

Chairperson

The responsibilities of the chair are to:

- Chair meetings
- Plan meetings and develop the agenda in conjunction with the secretary and/or other officers of the committee
- Provide leadership and ensure the effective operation of the committee
- Ensure that decisions made at meetings are implemented
- Provide a focus for the committee and each of its members
- Act as a spokesperson for BBS

An effective chair is one who:

- Does not dominate meetings
- Listens
- Encourages and facilitates each member of the Society to participate in the aims of the Society and facilitate decisions made at meetings
- Is able to direct the meeting in such a way that all views are heard without the meeting becoming bogged down on one item
- Is impartial in letting all views be heard

Secretary:

- Being the first port of call for any enquiries to the society.
- Receiving and sending all correspondence to/from the society.
- Arranging any bookings or purchases with external vendors.
- Keeping in regular contact with the Sussex Bonfire Council.
- Writing to the membership to let them know about events and changes.
- Inviting visiting societies and responding to invites.
- Arranging meetings.
- Producing and distributing meeting minutes and agendas.
- Keeping the committee informed of communication to the society.
- Facilitating and co-ordinating the activities of the committee throughout the year.
- Updates in the local press.
- Advertising fundraising events both on- and off-line.
- Keeping organised records for the society.
- Keeping Facebook up to date.

A year in the life of the secretary:

- The most demanding job in the society.
- Arranging and attending monthly meetings, as well as sorting the agendas and minutes.
- Communicating with the committee to make sure that minutes are actioned.
- Co-ordinating and advertising the fundraising events.
- Writing monthly updates for the Barcombe News and posting on Facebook.
- Keeping up to date with all correspondence and checking e-mail regularly.
- Responding to invites and sending invites: fostering good relationships with other societies.

President:

- A ceremonial role, usually held by someone with a long history of service.
- Figure-head for the society.
- Represent BBS at outmeetings and our evening.
- Attend meetings as required.

Membership Secretary

Role

To be responsible for all issues regarding membership of Barcombe Bonfire Society.

Main Duties

- To deal with all membership enquiries
- To ensure all new members complete appropriate documentation and receive a copy of the society rules for membership of the club
- To maintain the club database of membership details
- To issue annual membership renewal reminders and current rules to all members
- To pass all membership monies received to the Treasurer
- To ensure delivery of all membership badges
- To give a membership report to the committee on a monthly basis and the AGM on an annual basis
- To update the membership form annually
- To arrange production of annual badges
- To liaise with the website operator to facilitate online membership and payment of annual subscriptions

Sussex Bonfire Council (BonCo) Rep:

- Representing Barcombe Bonfire Society at the Sussex Bonfire Council.
- Making sure SBC subs are paid.
- Taking things to the SBC meetings from BBS.
- Updating BBS of any happenings or recommendations from SBC.

A year in the life of the BONCO rep:

- Attending quarterly Sussex Bonfire Council meetings in Lewes.
- Prepare quarterly reports from the society to take to SBC.
- Taking comments from BBS.
- Taking notes of salient points to feed back to BBS and distribute minutes to the committee when received.

General Committee Member:

Job description:

- Attend meetings and contribute to the discussions.
- Volunteer time and resources as available, as necessary.

2016 in the life of a committee member:

- Attended one meeting a month
- Supported a BBS stall at two Lewes Bonfire societies' fairs
- Worked 2 BBS bars at the Village Hall
- Print, laminate and put up posters around the village for our different events
- Attend the events & out meetings and have fun!
- Make/ bling up costumes

Treasurer:

Job description:

- Record all BBS financial transactions
- Bank details and signatories maintained
- Report on bank balances, income and expenses each month
- Provide petty cash float for events as necessary
- Bank receipts for BBS
- Pay cheques to reimburse BBS expenditure (on presentation of receipts)
- Prepare the annual accounts for filing
- Report on the annual accounts at the AGM
- Attend meetings and contribute to the discussions.
- Volunteer time and resources as available, and necessary.

2016 in the life of the treasurer:

- Attended one meeting a month

Company Secretary:

Job description:

- File the annual accounts with HMRC
- File the annual "Confirmation Statement" with Companies House
- Apply for the road closures with Lewes District Council (LDC)
- Put out road closure notices on the roads
- Apply for permit from LDC for house to house collections
- Create/ distribute passes for collectors
- Attend meetings and contribute to the discussions.
- Volunteer time and resources as available, and necessary.

2016 in the life of the company secretary:

- Attended one meeting a month
- Supported a BBS stall at a Lewes Bonfire societies' fair
- Worked 2 BBS bars at the Village Hall and one in Isfield
- Applied for and sorted the house to house permit and passes
- Did some house to house routes to collect membership/donations
- Attend the events & out-meetings and have fun!
- Clearing the site at Church Farm
- Heavy lifting when moving the container to Isfield!

