

## 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 3 September 2018

**PRESENT:** Cllr Janet Johns (in the chair), Cllr Kate Haslett, Graham Sessions, Elizabeth Sessions, Michael Speirs, Vik Westaway, John Turnbull and Sally Turnbull.

Mrs Judy Morris: Clerk

One member of the public

1. **APOLOGIES:** None
2. **CHAIRMAN:** Cllr Janet Johns was elected Chairman for the meeting, proposed Cllr Kate Haslett, seconded Graham Sessions.
3. **REVIEW OF SUMMARY OF MEETING HELD ON 19 JULY 2018:** The summary of the meeting held on 19 July 2018 was approved.
4. **Budget and funding:** Discussion about production of programme, how many to print and how to circulate. Decision to be made based on advertising revenue.
5. **Planning for 2018 event.**
  - (i) **Update on arrangements to-date:** Discussion included:
    - **Programme and publicity:** Arran Westaway has kindly offered to produce the programme and will also adapt the poster etc. Write article for the local newspaper. A large banner advertising the event was suggested. Investigate suitable location and size.
    - **Santa's Grotto:** 11:00-16:30 in the Walronds. Janet J will organise Santa and elves etc. Contact Tesco about presents. New Santa suit needed.

**AGREED:** To purchase a new santa outfit at a cost of about £65.00

- **Lantern Parade:** Vik will contact the local schools to find out if they still have the lanterns that were made last year, she may require help from the Town Council to transport and store. She will also encourage schools to organise a session to make lanterns or willow stars.

- **Christmas Market:** Road closure for Church Street applied for, one objection from Culm Valley Care Home in Gravel Walk who have concerns about emergency vehicles being able to access the care home via Queens Square. It was agreed to contact the Fire Service to establish whether they consider the diversion route to be a problem.

It was thought that Church Street could accommodate about 14 stalls, depending on size, it was suggested that some street food stalls can be sited in High Street, outside the former Harlequin Valet site.

**AGREED:** That the Christmas Market is open from 12noon until 18:00 to encourage people to stay in the town centre until the lights switch-on at 18:00.

- **High Street/Fore Street traders:** Letter to be sent to all business to let them know what is happening and find out if they would like to be involved in anyway.
- **Baptist Church:** Find out if they are willing to host school choirs and craft workshop etc. in similar way to last year. Kate offered to organise a craft workshop 12noon – 16:30
- **Community House:** Have agreed to open their toilets to the public, find out if they would also accommodate a willow star making workshop from about 12noon – 16:30.

**AGREED:** To purchase 100 sets of fairy lights for the stars to be sold at cost to those making stars. Any remaining lighting sets can be put aside for next year. Budget of £50 for willow and other star/lantern making materials.

- **Christmas Tree competition:** Janet had drafted competition guidelines as follows:

**Objective:** Local groups and organisations to take part in a competition to decorate a tree for Christmas in a style of their choosing, following the following criteria:

- Maximum size: 1m square total base area x 1.5m high.
- Lights to be battery powered.
- Tree can be made of any material or a real tree.

Trees to be located in different venues across the town, liaise with venues to find out which are willing to accommodate a tree. Suggestions for venues:

Town Hall, Baptist Church, St Andrews Church, Hayridge, Community Centre

Judging: by the public placing money in a pot besides each tree, money to be donated to charity or in aid of next years' Christmas event.

Trophy for winner: find a sponsor

A map with a trail showing where the trees can be found was suggested.

**Entertainment in Higher Bullring:** Area surrounding the War Memorial to be used solely for entertainment during the day and then to accommodate the participants in the Lantern Parade and the Christmas Lights switch-on. Programme of entertainment to be arranged to link with choirs in the Baptist Church. Starting from 12noon.

Vik agreed to approach schools about musical entertainment and lanterns.

**Buskers:** Advertise for buskers and local entertainers using social media.

**Lantern Parade:** Contact St Andrews Church to ask if the parade participants can collect in the church entrance and then start the Parade from the churchyard.

**Stewards:** Check availability of stewards

**6. DATE AND TIME OF NEXT MEETING:** Monday 1 October at 7.30pm at the Walronds

<b>Action</b>	<b>Who</b>	<b>Outcome</b>
Find out if Community House will accommodate a star making workshop	<b>Judy M</b>	Email sent
Arrange to collect lanterns from schools	<b>Vik W</b>	Arranged to collect on Monday 10 Sept.
Revamp poster	<b>Arran W</b>	
Article for local press	<b>Judy M</b>	
Contact Tesco re presents for Santa	<b>Judy M</b>	
Contact Fire Service and Police to find out if they have any objections to closure of Church Street	<b>Judy M</b>	Email sent
Letter to businesses	<b>Judy M</b>	
Contact Baptist Church	<b>Judy M</b>	Email sent
Purchase materials and lights for stars	<b>Vik W</b>	
Purchase new santa suit	<b>Judy M</b>	Ordered
Organise Christmas tree comp, draft application form, encourage organisations to take part, liaise with venues Find a sponsor for trophy	<b>?</b>	
Liaise with MC and entertainment, draft programme of entertainment	<b>Judy M</b>	
Contact local schools about taking part by sending choirs etc.	<b>Judy M/Vik W</b>	
Advertise for buskers using social media	<b>Vik W</b>	
Investigate training for stewards	<b>Judy M</b>	

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_