

CULLOMPTON CHRISTMAS LIGHTS EVENT WORKING GROUP



Summary of a meeting of the Christmas Lights Event Working Group held at The Town Hall at 7.30pm on Thursday 19 July 2018

PRESENT: Cllr Rachel Sinclair (in the chair) and Cllr Janet Johns, Graham Sessions, Elizabeth Sessions, Vik Westaway and Debbie Burton

Mrs Judy Morris: Clerk

- 1. APOLOGIES:** Cllr Jordann Barge, Cllr Martin Smith, Neil Carthew (Wyndham Singers).
- 2. CHAIRMAN:** Cllr Rachel Sinclair was elected Chairman, proposed Cllr Janet Johns, seconded Elizabeth Sessions.

NOTE: It was agreed to defer election of Vice-Chairman until the next meeting.

- 3. REVIEW OF SUMMARY OF MEETING HELD ON 12 FEBRUARY 2018:** The summary of the meeting held on 12 February 2018 was approved.
- 4. Budget and funding: To receive Income & Expenditure account and consider applying for grants for the 2018 event:** It was noted that £1363.81 had been brought forward from last year. TAP Fund application to be submitted.
- 5. Planning for 2018 event.**
 - (i) Update on arrangements to-date:** Discussion included:
 - **Tiverton Town Band:** Available to attend, would like details of times etc. so that they can let us know the cost.
 - **Crooked Tempo Samba Band:** Willing to perform, possibly lead the Parade, two sets, cost £175.00.
 - **Market:** Discussion about keeping the Higher Bullring area clear for the lights switch-on as concerns about safety due to the large number of people attending the switch-on event and space being limited because of the market gazebos. It was suggested that the market is relocated to Church Street.
 - **Santa's Grotto:** To be in the Walronds as previous years but ensure there is lots of publicity about the "last entry" time.
 - **Switch-on:** It was agreed that the lights are switched on at 6pm.
 - **Nativity:** It was suggested the "Churches Together" are invited to organise a nativity play.
 - **Baptist Church:** Contact to find out what they would like to arrange.
 - **Community Centre:** Find out if available to be used as the centre for entertainment.

- **Christmas Tree competition:** Investigate interest in organising a decorated Christmas tree competition.
- **Programme:** Vik offered her brother's services to draft the programme, this offer was gratefully accepted.

(ii) To draft an action plan

Action	Who	Outcome
Find out if the Community Centre is available and how it can be used.	Judy M	Private party booked, not able to use, happy for us to hold a Christmas Market in Church Street but not to use the church car park.
Write competition rules for Christmas tree competition, how will the competition be organised?	Janet J	
Investigate feasibility of road closure for Church Street for market. Letters to be sent to Church Street residents. Market 12noon – 4.30pm (Road closure 10am-6.30pm)	Judy M	Road closure applied for, awaiting decision Letter sent, no responses received but one resident has offered to provide electricity for market stalls if required.
Investigate feasibility of road closure for Parade – Fore Street – 5.45pm – 6pm. Parade to start from St Andrews Church, travel up Church Street and along Fore Street and then cross to Higher Bullring area. Spectators to be encouraged to stand along Fore Street and on the Town Hall side of High Street. The area around the War Memorial, between Tiverton Road and St Andrews Estates to be closed to the public. Parade, entertainers and MC only.	Judy M	Road closure applied for, awaiting decision.
Contact Hayridge and Community House to find out availability.	Judy M	Contacted, both happy to be involved.
Contact info@cullomptonarthouse.org to find out if they would like to be involved and how	Judy M	Contacted, hope to take part.
Invite Morris Dancers to perform, ask if they would like to join the Parade.	Judy M	Contacted, awaiting response
Contact Tesco about presents for Santa		
Investigate training for stewards	Judy M	

6. **Date and time of next meeting:** Monday 3 September at the Walronds 7.30pm

SIGNED: _____

DATE: _____

DRAFT