

CULLOMPTON CHRISTMAS LIGHTS EVENT WORKING GROUP



**A meeting of the Christmas Lights Event Working Group will be held at the
Walronds on Monday 29 July 2019 at 7.30pm**

AGENDA

- 1. Apologies for absence.**
- 2. Chairman:** To elect Chairman for 2019/20
- 3. Declaration of Interests:** To receive any interest declarations
- 4. To approve the Minutes of meeting held on 10 June 2019 (Appendix A).**
- 5. Funding**
 - (a) To receive notice that application for an Arts Council National Lottery Project Grant was unsuccessful and agree way forward
 - (b) To receive report and review draft budget (Appendix B)
 - (c) To consider any other sources of funding.
- 6. To review actions list as contained in the Minutes of 10 June 2019 meeting and agree future actions.**
- 7. Any other business.**
- 8. Date and time of next meeting.** Monday 12 August 2019 at 7.30pm at the Walronds

THE MEETING IS PUBLIC AND OPEN TO EVERYONE IS VERY WELCOME TO ATTEND

APPENDIX A

CULLOMPTON CHRISTMAS LIGHTS EVENT WORKING GROUP



Summary of a meeting of the Christmas Lights Event Working Group held at The Walronds, Cullompton at 7.30pm on Monday 10 June 2019

PRESENT: Cllr Janet Johns (in the chair), Cllr Mel Davey, Cllr Kate Haslett, Nick Savage, Elizabeth Sessions and Vik Westaway

Mrs Judy Morris: Clerk

- 1. APOLOGIES:** Cales Briddick, Huw Hides, Paula Barker and Graham Sessions
- 2. REVIEW OF SUMMARY OF MEETING HELD ON 13 MAY 2019:** The Minutes of the meeting held on 13 May 2019 were approved and signed as a correct record.
- 3. PLANNING FOR 2019 EVENT:** To review actions list and agree future actions.

Suggestion of market stalls in the Walronds garden. Discussion about continental markets and encouraging more market stalls.

Project Funding	Apply for funding to organise workshops – suggestion illuminated costumes. Funding for family workshop and encourage schools to organise their own workshops.	JM/VW	Tesco Bags of Help application currently in the store competition until end of June. Tesco has apologised for not responding to request to visit the store to promote the bid. Keep sharing on Facebook. Arts Council National Lottery grant application has been submitted, hope to have outcome response Mid July.
Workshops	Janet Johns has material suitable for making butterfly wings. Project briefs/estimates for music and dance workshops, spoken word and lantern making.		Activ8 has provided quotes for various workshops including: Showtime: making a short outdoor theatre performance. Lightning Dance: troupe with new

	<p>Approach schools about an idea to write and perform a Christmas song.</p> <p>Offer lantern making workshops to local schools but target specific year groups.</p>		<p>dance moves in procession.</p> <p>Songs of Light: Creating new poems and songs</p> <p>Singalive: Pop-up community choir for all ages.</p> <p>Also estimates for various lantern workshops. If unable to obtain all the funding needed then look at organising a 'shared skills' easy lantern making workshop for group leaders to take away and work with their own groups.</p>
Venues	<p>VitaminSea has offered their premises and Paula has offered to organise Gingerbread workshops.</p> <p>Baptist Church</p> <p>Community Centre: Provisionally booked for star making and Samba workshops.</p> <p>Hayridge: Suggest multi-lingual Christmas, signing workshop to include signing in the choir and also braille cards. (Jingle Bells) - create a booklet in different languages. Make video to put on U-Tube to advertise the event.</p> <p>Google translate software</p> <p>Coding Club (based at Hayridge) will work on ideas for lighting costumes etc. Will come back with final ideas when they have a definitive budget to work with.</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>MB</p> <p>HH</p> <p>NS</p>	<p>As VitaminSea is closing its shop in High Street the Little Bakery has offered their premises instead.</p> <p>Confirmed that they are happy to be involved.</p> <p>Hire charge confirmed as £160 for whole centre (usual hire cost is £720). Find out if available in the evening for a follow-on event (possible disco with bar).</p> <p>Contact Hayridge to find out if they would be willing to organise.</p> <p>Ask Baptist Church Minister if he would be willing to assist with braille cards or does he have any other suggestions?</p> <p>YMCA to find out if the young people that attend the youth sessions would be interested in making a video.</p> <p>Makaton and BSL, willing to come along to teach and perform.</p> <p>Include about £250 in budget for materials. Write project brief. Contact schools to find out if they are interested in taking part, find out what level to pitch the IT at.</p>

