

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 11 February 2019

PRESENT: Cllr Janet Johns (in the chair), Debbie Burton, Elizabeth and Graham Sessions, Kate Haslett and Paula

Mrs Judy Morris: Clerk

1. **APOLOGIES:** Nick Savage, Vik Westaway and Cales Briddick
2. **Review of summary of meeting held on 14 January 2019:** The summary of the previous meeting held on 14 January 2019 was approved and signed as a correct record.
3. **Planning for 2019 event:** To review actions list and agree any future actions.
 - **Theme:** Santa's Journey around the world. Logo, Santa going around the world, can a lantern be made in the design of the logo, also a cake.
 - **Locations:** Designate each site/premises as a geographical location e.g. Asia. Africa, Australasia, Europe, South America, North America etc.
 - **Gingerbread Workshop:** Paula offered to organise a gingerbread workshop in VitaminSea, consider a gingerbread house competition.
 - **Market** to be held in Church Street.
 - Map of town, divided into geographical areas e.g. continents.
 - Write to shops, shop window competition theme "Santa's Journey across the world".
 - **Secret Gardens:** Suggestion of a garden trail off the main street e.g. lanes such as New Cut.
 - **Multi-lingual Christmas** – suggest to Hayridge, choirs to include signing and braille cards (Jingle Bells). Written word/spoken word.
 - Hand bells? – Could be a video/sound
 - Approach local shops and businesses, how would they like to be involved?
 - Include guide dogs in the Parade.
 - Parade from Church Street to Higher Bullring then turn on lights and Samba back to the Walronds Garden.
 - Santa Fun Run? Judy to ask Cully Crawlers if they will organise. Possibly at the start of the Parade.
 - Fairground rides where? Manor car park?
 - Raffle to start raising money for the following year.
 - Roller skating, Janet will find out more.

4. Funding

- (a) To receive update on application for an Arts Council National Lottery Project Grant.
- (b) To consider applying for funding from Tesco Community Bags of Help.
- (c) To consider any other sources of funding.

AGREED: To submit funding applications, awaiting confirmation that these can be submitted in the name of the Town Council and that the Town Council will administer any grants received.

- 5. **Any other business:** Consider ways of generating income from the event to help pay for the following years' event.

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 bids for Tesco Bags of Help and Arts Council National Lottery Project Grant.
Venues	VitaminSea has offered their premises and Paula has offered to organise Gingerbread workshops. Baptist Church Community Centre: Provisionally booked for star making and Samba workshops. Hayridge: Suggest multi-lingual Christmas, signing workshop to include signing in the choir and also braille cards. (Jingle Bells)	JM JM JM	Approach VitaminSea to find out if they are happy to host the Gingerbread workshops. Approach to find out if they would like to be involved in a similar way to 2018. Find out hire charges to include in funding bid
Fun Run	Santa Fund Run to start the Parade Janet Johns offered to find out if the roller skaters would be interested in taking part.	JM JJ	Approach Cully Crawlers to find out if they would be interested in organising.
Theme: Santa's Journey around the world.	Source entertainers such as Japanese Drummers. Walronds could host the mediaeval events. Designate other sites – geographical locations.		

Competition for best lanterns and Gingerbread houses	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	Parade to start from Church Street, parade to Higher Bullring where lights will be switched on and then Samba back to Walronds garden (via Tiverton Road) where parents can collect children etc. Majorettes to be in uniform and dance behind Samba Band. 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. Find out if Farmers Market willing to attend as a fifth Saturday	JM/VW	Apply for road closure order for Church Street plus High Street parking spaces
Signage	More signage to let people know what is happening and where. Location plan (possibly designed in geographical locations such as continents) 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.	VW/JM	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	VW/JM	Estimate obtained from Waggle for

	Waggle		staging.
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.
Christmas Garden trail and Secret Gardens	Consider asking people to let the Town Hall know if they have a decorated Christmas house/garden and provide a list for families to visit. Possible charge for list to raise funds for the next Christmas event.		

6. **Date and time of next meeting.** Monday 11 March at 7.30pm at the Walronds

DRAFT