

Christmas Event Working Group
Notes of Christmas 2021 Event Meeting held on 28th April 2021 @ 7:00pm

Present: Councillors: Matthew Dale (part only of the meeting) Janet Johns
 Also Present: Elizabeth Session (ES) & 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	Cllr. James Buczkowski, Ashley Hellier, Russ Murch, & Nick Savage	N/A
2.	Notes	Notes of previous meeting held on 31st March 2021 were approved as a correct record.	DTC - Website
3.	<u>General</u>		DTC
	Stage Booking	It was agreed that for cost efficiency, a stage, PA and Lighting should not be hired this year and that instead, a request is made to the local schools/St. Andrews Church for the loan of block wooden staging (modular). Administrator to contact supplier to cancel the provisional booking.	DTC
	Tiverton Town Band Booking	Administrator to confirm the provisional booking for 18th December– subject to government guidelines in place at the time.	DTC
	Samba Band Booking	Administrator to confirm the provisional booking for 27th November– subject to government guidelines in place at the time.	ES
	Wooden Structure (Grotto)	Only way this would be viable is if the Walronds agree for a permanent structure to be located in its garden. Effect on grass would need to be factored in as well as any planning permission required, as the Walronds is listed and the cost. This has been under consideration and ES will raise the matter at the next Committee meeting.	DTC
	First Aid Cover	A number of children have already come forward to assist with the Grotto e.g. elves. It was agreed that helpers should wear Christmas jumpers and preferably green tights or trousers. A hat will be supplied from stock.	TC
	First Aid Cover	St. John’s Ambulance should be booked for both dates.	
	Road Closure	It was advised that a period of no less than 16 weeks is required for any road closures. Letter to be sent to local residents/traders.	

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New Competition

Best snowman competition – to be displayed in windows/gardens with prizes for those using the most recycled material/s

Publicity

Special Projects Officer working on an electronic newsletter which could be used to publicise the Christmas Event.

Plans & Timings

Discussion ensued with regard to plans and timings of the Christmas events and these were agreed as follows:

Description		Miscellaneous
Best lit house, Street, Shop/business Window, snowman & Christmas card Competitions	End of August	Start Advertising. Have plaque for Best Window Competition but need to look at plaques/trophies other competitions & also possible sponsorship..
Save the Date/s	September	Save the Dates/ should be publicised
Competitions	5 th November	Entry forms to be submitted
Publicity	5 th November >	Start 'pushing' the Christmas Event/s – information should be disseminated early
EVENT 1	27th Nov'21	Miscellaneous
St. John's Ambulance	9:30am-6:30pm	Based in the Town Hall. DTC: On-line booking
Craft Market stalls	10:00am-2:00pm	Walronds (Approx. 20 gazebos)
Farmers' Market	10:00am-2:00pm TBC	Higher Bullring
Assemble Parade	For 5:00pm	Church Street
Lights Switch On	5:30pm	Higher Bullring – Need stage blocks, spotlight, PA system, Gazebo for inclement weather
Closure of Church Street	4:45pm-5:30pm	Assembling & clearing of Parade
Closure of Fore & High Streets	5:15pm -6:00pm	Re-open roads by 6:00pm
Samba Band	TBC	
'Carol Crawl'	TBC	Baptist, St. Andrews, Hebron, Pound Square, Catholic (Crow Green) Churches
EVENT 2	18th Dec'21	Miscellaneous
St. John's Ambulance	10:00am-3:00pm	Based in Town Hall. DTC:On-line booking
Santa's Grotto	10:00am-2:00pm	Walronds – Booking system again (worked really well last year) Christmas bags for gifts would be useful. Gifts > £1.50

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			(+ 1 hrs backup slots)			
			Craft Market Stalls	10:00am-2:00pm	Walronds (Approx. 20 gazebos)	
			Tiverton Town Band			
			Farmers' Market	10:00am-2:00pm TBC	Higher Bullring	
			'Carol Crawl'	TBC	Baptist, St. Andrews, Hebron, Pound Square, Catholic (Crow Green) Churches	
4.	Theme for Dec	Gauge how the SpringFest 'Alice in Wonderland' Competition went and then decide if we should look at a themed 'Dressing up Competition' with prize/s for the Christmas Event.				WGp
5.	Inclusivity	It was agreed that it would be appropriate for more elderly members of the community to also be involved in the Christmas Event. Chair to draft a communication to be disseminated accordingly.				Chair-MD
6.	Higher Bullring – 27th Nov	Road closure, Staging, PA system, Compere, spotlight, barriers Investigate feasibility & costs of a local celebrity to switch on the lights				DTC
7.	Date and Time of Next Meeting	Wednesday 26th May 2021 at 7:00pm				