamation (5 mins) by Christian Ashdown, Ex Household Cavalry
4.30	Carriages

Costings

Hall Hire	£175
WHEWI (food)	£250
Letters (print/post)	£50
Ad hoc	£125
Total	**£600**

Recommendation
Councillors are asked to approve a budget not to exceeds £750 for this event.

Additional Information

Hall bookings:

Main Hall	12.30-6.00 (Main Event)
Cedar Room:	12.30-6.00 (Workspace for WHEWI)
Rubin Room:	2.00-4.30 (Green Room for Bellringers)

Serve

Tea/coffee to be served from the Main Hall kitchen - Councillors
Sandwiches/scones/cakes to be plated up and served from the Cedar Room – WHEWI/Cllrs

Set Up

Main Hall:	WHPC Councillors are needed to set up the Main Hall Possibly requirement of projector for June
Cedar Room:	WHEWI will set up in the Cedar Room two hours before the event to freshly make the sandwiches and get ready for serving.
Rubin Room:	Buffet table for sandwiches/cakes, tea/coffee for 10-12 bell ringers
Tea/Coffee:	Clerk /Cllrs
Vintage crockery:	Judy Young/Clerk (all needs to be washed before and after)
Tablecloths and flowers:	Mel (12 small tables and 1 large)
Napkins:	Clerk
Menu/Order cards for tables:	Clerk

Councillor/Volunteer Support Required

12.30-2.30	6 to help set up
2.15-2.45	2 to man the drop-off zone
2.15-2.45	1 to welcome guests (*Chairman*)
2.00-4.00	2 to make tea/coffee in the kitchen
2.00-4.00	4-6 to wait the tables
4.30-5.30	3 to wash up
4.30-6.00	3 to help with final get out

All Councillors are asked to support this event. Please confirm your availability to the Clerk for:

12.30-2.30	set up
2.30-4.30	event
4.30-6.00	get out

Prepared by the Clerk, May 2024