

Christmas Event Working Group
Notes of Christmas 2021 Event Meeting held on 24th February 2021 @ 7:00pm

Present: Councillors: Matthew Dale (Chair), Janet Johns
 Also Present: Ashley Hellier, Elizabeth Sessions, Graham Sessions,
 Joy Norris – Town Clerk
 Meeting Administrator: Maria Weston- Deputy Town Clerk

Item No	Notes (topics discussed)	Outcome/Action required	Action by
1.	Apologies	Sue Robinson	N/A
2.	Notes	Notes of previous meeting held on 27 th January 2020 were approved as a correct record.	DTC - Website
3.	Updates	The following updates were given:	
	Insurance Claim – Gazebos	It was advised that it had been reported to the Community Wellbeing Committee at its meeting on 18 th Feb that the insurance claim for the damaged gazebos (that had been loaned from the local Scouts Group) was ‘in hand’. The insurance company had requested photographs of the gazebos which the Town Clerk will forward asap.	TC
	Stage Booking	A communication has been sent to the Managing Director of the company (Waggle) to request a provisional booking of the stage for both the two dates as proposed for the Christmas Event (i.e. 27/11/21 & 18/12/21) and to obtain quotations for each individual date as well as a (hopefully) discounted rate if the Council were to hire the stage on the 2 no. dates.	DTC
	Tiverton Town Band & Samba Band Booking	Administrator will action this asap.	DTC
	Wooden Structure (Grotto)	Investigate hiring of a wooden structure – which could potentially be used as a Santa’s Grotto in the top of the Walronds garden and would not be affected by the weather/wind. Administrator will action this asap.	DTC
	<u>Christmas Website:</u>		
	Hosting of the site	It was agreed that this item would be deferred until the next meeting of the Group when it is hoped that a representative from the company which arranged the Christmas Website (Function28) would be present.	
	Pages and content	Pages: <i>Home/Calendar/Bulgarian invitation/ Events/Christmas Competitions/Best Shop Window Competition/Best Lit House Or Street Competition/Christmas Card Competition – Cullompton Community College/Christmas Card Competition – St Andrew’s Primary School/Christmas Card Competition – Willowbank Primary School/Gallery/Christmas Memories/Mayors Christmas Message/Thank You</i>	

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	<p>Date and Time of Next Meeting</p>	<ul style="list-style-type: none"> a. The virtual advent calendar proved extremely successful, popular and beneficial. This project enabled people who were unable to attend the event in person e.g. due to Covid-19 and associated shielding or for those with mobility issues, to feel included and to take part in the festivities. b. The Christmas website encouraged individuals who were not necessarily computer literate and familiar with technology to gain new skills. c. Local craftsmen were engaged to build the chimney shute for the Santa’s Grotto. It is important to note that the new chimney idea was very well received by both the children and their parent’s/carers. d. Young people were able to assist with the Grotto and to work both ‘front of house’ greeting users and also behind the scenes, literally i.e. behind the chimney and placing the gifts in the shute. The Council has been advised that other children have asked if they could assist with the next Christmas event. e. The Christmas website ‘spread the word’ about Cullompton as a town – both nationally and *internationally. This is good advertising for future years’ and has assisted with putting Cullompton on the map! f. Christmas literature was translated (Bulgarian) and disseminated throughout the town. This, together with two videos from individuals/families in Eastern European countries i.e. Bulgaria & Slovakia, assisted with cultural relations in the town. Note: It is intended to build on cultural relations for future events. <p><i>NOTE: *Administrator to request from Function28, the number of international visitors to the site.</i></p> <p>Wednesday 24th March 2021 @ 7:00pm.</p> <p><i>The meeting closed at 8:07pm</i></p>	<p>DTC/ Function 28</p>
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