	<p>Walronds: Santa's Grotto, craft stalls and street food.</p> <p>Fire Jugglers could use boules pitch. Investigate ways to light up the Walronds garden in the early evening (for the Parade to disperse).</p>	JJ	<p>Looking for more elves, contact Brownies and Guides.</p> <p>Reindeer not available this year as already booked for another event.</p>
	Janet Johns offered to find out if the roller skaters would be interested in taking part.	JJ	Interest in taking part confirmed.
Video	<p>Investigate whether there is a local group interested/willing to create a video of the event, to include choir singing which can be shown on the stage when there is an interval.</p> <p>Could also film the activities leading up to the main event.</p>	HH	YMCA will discuss with youth leaders.
Theme: Santa's Journey around the world.	Designate sites as geographical locations.		Consider how this can be organised, obtain rubber stamp or some form of sticker, an appropriate animal was suggested. Incorporate into programme.
Competition for best lanterns and Gingerbread houses	To be organised		
Sponsorship for event	Write to local businesses. Also consider arranging workshops with local businesses so that their employees can make a large lantern and join the Parade. Promote as a Team building exercise.	VW	<p>20 businesses contacted, only one response to-date.</p> <p>Diggerland offered tickers for raffle. Organise stall at Autumn Food & Drink Festival 12 October to promote and fundraise.</p>
		JM	Write article for the next issue of the Crier and promote on Facebook closer to Christmas.
Newsletter to local businesses	Create a data base of local businesses and offer to keep them up-to-date with events etc.	CTC	Find out if Culm Valley in Business is willing to circulate information. Consider data protection, how will the information be used.
Volunteers and Committee members	Encourage people to join the Committee, more volunteers needed		
Procession	Procession to start from Church Street, parade to Higher Bullring	VW	

	<p>where lights will be switched on and then Samba back to Walronds garden (via Tiverton Road) where parents can collect children etc. Majorettes to be in uniform and dance behind Samba Band. Suggestion of Samba band dancing lessons. Megaphone needed.</p> <p>Investigate fire jugglers</p>	JM	Find out if TC has a megaphone.
Market	<p>Chalk on ground to show location of market stalls. Consider splitting between Higher Bullring and Church Street. Find out if Farmers Market willing to attend as a fifth Saturday</p> <p>Try to find someone to sell mistletoe.</p>	JM/VW	<p>Road closure order for Church Street plus High Street parking spaces applied for.</p> <p>Contact Stagecoach to ask if they will move their bus stop further up High Street instead of in front of War Memorial.</p>
Signage	<p>More signage to let people know what is happening and where. Location plan (possibly designed in geographical locations such as continents) and programme on "A" frames – large posters. Big waterproof banners.</p>	JM	List what banners etc. we already have and plot out locations to display.
Santa's Grotto	Find more elf helpers for 2019.		
Entertainment	<p>Book Samba Band and Tiverton Town Band for 2019. Jenny Archer from Activ8 offered to assist with performance in 2019.</p> <p>Invite the following schools to perform either at the Baptist Church or on the stage: St Andrews Primary School Willowbank Primary School Willand Primary School Plymtree Primary School Kentisbeare Primary School Bradninch Primary School</p>	VW/JM	<p>Samba Band booked. Check Tiverton Town Band Morris Dancers booked. Find out if Samba Band willing to organise workshops during the afternoon with the Majorettes etc.</p> <p>Invite Charline (South Indian Dancing and storytelling) – willing to attend.</p> <p>Promote the event and make people aware that we are looking for volunteer street entertainers, photographer etc.</p>
Staging	Source suitable staging, contact Waggle	VW/JM	Staging provisionally booked.
Catering	Christmas themed food. Investigate hot chestnut stall and find out what food stuffs are considered	JM/ES	

