

APPENDIX A

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 13 May 2019

PRESENT: Cllr Janet Johns (in the chair), Marilyn Bidmead, Huw Hides, Nick Savage and Vik Westaway

Mrs Judy Morris: Clerk

- 1. APOLOGIES:** Cales Briddick, Debbie Burton, Kate Haslett and Graham and Elizabeth Sessions
- 2. Review of summary of meeting held on 8 April 2019:** The summary of the previous meeting held on 2019 was approved and signed as a correct record.
- 3. Planning for 2019 event:** To review actions list and agree future actions. It was noted that Brownies are able to join a Procession but not a Parade so consider promoting as a Procession rather than a Parade.

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 currently in the store competition until end of June. JM to ask Tesco if members of the group could promote the event in the store at some time over the bank holiday weekend 25/26/27 May. VW and JM have drafted Arts Council National Lottery grant application, circulate to group members for proof reading 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.		Activ8 has provided quotes for various workshops including: Showtime: making a short outdoor theatre performance. Lightning Dance: troupe with new dance moves in procession.

APPENDIX A

	<p>Approach schools about an idea to write and perform a Christmas song.</p> <p>Offer lantern making workshops to local schools but target specific year groups.</p>		<p>Songs of Light: Creating new poems and songs</p> <p>Singalive: Pop-up community choir for all ages.</p> <p>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.</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. Make video to put on U-Tube to advertise the event.</p> <p>Google translate software</p> <p>Coding Club (based at Hayridge) will work on ideas for lighting costumes etc.</p> <p>Walronds: Santa's Grotto, craft stalls and street food.</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>JM</p> <p>MB</p> <p>HH</p> <p>PB</p>	<p>VitaminSea is closing its shop in High Street so will need to find a new location for Gingerbread workshops</p> <p>Confirmed that they are happy to be involved.</p> <p>Hire charge confirmed as £160 for whole centre (usual hire cost is £720).</p> <p>Contact Hayridge to find out if they would be willing to organise.</p> <p>Ask Baptist Church Minister if he would be willing to ask with braille cards or does he have any other suggestions?</p> <p>YMCA to find out if the young people that attend the youth sessions would be interested in making a video.</p> <p>Makaton and BSL, willing to come along to teach and perform.</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>

APPENDIX A

	Fire Jugglers could use boules pitch. Investigate ways to light up the Walronds garden in the early evening (for the Parade to disperse).		Meet the reindeer- find out if available to come to Cullompton.
	Janet Johns offered to find out if the roller skaters would be interested in taking part.	JJ	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.	HH	YMCA will discuss with youth leaders.
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		
Procession	Procession 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	VW	

APPENDIX A

	<p>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>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>	VW/JM	<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>Promote the event and make people aware that we are looking for volunteer street entertainers, photographer etc.</p>
Staging	<p>Source suitable staging, contact Waggle</p>	VW/JM	<p>Staging provisionally booked.</p>
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</p>	JM/ES CB	

APPENDIX A

	cider. BBQ in Walronds garden	ES	
Promotion	NS and CB offered to assist with social media. JM to provide them with access to the Facebook page. Programme – no advertising, one A3 sheet folded in half. If funds allow circulate to all households in the parish	NS/CB	Consider promoting the event on Twitter and other social media sites. Find out cost of printing programme. Culm Valley in Business willing to contribute £100 as a sponsor.
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 – no response to-date. Promote closer to Christmas.
Contact database	Create a database of useful contacts for Festivals etc.		

4. Funding

- (a) To receive update on application for an Arts Council National Lottery Project Grant:** JM and VW confirmed that the application has been drafted. Janet Johns agreed to be listed as a contact. AW has offered to produce a one page promotional document to submit with the application. Target submission date: Friday 24 May 2019.
- (b) To receive confirmation that Culm Valley in Business has agreed to contribute £100 and Cllr John Berry has offered a grant of £250.00 from his Devon County Council Localities Fund:**
Noted
- (c) To look at ways to promote the Tesco “Bags of Help” in-store competition.** Contact Tesco to ask if members can go into the store over the bank holiday weekend 25/26/27 May to promote.
- (d) To consider any other sources of funding.** Wait for outcome of Arts Council application.

5. Any other business.

- (a) Christmas cards:** Consider selling ‘Cullompton’ Christmas cards to raise money for future events. NS offered to source suitable images, costs to be investigated.
- (b) Hand Bells:** JJ offered to encourage the WI hand bell ringers to take part.
- (c) Wyndham Singers** unlikely to take part but have suggested a newly formed choir, the Kentisbeare Carollers.

6. Date and time of next meeting.

Monday 10 June 2019 at 7.30pm at the Walronds