

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 8 April 2019

PRESENT: Cllr Janet Johns (in the chair), Elizabeth and Graham Sessions, Vik Westaway and Paula Barker

Mrs Judy Morris: Clerk

1. **APOLOGIES:** Cales Briddick, Debbie Burton, Kate Haslett and Nick Savage.
2. **Review of summary of meeting held on 11 March 2019:** The summary of the previous meeting held on 11 March 2019 was approved and signed as a correct record.
3. **Planning for 2019 event:** To review actions list and agree 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 accepted, should in the store competition May/June, VW and JM to draft Arts Council National Lottery grant application for circulation to all group members for comment before submission.
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 write and perform a Christmas song. Offer lantern making workshops to local schools but target specific year groups.		Activ8 has provided quotes for various workshops including: Showtime: making a short outdoor theatre performance. Lightning Dance: troupe with new dance moves in procession. Songs of Light: Creating new poems and songs Singalive: Pop-up community choir for all ages. Also estimates for various lantern workshops. If unable to obtain all

			the funding needed then look at organising a 'shared skills' easy lantern making workshop for group leaders to take away and work with their own groups.
Venues	VitaminSea has offered their premises and Paula has offered to organise Gingerbread workshops.	JM	VitaminSea has confirmed that premises can be used for Gingerbread workshops
	Baptist Church	JM	Confirmed that they are happy to be involved.
	Community Centre: Provisionally booked for star making and Samba workshops.	JM	Hire charge confirmed as £160 for whole centre (usual hire cost is £720).
	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. Make video to put on U-Tube to advertise the event.	JM	Contact Hayridge to find out if they would be willing to organise. Contact YMCA to ask if the young people that attend the youth sessions would be interested in making a video.
	Google translate software	NS/VW/JM	Makaton and BSL, willing to come along to teach and perform. Hope to attend May meeting.
	Coding Club (based at Hayridge) will work on ideas for lighting costumes etc.		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.
	Walronds: Santa's Grotto, craft stalls and street food. Fire Jugglers could use boules pitch. Investigate ways to light up the Walronds garden in the early evening (for the Parade to disperse).	PB	Meet the reindeer- find out if available to come to Cullompton.
Fun Run	Santa Fund Run to start the Parade	JM	Cully Crawlers approached would be interested in organising a Fun Run closer to Christmas, wait for outcome of roller skaters enquiry.

	Janet Johns offered to find out if the roller skaters would be interested in taking part.	JM JJ	Suggest that the Fun Run is organised on the same day as the Christmas Farmers' Market (14 December). Interest in taking part confirmed.
Video	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. Could also film the activities leading up to the main event.	JM	YMCA have shown an interest, invite to the next meeting
Theme: Santa's Journey around the world.	Designate sites as geographical locations.		Consider how this can be organised, obtain rubber stamp or some form of sticker, an appropriate animal was suggested. Incorporate into programme.
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.	VW JM	20 businesses contacted, only one response to-date. Diggerland offered tickers for raffle. Write article for the next issue of the Crier and promote on Facebook closer to Christmas.
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.	VW	

	<p>Majorettes to be in uniform and dance behind Samba Band. Suggestion of Samba band dancing lessons. Megaphone needed.</p> <p>Investigate fire jugglers</p>		
Market	<p>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</p> <p>Try to find someone to sell mistletoe.</p>	JM/VW	<p>Apply for road closure order for Church Street plus High Street parking spaces</p> <p>Contact Stagecoach to ask if they will move their bus stop further up High Street instead of in front of War Memorial.</p>
Signage	<p>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.</p>		
Santa's Grotto	<p>Find more elf helpers for 2019.</p>		
Entertainment	<p>Book Samba Band and Tiverton Town Band for 2019. Jenny Archer from Activ8 offered to assist with performance in 2019.</p>	<p>VW/JM</p> <p>JM</p>	<p>Samba Band booked. Check Tiverton Town Band Morris Dancers booked. Find out if Samba Band willing to organise workshops during the afternoon with the Majorettes etc.</p> <p>Invite Charline (South Indian Dancing and storytelling)</p> <p>Invite the following schools to perform either at the Baptist Church or on the stage: St Andrews Primary School Willowbank Primary School Willand Primary School Plymtree Primary School Kentisbeare Primary School Bradninch Primary School</p>
Staging	<p>Source suitable staging, contact Waggle</p>	VW/JM	<p>Estimate obtained from Waggle for staging. Now that Tesco App has been accepted book staging. Find out what is happening re</p>

			scaffolding on Barclays Bank.
Catering	<p>Christmas themed food. Investigate hot chestnut stall and find out what food stuffs are considered Christmas delicacies across the world</p> <p>Consider Gin stall and also mulled cider.</p> <p>BBQ in Walronds garden</p>	<p>JM/ES</p> <p>CB</p> <p>ES</p>	
Promotion	<p>NS and CB offered to assist with social media. JM to provide them with access to the Facebook page.</p> <p>Programme – no advertising, one A3 sheet folded in half. If funds allow circulate to all households in the parish</p>	NS/CB	<p>Consider promoting the event on Twitter and other social media sites.</p> <p>Find out cost of printing programme and contact Culm Valley in Business to find out if they would be willing to sponsor.</p>
Christmas Garden trail and Secret Gardens	<p>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.</p>	JM/VW	<p>Details to be included in Crier Newsletter – no response to-date. Promote closer to Christmas.</p>
Contact database	<p>Create a database of useful contacts for Festivals etc.</p>		

4. Funding

(a) **To receive update on application for an Arts Council National Lottery Project Grant:** JM and VW will arrange a convenient date to meet and draft the application, to then be circulated to all members for comment before submitting.

(b) **To receive confirmation that Tesco Community Bags of Help application has been accepted.:** Voting in shop May/June 2019.

(c) **To consider any other sources of funding:** None at present, £3,000 confirmed from Town Council plus £713 to carry forward from last year.

5. **Road closure application: To confirm details for application:** JM to check road closure times for market, close Fore Street 5.45pm – 6.30pm (lights switch-on 6pm) and then back to Walronds garden.

6. **Date and time of next meeting.** Monday 13 May at 7.30pm at the Walronds