	Christmas delicacies across the world		
	Consider Gin stall and also mulled cider.	CB	
	BBQ in Walronds garden	ES	
Promotion	NS and CB offered to assist with social media. JM to provide them with access to the Facebook page. Programme – no advertising, one A3 sheet folded in half. If funds allow circulate to all households in the parish	NS/CB	Consider promoting the event on Twitter and other social media sites. Find out cost of printing programme. Culm Valley in Business willing to contribute £100 as a sponsor.
Christmas Garden trail and Secret Gardens	Consider asking people to let the Town Hall know if they have a decorated Christmas house/garden and provide a list for families to visit. Possible charge for list to raise funds for the next Christmas event.	JM/VW	Details to be included in Crier Newsletter – no response to-date. Promote closer to Christmas.
Contact database	Create a database of useful contacts for Festivals etc.		

4. Funding

(a) To receive confirmation that application for an Arts Council National Lottery Project Grant has been submitted: It was confirmed that the application was submitted at the end of May, hope to hear outcome Mid July. It was noted that Camille Harrison has offered a day of her time to collate the feedback and monitoring statistics if the bid is successful.

(b) To consider any other sources of funding. Various fund raising ideas were considered, this included:

- Evening event on 30 November to fund raise for next year. Possible disco or live music at Community Centre. JM to find out if the Community Centre is available.
- Evening event before 30 November to fund raise for this years' event similar to above. JM to find out whether the Community Centre has any availability and circulate details to Group members.
- An offer received to organise a pop-up restaurant at the Walronds, possibly end of September. ES to find out the availability.

5. Any other business. JM and VW to meet to draft a contingency plan if the Arts Council bid is unsuccessful.

6. Date and time of next meeting. Monday 29 July 2019 at 7.30pm at the Walronds (instead of 8 July as we should then know the outcome of the funding applications), then Monday 12 August.

APPENDIX B

REPORT TO CHRISTMAS LIGHTS WORKING GROUP MEETING: 29 JULY 2019

Prepared by: Town Clerk

1. **Grant application to Arts Council Lottery Fund:** Unfortunately the application was not successful, the feedback received was as follows:

“Other applications preferred

- On balance we preferred other applications on this occasion. Careful thought about lots of different factors goes into making our decisions. We consider the strength of your application alongside other applications we receive, and we think about the range and balance of different projects we're supporting. We want the projects we fund to cover a broad range of artforms and disciplines, geographical areas and activity types.”

The application can be resubmitted.

2. **Way Forward:** We have not yet heard from the Tesco Bags for Life Fund and so I have drafted a budget based on receiving the minimum amount of £1,000. Included in the current draft budget are:

Road closure application	Submitted	75.00
Signage – changes to signs (dates etc.)		100.00
Temporary stage and PA System	Provisionally booked	1123.00
Bradninch Millers Morris Dancers	Provisionally booked	50.00
Samba Band		175.00?
Tiverton Town Band	Provisionally booked – price to be confirmed	150.00?
Additional entertainment expenses		200.00
Illuminated costumes (Coding Club)	price to be confirmed	300.00
Printing and publicity		300.00?
Lantern making workshops Cullompton Family Lantern 1 Day workshop at Community Centre – drop-in throughout the day to create small hand-held lanterns £550.00		1300.00
Cullompton Community College Illuminated Costume Workshop – working with school Art Club to create a group of illuminated costumes (5 evenings at 2 hrs per session) £725.00		

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Singalive – Pop-up community choir for all ages – 6 singing sessions 1.5 hrs each		870.00
Temporary Event Notice		21.00
Presents for Santa		150.00
Venue Hire (£160 for hire of Community Centre plus £20 donation to Baptist Church for use of church for school choirs)		180.00
St John Ambulance	Cost to be confirmed	150.00
Total		5144.00

This budget may need to be pared down slightly as there will be very little remaining in the budget to roll over to next year.

