

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 14 January 2019

PRESENT: Cllr Janet Johns (in the chair), Debbie Burton, Nick Savage, Elizabeth and Graham Sessions, Cales Briddick, Kaitlin Broom (plus 2) and Vik Westaway

Mrs Judy Morris: Clerk

- 1. APOLOGIES:** Kate Haslett, Sally and John Turnbull.
- 2. Chairman: Election of Chairman:** Cllr Janet Johns was elected Chairman for the remainder of the civic year. Proposed Elizabeth Sessions, seconded Vik Westaway.
- 3. Review of summary of meeting held on 27 November 2018:** The summary of the previous meeting held on 27 November was approved and signed as a correct record.
- 4. Budget and funding: To receive Income & Expenditure account:** Noted
- 5. Planning for 2019 event: Update on arrangements to-date and agree any actions required:** VW has arranged to meet with Activ8 as they are interested in running dance and music workshops. JM reported meeting with Hayridge as they are interested in organising some form of literacy event. Discussion included
 - Different themes including Alice in Wonderland, Nursery Rhymes, Elves
 - A Mummers play and researching history/mediaeval theme.
 - People joining the Parade from the alleys and side streets off High Street
 - Mediaeval music
 - Monthly updates in local press and social media to let people know what is happening
 - Coding Club will investigate wearable 'light-up' costumes

Project Funding	Apply for funding to organise workshops – suggestion illuminated costumes. Funding for family workshop and encourage schools to organise their own workshops.	JM/VW	Meeting to be arranged to start writing the funding bid
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APPENDIX A

Competition for best lanterns	To be organised		
Sponsorship for event	Write to local businesses. Also consider arranging workshops with local businesses so that their employees can make a large lantern and join the Parade. Promote as a Team building exercise.		
Newsletter to local businesses	Create a data base of local businesses and offer to keep them up-to-date with events etc.	CTC	Find out if Culm Valley in Business is willing to circulate information. Consider data protection, how will the information be used.
Volunteers and Committee members	Encourage people to join the Committee, more volunteers needed		
Parade	Church Street good place to start the Parade. Lots of good comments about Samba Band. Majorettes to be in uniform and dance behind Samba Band in 2019. Suggestion of Samba band dancing lessons. Megaphone needed.		
Market	Chalk on ground to show location of market stalls. Consider splitting between Higher Bullring and Church Street in 2019 Find out if Farmers Market willing to attend as a fifth Saturday	JM/VW	
Signage	More signage to let people know what is happening and where. Location plan and programme on "A" frames – large posters. Big waterproof banners.		
Santa's Grotto	Find more elf helpers for 2019.		
Entertainment	Book Samba Band and Tiverton Town Band for 2019. Jenny Archer from Activ8 offered to assist with performance in 2019.		Samba Band booked. Check Tiverton Town Band Find out if Samba Band willing to organise workshops during the afternoon with the Majorettes etc.
Staging	Source suitable staging, contact Waggle	VW/JM	
Star Making Workshop	Very busy and successful, all lights sold but consider a bigger venue such as Town Hall in 2019.		Consider holding in Community Centre

APPENDIX A

Venues	Contact Community Centre to find out if they would like to be involved in 2019.		Provisionally booked but don't want to be involved.
Promotion	NS and CB offered to assist with social media. JM to provide them with access to the Facebook page.	NS/CB	Consider promoting the event on Twitter and other social media sites.

6. Funding

- (a) **To consider applying for an Arts Council National Lottery Project Grant and set-up a working group to draft the project and project bid:** Meeting to be set up to start writing bid. Include admin costs, room hire and promotion costs such as programme in the bid.
- (b) **To consider any other sources of funding:** Discuss with the Town Council once the amount of the bid to the Arts Council Lottery has been decided.

7. Any other business.

- (a) **Illuminated houses and gardens competition:** Consider how this might work. People pay an entry fee which is shared between the Christmas Lights event fund and the competition winner say 50/50. People contact the Town Hall to sign on and pay the registration fee and the Town Council compiles a list of homes/gardens for people to visit and they then decide their favourite.
- (b) **Involved the churches:** Baptist Church organise craft workshops for the children and also host the school choirs and offer refreshments on a donation basis. Encourage St Andrews Church to get involved.
- (c) **Ethnic links:** Look at ways to involve the migrant community.
- (d) **Vitamin Sea:** Available during the day as a venue for event.

8. Date and time of next meeting. Monday 11 February at 7.30pm at the Walronds