

# 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 29 October 2018

**PRESENT:** Cllr Janet Johns (in the chair), Marilyn Bidmead, Cales and John Briddick, Kerrie Alderman-Broom, Dayna Jones, Elizabeth Sessions Graham Sessions, Sally Turnbull and Vik Westaway

Mrs Judy Morris: Clerk

1. **APOLOGIES:** Kate Haslett and John Turnbull
2. **CHAIRMAN:** Cllr Janet Johns was elected Chairman for the meeting.
3. **REVIEW OF SUMMARY OF MEETING HELD ON 1 OCTOBER 2018:** The summary of the meeting held on 1 October 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:
  - **Craft Workshop, Baptist Church:** Kate Haslett now unable to organise the childrens' craft workshop at the Baptist Church, looking for volunteer, Town Council has materials but needs someone to organise. Marilyn offered to find out if anyone from the Baptist Church is willing to volunteer.
  - **Baptist Church:** Will provide refreshments and just ask for a donation and pre-school will provide free hot chocolate from 4pm onwards.
  - **Stewards:** Need lots of stewards, Janet Sutton-Webb has offered to help.
  - **Best Dressed Window competition:** To be organised in a similar way to last year with the judging carried out by public vote on the day of the event. Ballot boxes in Walronds, Hayridge, Community House and Town Hall.
  - **Car Parking:** Free car parking in St Andrews car park and Forge Way, find out if it would be possible to provide free car parking in the Hayridge car park.
  - **Presents for Santa:** Judy M to count number remaining from last year. Contact Tesco to find out what they are able to donate and then purchase suitable gifts to make up difference. 350 presents needed.
  - **Banners:** Judy M to check what banners etc. we have from previous years.
  - **Gazebo lights:** Consider purchasing fairy lights for market gazebos.
  - **Lantern Parade:** Reminder letter to schools and play schools.
  - **Bus stop:** Contact Stagecoach to ask if they will move from usual location in front of War Memorial to further up High Street.

- **Shops:** Encourage shops to stay open until the end of the Parade.
6. **ANY OTHER BUSINESS:** Kerrie Alderman-Broom and Dayna Jones would like to join the Parade and have collecting buckets to collect for “Cayla” who is fighting a rare form of cancer.
7. **DATE AND TIME OF NEXT MEETING:** Wednesday 14 November at 7.30pm at the Walronds

Action	Who	Outcome
Contact Community House re electricity for buskers and also source gazebo	Judy M	Yes, all fine
Contact Majorettes and Morris Dancers to confirm whether they are able to attend.	Judy M	Yes, times agreed
Article for local press	Judy M	Yes, press release sent 1/11/2018
Contact Tesco re presents for Santa	Judy M	Tesco contacted, awaiting response
Contact John MacKenzie and Police to confirm time for stewards briefing.	Judy M	John McKenzie has supplied a rote of stewards, just need to confirm time of briefing.
Letter to residents living in the vicinity of Church Street – Gravel Walk, Queen Square etc.	Judy M	Letter drafted, yet to be delivered
Contact Baptist Church to confirm arrangements	Judy M	Yes, all fine but need volunteer to organise children’s craft workshop
Purchase materials and lights for stars	Judy M	Yes, completed
Liaise with MC and entertainment, draft programme of entertainment	Judy M	Programme drafted, still waiting to hear from MC
Contact local schools about taking part by sending choirs etc.	Judy M/Vik W	Yes, completed
Advertise for buskers using social media	Vik W	Yes, but more buskers always welcome
Write Event Management Plan	Judy M	Started
Contact stagecoach to ask if bus stop can be moved	Judy M	Yes, letter sent
Apply for Temporary Event Notice for market	Judy M	Yes, TEN applied for
Best Dressed Window competition	Judy M	Request for ballot boxes sent
Banners and other promotional material	Judy M	
Lights for gazebos	Judy M	
Letters to schools and pre-school to remind about lantern parade	Vik	Completed
Complete programme and send to Town Council who will arrange for printing	Vik & Arran	Completed, programme ordered

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

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