Fundraising Secretary:

I have been fundraising secretary for 6 years now, this role runs all year round. Without these vital fundraising events it would not be possible to put on our night.

We do lots of different events i.e.

Cake sales
Easter egg hunts
Quiz nights
Outside bars
And our annual summer dance.

As you can appreciate these events take a lot of hard work, so the more people we have make them much easier on everyone. That being said we have so much fun as a team putting them together, and enjoying them socially ourselves.

Our summer dance is the biggest event we do and takes a lot of planning, on the night seeing everyone enjoying themselves for me personally is so rewarding.

We need new members to come on board with fresh ideas to take forward into 2017. We appreciate that people are very busy and may have limited time available to help, but whether it's baking a cake or putting up a marquee for the summer dance, every bit of this is essential and worthwhile.

For me doing these events has given me a great social circle, I have met and become good friends with all our committee, and we have enjoyed many social evenings out together.

So if your looking for something fun and want to get involved in a great new project for the new year give me a call or send me an email and we can discuss what we do further.

Deborah knott

debknott@gmx.co.uk

07940832826.

Captain of Ranks & Bands:

- Making sure that we look the best we can on our night.
- Ensuring people walk in ranks of 3.
- Ensuring the order of procession is kept correct.
- Liaising with the bands and making sure they are happy.
- Taking appropriate action with any offenders.
- Attend committee meetings.

Captain of Banners:

- Ensuring that the banners are in the correct place in the procession.

- Ensuring all the banners and letters are in/by the pub at the start of the evening.
- Ensuring that the BBS banner has healthy torches in it at all times.
- Staying by the BBS banners in the procession with replacement torches.
- Attend committee meetings.

Captain of Barrels:

- Making sure the barrels are in a good state before the evening and arranging repairs if necessary.
- Being responsible for the tar barrels and the barrel team for the evening.
- Ensuring you are always at the back of the procession.
- Liaising with the Captain of Procession on the radio if needs be.
- Ensure the right amount of barrels are in each procession.
- Muster a team of pickers to clear the road.
- Make sure that your team are clearing the road after the procession passes.
- If the barrels get too full, prioritise the burning pieces first.
- Empty the barrels en route if necessary in a safe place (Crink).
- Douse the barrels at the end of the processions that finish in the village.
- Empty the barrels in a safe place, after each procession.
- Leave the barrels in a safe place at the fire site and in the village so people don't trip over them.
- Make sure people are not throwing fireworks in the barrels.
- Make sure the High Street is clear for the barrel race at the end of the evening.
- Attend committee meetings.

Captain of Collection:

- Obtaining the street collection licence.
- Numbering all collection buckets, updating to this year's logo and secure shut.
- Muster a team of collectors.
- Ensure there are collectors collecting up and down the procession and at the fire site.
- Try and raise as much money as possible! Funds go to BBS with a portion to charity.
- Ensuring all buckets are back in at the end of the evening and still secured.
- Counting the money and submitting it to the Treasurer.
- Submitting any appropriate returns to the Council for the licence.
- Attend committee meetings.

Captain of Fireworks:

- Must hold a British Pyrotechnic Association licence for Category 4 fireworks.
- Obtaining a storage licence or arranging storage.
- Hiring a licensed vehicle for firework transport.
- Advising on a fireworks budget and procuring fireworks. We know a number of local suppliers.

- Consulting with the fireworks team on procurement.
- Overseeing creation of a Guy or effigy.
- Arranging fusing the fireworks, Guy and/or effigy.
- Overseeing the fireworks team on the day for set-up.
- Overseeing the fireworks team the day after for clear down.
- Liaising with the H&S officer for the risk assessment and also any insurance considerations.
- Has final say on the display and must advise the Bonfire Co-ordinator on whether to pull any part of the display on safety or technical grounds.
- Full responsibility for the cordoned off firework area. Ensuring only authorised people are in there.
- Attend committee meetings.

Health & Safety Officer:

- Must be knowledgeable in H&S and/or hold an H&S qualification.
- Create a risk assessment for all activities of the society.
- Review this regularly.
- Perform a dynamic risk assessment on the night.
- Advise the committee, captains and marshals of the risk assessment and any changes.
- Responsible for making sure that this risk assessment is adhered too, supported by the captains, marshals and committee.
- Liaising with the Bonfire Co-ordinator about any potential risks or hazards on the evening.
- Follow correct accident/incident/near miss reporting procedures, with a RIDDOR report and a report to the HSE if appropriate.
- Liaising with the authorities in planning and in the case of any incident.
- Attend the Safety Advisory Group meetings with the authorities.
- Attend committee meetings.

