

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 March 2019

PRESENT: Cllr Janet Johns (in the chair), Elizabeth and Graham Sessions, Kate Haslett Nick Savage, Vik Westaway and Cales Briddick

Mrs Judy Morris: Clerk

1. **APOLOGIES:** Paula Barker and Debbie Burton.
2. **Review of summary of meeting held on 11 February 2019:** The summary of the previous meeting held on 11 February 2019 was approved and signed as a correct record.
3. **Funding**
 - (a) **To receive update on application for an Arts Council National Lottery Project Grant.** It was confirmed that an interest has been registered, just waiting for confirmation of acceptance and will then start to draft the application. Waiting for estimates for various activities.
 - (b) **To consider applying for funding from Tesco Community Bags of Help.** Draft application prepared.

AGREED: That the application for funding from Tesco Community Bags of Help for £4,000 is submitted.

4. **Planning for 2019 event:** To review actions list and agree any future actions.

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	Tesco Bags of Help application to be submitted, start to draft Arts Council National Lottery Project Grant.
Workshops	Janet Johns has material suitable for making butterfly wings. Project briefs/estimates for music and dance workshops, spoken word and lantern making. Approach schools about an idea to		

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	<p>write and perform a Christmas song.</p> <p>Offer lantern making workshops to local schools but target specific year groups.</p>		
Venues	<p>VitaminSea has offered their premises and Paula has offered to organise Gingerbread workshops.</p> <p>Baptist Church</p> <p>Community Centre: Provisionally booked for star making and Samba workshops.</p> <p>Hayridge: Suggest multi-lingual Christmas, signing workshop to include signing in the choir and also braille cards. (Jingle Bells) - create a booklet in different languages.</p> <p>Google translate software</p> <p>Coding Club (based at Hayridge) will work on ideas for lighting costumes etc.</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>NS/VW/JM</p>	<p>VitaminSea has confirmed that premises can be used for Gingerbread workshops</p> <p>Confirmed that they are happy to be involved.</p> <p>Find out hire charges to include in funding bid – Find out the availability of the Centre the week before e.g. Friday evening and the weekend prior.</p> <p>Include about £250 in budget for materials. Write project brief. Contact schools to find out if they are interested in taking part, find out what level to pitch the IT at.</p>
Fun Run	<p>Santa Fund Run to start the Parade</p> <p>Janet Johns offered to find out if the roller skaters would be interested in taking part.</p>	<p>JM</p> <p>JJ</p>	<p>Cully Crawlers approached would be interested in organising a Fun Run closer to Christmas, wait for outcome of roller skaters enquiry.</p> <p>Interested in taking part.</p>
Video	<p>Investigate whether there is a local group interested/willing to create a video of the event, to include choir singing which can be shown on the stage when there is an interval.</p> <p>Could also film the activities leading up to the main event. Suggest contact Exeter College or</p>		

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Theme: Santa's Journey around the world.	Designate sites as 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.	VK	Contact local businesses to assess interest in a team building exercise to make a large lantern.
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.	VW	
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 Try to find someone to sell mistletoe.	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"		

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	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 Waggle	VW/JM	Estimate obtained from Waggle for staging. Provisionally book staging
Catering	Christmas themed food. Investigate hot chestnut stall and find out what food stuffs are considered Christmas delicacies across the world Consider Gin stall and also mulled cider	JM/ES CB	
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.	JM/VW	Details to be included in Crier Newsletter
Contact database	Create a database of useful contacts for Festivals etc.		

5. **Date and time of next meeting.** Monday 8 April at 7.30pm at the Walronds