

## APPENDIX M

# 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 Wednesday 14 November 2018

**PRESENT:** Cllr Janet Johns (in the chair), Kerrie Alderman-Broom, Debbie Burton, Iain Emmett, Dayna Jones, Elizabeth Sessions, Martin Smith, Sally Turnbull and Vik Westaway

Mrs Judy Morris: Clerk

1. **APOLOGIES:** Cales and John Briddick, Lisa Midgeley, Graham Sessions and John Turnbull.
2. **REVIEW OF SUMMARY OF MEETING HELD ON 29 OCTOBER 2018:** The summary of the meeting held on 29 October 2018 was approved.
3. **BUDGET AND FUNDING: TO RECEIVE INCOME & EXPENDITURE ACCOUNT:** Noted. Town Mayor Cllr Iain Emmett offered to ask the Town Council to include say £2k in the budget to help fund the 2019 event.
4. **PLANNING FOR 2018 EVENT: UPDATE ON ARRANGEMENTS TO-DATE:** Discussion included:
  - **Craft Workshop, Baptist Church:** Confirm whether any volunteers are needed to assist with this.
  - **Presents for Santa:** Contact Tesco to find out what they are able to donate and then purchase suitable gifts to make up difference. 350 presents needed. Wrapping session to be arranged once we have presents to wrap.
  - **Posters and Correx boards:** Judy M to check what we have from previous years, Martin S offered to ask Labdons if they would make up some new wooden supports for roadside posters.
  - **Programmes:** Judy M to take some to the Hayridge to be distributed to other local libraries. Also take to doctor's surgeries, take-aways etc.
  - **Lanterns:** Source lanterns for elves, Judy M mentioned that there are a few at the Town Hall from last year and Vik W offered to repair.
  - **Shops:** Vitamin Sea will be providing free soup, Vik reported that some of the shops will stay open until the end of the Parade.
  - **Santa's Grotto:** Chair to be loaned, Town Council to arrange collection and delivery. Also source screens.
  - **Volunteer forms:** For Santa's helpers etc.
  - **Media coverage:** Contact local radio stations.
5. **TO REVIEW EVENT MANAGEMENT PLAN AND RISK ASSESSMENT:** Noted

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6. **ANY OTHER BUSINESS:** None.

7. **DATE AND TIME OF NEXT MEETING:** Tuesday 27 November at 7.30pm at the Walronds

<b>Action</b>	<b>Who</b>	<b>Outcome</b>
Contact Community House re storage for lanterns on Friday	<b>Judy M</b>	Email sent
Article for local press – contact local radio stations	<b>Judy M/Vik</b>	
A5 posters for flyers and Sheep notice boards	<b>Vik</b>	
Contact Tesco re presents for Santa Arrange wrapping session.	<b>Judy M</b>	Tesco contacted, awaiting response
Contact John MacKenzie and Police to confirm time for stewards briefing.	<b>Judy M</b>	John McKenzie and Police contacted, awaiting responses – Friday ay 6pm suggested
Contact Baptist Church to confirm arrangements for craft workshop	<b>Judy M</b>	A couple of volunteers available if needed.
Best Dressed Window competition	<b>Judy M</b>	Collect ballot boxes and print voting slips
Banners and other promotional material – Find out what we have and arranged for display	<b>Judy M</b>	
Ask Labdons if they will make up supports for roadside posters	<b>Martin s</b>	
Volunteer forms for helpers	<b>Judy M</b>	Printed to give to Janet
Santa’s Grotto – arrange for chair and screens etc. to be taken to Walronds	<b>Judy M</b>	

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

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