Bonfire Co-ordinator:

- The most important job on the evening.
- Creating an annual plan after feedback from the captains and committee on their roles.
- Creating an operational plan for the evening.
- Delegating to the captains and briefing them on their roles.
- Mustering marshals and holding a marshals briefing.
- Ensuring the evening runs to plan and to the correct timings.
- Liaising with the captains, authorities, marshals and road closures on the radio to do this.
- Overseeing the evening and making the final call on any problems.
- Holding a de-brief after the event (usually a week after).
- Attend committee meetings.

Captain of Bonfire:

Another nice role where most of the year you don't have much to do for the role itself - at least while the Cornwells are happy with us maintaining our Fire Site at the Crink. Potentially in future we may need to find a new site - which would also make life interesting for the Fireworks and audience of course...

The Barcombe bonfire these days is slightly more basic than it used to be - the core is built of pallets, with two air tunnels an adult can crawl through crossing in the centre. So 4 pillars in a square, space for crawling man between each pillar, roofed off roughly at chest height to provide a stable platform on which you pile a lot more pallets. Pretty up with a bit of greenery and you're there! In practise things are rarely so straightforward, of course.

Ahead of building the Bonfire (about a month or so) it's time to line up for the start of building, which is usually the second Sunday before Barcombe Bonfire Night..

1. Confirm dates with Mark Cornwell and check the field will be clear of cows (or that it's ok building with cows in the field - this has happened!)
2. Book in your pallets, at very least the first lot to build the base. We're talking VERY approximately 130 solid medium/large pallets, which will make 4x pillars of approx 32 pallets, 8 layers of 4 (2x2) pallets in each. Ideally you'll also get some bigger/longer pallets or board to roof off the tunnels between the pillars, which makes you ready for second stage construction.

Pallets in the past have been provided by people like All Pallets (Newhaven) or Covers, but really we're not fussed if they get delivered and they're solid.

3. Now we have a barbed wire fence around the fire site to keep cows clear of it (and lingering nails, which will probably still be coming up when it rains come the end of the known universe) you'll need to arrange for that to be taken down before you build. Martin Evans and Henry Woolmer (past Captains) are your main men here.

Second Sunday before BBS Night, roughly 1000-1230, start building... Now, in practise we've had several years when we've not managed to start this early, for a variety of reasons such as pallets or people not available. If it comes to that, obviously we have to cope (and a few people taking the Friday before the Night off to progress bonfire building becomes absolutely essential), but ideally we get started early. Ideally we get the Bonfire base mapped out and get all 4 pillars well started. Ideally the field is left reasonably tidy, gate is left closed, and we put up a No Dumping (without express permission) sign that people pay attention to. Nice dream!

Last Sunday before the Night, roughly 1000-1230, continue building. At this stage we can expect some rubbish to have been helpfully "donated" to us, certainly if it's visible the bonfire is being built. Light greenery is fine - gather in a wide circle around the outside perimeter of the fire or in one big pile. Bits of wood are a pain, but flat bits (eg doors and fencing) may be ok to roof the base of the fire. Other wood can be posted into gaps at a later stage, or piled neatly in the centre of Stage 2 and built around. But all needs moving from wherever it is up to by the fire now, which is where you need a vehicle with a trailer and/or a lot of bodies.

By the end of this building session you want to have your base built and roofed if at all possible. You may need to be ready for further pallet deliveries, so make sure there's sufficient access to the part of the field you want them dropped. Try not to let the field get too untidy at any stage, as it makes it difficult to manoeuvre and of course makes accidents more likely (which really slows you up..)

Friday before the Night approx 0930-??? (can be well into afternoon) continue building!

Did I say that it's the COB's responsibility to tell people of all bonfire building dates and ensure enough of them come? Obvious enough, really. Also pretty easy given Facebook events. Anyway, this Friday has regularly turned out to be a lifesaver, when the main body of the Bonfire gets built, and has become a fixture. It's only good for people who can take the day off, but maybe that's why it tends to be so productive, as it's so focussed. At this stage you want all of your bonfire building materials to be around and you probably don't want any more turning up. Your key principle is that you want it to be easy to complete the fire entirely but for dressing/greenery by 1200 the day after (Barcombe Bonfire Saturday). That means you should be leaving it about two thirds to three quarters built. Possibly you've achieved this already, being a very organised person who has used the 2 Sundays before well -in which case Jolly Well Done, and take a day off!!

