

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 1 October 2018

PRESENT: Cllr Janet Johns (in the chair), Graham Sessions, Aaron Westaway and Vik Westaway

Mrs Judy Morris: Clerk

1. **APOLOGIES:** Elizabeth Sessions, John and Sally Turnbull
2. **CHAIRMAN:** Cllr Janet Johns was elected Chairman for the meeting.
3. **REVIEW OF SUMMARY OF MEETING HELD ON 3 SEPTEMBER 2018:** The summary of the meeting held on 3 September 2018 was approved.
4. **Budget and funding: To receive Income & Expenditure account:** Noted.
5. **Planning for 2018 event: Update on arrangements to-date:** Discussion included:
 - **Tesco:** Willing to be involved as per previous years.
 - **Presents for Santa:** Ask Tesco if they would be willing to donate chocolate Santas instead of selection boxes.
 - **Best Dressed Window competition:** Find out if the trophies are perpetual or whether we need to purchase new trophies for this year.
 - **Christmas tree competition:** Defer until next year and consider applying for funding from Tesco "bags for life" scheme.
 - **Programme:** Provisional
 - St Andrews School (Baptist Church):** 3.45pm-4.05pm
 - Morris Dancers?**
 - Willowbank Primary School (Baptist Church):** 4.30pm-4.50pm
 - Crooked Temp Samba Band (Higher Bullring)** 5pm-5.30pm
 - Tiverton Town Band (Higher Bullring)** 5.30pm-6pm

Contact Wyndham Singers – do they still want to come and what time. Also Cullompton Community Choir.

It was suggested that we also have buskers on the corner of Fore Street/Church Street as follows:
1pm – Jake Archer and guitar (will need electric)
2pm Dave Gilmour (will need electric)
3pm Jake and pal with drums (will need electric)

- **Stewards:** Contact John MacKenzie
- **Letters to residents:** Send letters to residents living in Church Street or vicinity to let them know Church Street will be closed and what is happening.
- **Toilet Facilities:** Make people aware of where they can access toilet facilities.
- **Art House:** Hope to find a vacancy shop for pop-up art exhibition/sale
- **Programme and advertising:** Contact local businesses.

6. **Any other business:** None

7. **Date and time of next meeting:** Monday 29 October at 7.30pm at the Walronds

Action	Who	Outcome
Contact Community House re electricity for buskers and also source gazebo	Judy M	
Contact Majorettes and Morris Dancers to confirm whether they are able to attend.	Judy M	
Revamp programme advertising leaflet	Judy Morris	
Article for local press	Judy M	
Contact Tesco re presents for Santa	Judy M	
Contact John MacKenzie and Police to confirm time for stewards briefing.	Judy M	
Letter to residents living in the vicinity of Church Street – Gravel Walk, Queen Square etc.	Judy M	
Contact Baptist Church to confirm arrangements	Judy M	
Purchase materials and lights for stars	Judy M	
Liaise with MC and entertainment, draft programme of entertainment	Judy M	
Contact local schools about taking part by sending choirs etc.	Judy M/Vik W	
Advertise for buskers using social media	Vik W	
Write Event Management Plan	Judy M	
Investigate training for stewards	Judy M	

SIGNED: _____

DATE: _____