

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 29 July 2019

PRESENT: Cllr Janet Johns (in the chair), Cllr Mel Davey, Paula Barker, Marilyn Bidmead, Ian Emmett, Nick Savage, Elizabeth Sessions and Graham Sessions

Mrs Judy Morris: Clerk

1. **APOLOGIES:** Vik Westaway
2. **Chairman: To elect Chairman for 2019/20**

RESOLVED: That Cllr Janet Johns is elected as Chairman for the 2019/20 civic year. Proposed Elizabeth Sessions, seconded Marilyn Bidmead

3. **Declaration of Interests: To receive any interest declarations:** None
4. **To approve the Minutes of meeting held on 10 June 2019:** The Minutes of the previous meeting held on 10 June 2019 were approved and signed as a correct record.
5. **Funding**
 - (a) **To receive notice that application for an Arts Council National Lottery Project Grant was unsuccessful and agree way forward:** It was disappointing to learn that the application was unsuccessful, discussion about ways to reduce the budget without diminishing the overall impact of the event. It was acknowledged that some expenses, such as road closure notice, signage alterations, first aid cover etc. could not be reduced.

Staging: It was agreed to hire a temporary stage with PA system to be located in the Higher Bullring as this will be a focal point for the event and add impact.

Entertainment: Bradninch Millers Morris Dancers, Samba Band and Tiverton Town Band are already booked and the Samba Band has offered to lead a workshop for an additional £120 on the day of the event. These expenses plus an additional £200 to cover entertainment expenses were accepted.

Illuminated costumes: Revised proposal submitted. Cost reduced to £65.00

Community choir: Revised proposal cost reduced to £400

Lantern Making Workshops: Costs to be reduced

APPENDIX A

(b) To receive report and review draft budget: A draft budget had been circulated with the agenda, this was amended as per the discussion at (a) above.

(c) To consider any other sources of funding. Various ideas discussed including:

- Pop-up restaurant at the Walronds: Find out if the offer is still 'on the table'.
- Discos: £595 for three discos plus £120 per evening hall hire on 2 no. evenings. Concern about whether sufficient tickets would be sold to cover expenses. It was agreed not to go ahead with this.
- Lucky dip for grown-ups.
- Raffle at October Food & Drink Festival.

6. To review actions list as contained in the Minutes of 10 June 2019 meeting 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	Arts Council National Lottery was unsuccessful, hope to hear from Tesco 'Bags for Life' soon, anticipate that the grant will be £1,000.
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.		Three ideas from Alan Boxer for a total cost of £400 accepted. Obtain more info in order to promote and do we need to find a venue? Lantern making workshops to be reviewed. Samba Band willing to lead a workshop. Contact South India Dancer about leading a workshop.
Venues	Little Bakery: Gingerbread workshops. Baptist Church Community Centre: booked for star making and Samba workshops. Also consider South India dancing. Hayridge: Suggest multi-lingual Christmas, signing workshop to include signing in the choir and also braille cards. (Jingle Bells) - create	JM MB JM JM	Paula has offered to organise, approach Tesco for donation of ginger biscuits and food decorations. School choirs, craft workshops (willow stars) and refreshments for a donation. Hire charge confirmed as £160 for whole centre Contact Hayridge to find out if they would be willing to organise.

APPENDIX A

	<p>a booklet in different languages. Make video to put on U-Tube to advertise the event.</p> <p>Coding Club (based at Hayridge) will work on ideas for lighting costumes etc. Will come back with final ideas when they have a definitive budget to work with.</p> <p>Walronds: Santa's Grotto, craft stalls and street food.</p> <p>Fire Jugglers could use boules pitch. Investigate ways to light up the Walronds garden in the early evening (for the Parade to disperse).</p> <p>Higher Bullring: All day craft activity by the stage in a gazebo</p> <p>Stage – Headstrong has offered to play, look for other young singers and bands to join them.</p>	<p>MB</p> <p>NS</p> <p>JJ</p>	<p>YMCA to find out if the young people that attend the youth sessions would be interested in making a video. Discuss with Alan Boxer</p> <p>Makaton and BSL, willing to come along to teach and perform.</p> <p>Include about £65 in budget for materials. Write project brief.</p> <p>Looking for more elves, contact WI.</p> <p>Reindeer not available this year as already booked for another event.</p> <p>Volunteer willing to make a white cut out sheep which children can decorate with sharpie pens.</p> <p>'Open Mic' encourage local entertainers to take part.</p>
	<p>Janet Johns offered to find out if the roller skaters would be interested in taking part.</p>	<p>JJ</p>	<p>Interest in taking part confirmed.</p>
<p>Video</p>	<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.</p>	<p>HH</p>	<p>YMCA will discuss with youth leaders.</p>
<p>Theme: Santa's Journey around the world.</p>	<p>Designate sites as geographical locations.</p>		<p>Consider how this can be organised, obtain rubber stamp or some form of sticker, an appropriate animal was suggested. Incorporate into programme.</p>
<p>Competition for best lanterns and Gingerbread houses</p>	<p>To be organised</p>		

APPENDIX A

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	20 businesses contacted, only one response to-date. Diggerland offered tickers for raffle. Organise stall at Autumn Food & Drink Festival 12 October to promote and fundraise.
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 dance behind Samba Band. Suggestion of Samba band dancing lessons. Megaphone needed. Investigate fire jugglers	VW JM	Contact Samba Band to ask if they have a tape that the Majorettes could use to practice Find out if TC has a megaphone.
Market	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	Road closure order for Church Street plus High Street parking spaces applied for. Contact Stagecoach to ask if they will move their bus stop further up High Street instead of in front of War Memorial.
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.	JM	List what banners etc. we already have and plot out locations to display.
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. Tiverton Town Band and Morris Dancers booked. Samba Band willing to organise workshops during the afternoon

APPENDIX A

	<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>		<p>with the Majorettes etc.</p> <p>Invite Charline (South Indian Dancing and storytelling) – willing to attend.</p> <p>Promote the event and make people aware that we are looking for volunteer street entertainers, photographer etc.</p>
Staging	Source suitable staging, contact Waggle	VW/JM	Staging provisionally booked.
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. Culm Valley in Business willing to contribute £100 as a sponsor.</p>
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.		

7. Any other business: None

8. Date and time of next meeting. Monday 9 September 2019 at 7.30pm at the Walronds