THE DAY (of Barcombe Bonfire Night). Finish building! A lot of posting of bits of wood by younger members, clambering around on top and manoeuvring of large boxes etc by older members, starting to rope off what we can, finish tidying etc. Because Mark has always brought his lovely Matbro (hydraulic lifter) around just after lunch in the past, we have the luxury of being able to leave greenery until then for him to place on the very top of the fire. He's also able to put up some more substantial stuff, but there we need to be more careful, because we obviously need it to go up securely and stay there! So a bit of thought and preparation required here.

Mark also usually kindly donates us some straw to spread through the tunnels as ignition material (usually with enough left over to help make the field entrance less of a quagmire). And he has brought around/loaned our Clergy/Committee Trailer. Hopefully that will be available in future as it's a BBS trademark, but we can't guarantee that.

Once the fire is built we need to rope off the fire itself (as we do the Fire Field (fireworks and trailer area) and the Bonfire Societies area. There have already been a number of occasions when we have been very glad to have a decent and well-marked exclusion zone around the fire.

Last thing to do before we go off and prepare for the Night is to prime the fire. These days we often use left over paraffin though in the past we have used, say, dirty oil or fuel. At this point you will be very glad you made your tunnels a decent size! You need to crawl through them to the centre of the fire (so you'll also be grateful you built your fire solidly and roofed the base well) with your primer container in hand, then reverse out, sloshing fluid on to the straw floor as you go. Ideally you want four people with four containers of primer here - one for each tunnel entrance. Good job for responsible teenagers!

Note that now the fire is primed it needs to be monitored and the public excluded. The Captain of Bonfire hands over responsibility for the Fire to the Captain of Fireworks and their team at this stage for that reason.

The Fire is lit later by the Fireworks Team when the Procession is at an appropriate point. Usually it's burning very nicely indeed by the time we arrive at the Fire Field.

Afterwards it's about clearing up the Fire Field - this is a responsibility of the entire Committee and assorted (much appreciated) helpers. Only so much Fire Site tidying is possible the morning after Bonfire Night. In fact because of the timing of Barcombe Bonfire we often haven't been able to do a full clear-up until early in the New Year. That may change in future.

Either way, it's an All Hands To The Pump job - a small skip is booked, and everyone turns out with shovels, rakes and the odd wheelbarrow to transfer the remains of the bonfire -

especially the metallic bits (pallet nails etc) into the skip.

Once that is done and dusted we need the barbed wire put up around the fire site again... And so we're into another year!

Lest we forget... BBS always always ensures a Big Thank You finds its way to the Cornwells. That is especially close to the heart pic the COB, who arguably most immediately benefits from their generosity.

A year in the life of the Captain of Torches and Programme Manager...

Job roles:

Captain of Torches

- Researching the cheapest place to purchase the materials to make the required number of torches.
- Getting quotations.
- Checking we have enough equipment for torch making.
- Ensuring the workshop (for making the torches) is a safe environment to work in.
- Purchasing and collecting materials and equipment required.
- Safe storage of the flammable materials.
- Coordinate with the fire service to fill dowsing stations.
- Gathering enough torch marshals (of appropriate ages).
- Purchase necessary safety equipment for the number of marshals i.e. gloves.
- Organising torch making session/workshops.
- Organising torch dipping sessions/workshops.
- Organising bagging up torches sessions.
- Planning the torches for bonfire night i.e. how many torches where, torch dumps, dowsing stations, marshal plan.

On the Day

- Transporting torches to the dumps. With the right amounts in each place.
- Check barrels for water are at the dowsing stations and check fire service has filled them.
- Cover torches in tarpaulin for security and protection from weather.
- Produce a written marshal plan. Display it where marshals can read it.
- Hold a marshals meeting and make sure everyone knows where they are at and how to keep themselves and others safe.

Programme Manager

- Ascertain what content is needed and wanted in the programme and therefore how many pages you will need.
- Research the cheapest, for best quality, printing service. Getting quotes and choosing the best.
- Work out what advertising spaces you have and advertising prices.
- Contact possible advertising clients and see if they want to advertise.
- Gathering media from the previous years.
- Set up the programme virtually and input content, media and adverts.
- Once completed; send to print. Preferable so the programme is ready for September.
- Distribute to selling places i.e. village shop and pub, with money pot.
- Keep a record of sales and regularly collect money and top-up supplies.

- At the beginning of each procession, marshals distribute torches to members of the procession over 16 yrs, unless accompanied by an adult over the age of 18.
- At the end of the procession marshals to collect and fully douse torches calmly and safely.
- During a long procession, marshals may top up procession at a half point dump. Also, a marshal to ensuring Barcombe is well stocked with torches.
- Throughout the night the captain will touch base with marshals and check everyone is ok. Also, go to all the torch dumps and check they are fully doused.
- Captains are also within radio contact with St Johns, the Police, road closure team and fellow captains and officers.