

Christmas Event Working Group
Notes of Christmas 2021 Event Meeting held on Wednesday 26th January 2022 @ 6:00pm

Present: Councillors: Janet Johns (Chair)
 Also Present: Elizabeth Sessions, Graham Sessions
 Joy Norris (Town Clerk) & Maria Weston – Deputy Town Clerk (DTC)

Item No	Notes (topics discussed)	Outcome/Action required	Action by
1.	Apologies	Apologies were received from Cllr's Eileen Andrews & Matthew Dale and Chris Clarke.	N/A
2.	Notes of Previous Meeting	The notes of the meeting held on 13 th December 2021 were agreed.	N/A
3.	Wash-Up of 2021 Event/Review	<p>Members considered the 2021 Event and the following comments were made:</p> <ul style="list-style-type: none"> • The number of attendees at the Lights Switch On Event was impressive, despite the weather • Until the Relief Road is built, it is safer having the Lights Switch on at the Lower Bullring. Cars could easily access Swallow Way and get to the other end of the town • A number of individuals had been expecting there would be craft stalls in The Walronds during the afternoon. • The Bradninch Millers Morris danced in The Walronds Garden during the afternoon but there were not really any members of the public there watching them. • A couple of the Marshals had needed to direct people to the right place for the Lights Switch On as they were unsure where this was going to be. • It was recognised that more activities could have been arranged from the middle of the day until the evening 'Switch On' to keep people in the town however this would require a bigger budget allocation for the Event. • The Farmers' Market traders tend to want to trade during the set hours of 9:30am until 12:30pm. • Perhaps opening the Craft Fayre after the Farmers' Market had finished would be appropriate as the town was very quiet in the afternoon. There is a need to fill the time between 1:00pm and 5:00pm. • The weather contributed to individuals not wishing to stay out for a long period of time. • There needs to be a clear message that the Event is a 'split shift' affair. • Comments had been received from a trader in close proximity of the Higher Bullring that everything was at the other end of the town. • It was recognised that work is needed in relation to the Christmas Lights but this is not the remit of the Christmas Working Group. There had been an issue with the Christmas Lights and this had been party due to Storm Arwen but if all the lights had been in operation, the town would have looked better. • 	

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		<ul style="list-style-type: none"> • It was recognised that a number of local schools/groups had been invited to attend the parade but had not done so; It was good to see a local playgroup in attendance however. • It was agreed that consideration should be given to the compering of the Event and it would be useful if a briefing could be given and a time limit set. • It was advised that the newly introduced Christmas Competitions had been more popular in 2021 (following their inception in 2020) • The presentation of trophies and certificates etc. to the competition winners will need to be looked at as the time for the ceremony needs ideally to be when there is a Santa shift change in order for more members of the public to be in attendance. • The booking system had worked very well however there had been a small challenge with the Grotto as members of the public had been advised they could just turn up; this impacted on those who had booked slots and the gifts allocation. • It was noted that some entertainment in The Walronds Garden had impacted on the Grotto somewhat, as this was audible from inside the gazebo. • It was agreed that volunteers should have a break and perhaps also be moved to a different role to ensure variety of workload. NB: One of the Elf's had remained outside for the whole day, assisting members of the public visiting the Grotto and offering advice to Event attendees. • It was agreed that overall, the Christmas Event was pretty successful. 													
4.	General	<ul style="list-style-type: none"> • It would be a nice idea to have a temporary ice-skating rink in the town. It was suggested that the Cullompton Community Association may be able to host one, although there was a concern that the ground may potentially flood. It was further suggested that perhaps The Walronds could host the rink in its garden, however this would impact on the Craft Fayre stalls. • There were plenty of gifts for 2021 as there had been a surplus from 2020. This however, will not be the case for the 2022 Event as stocks have been depleted quite substantially. 													
5.	Dates for 2022 Event	<p>It was agreed that the Christmas Event would be another 'two-fold' affair as for 2021:</p> <table border="1" data-bbox="398 1190 1989 1351"> <thead> <tr> <th data-bbox="398 1190 929 1230">Event</th> <th data-bbox="929 1190 1458 1230">Date</th> <th data-bbox="1458 1190 1989 1230">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="398 1230 929 1270">1st Event</td> <td data-bbox="929 1230 1458 1270">Saturday 26th November 2022</td> <td data-bbox="1458 1230 1989 1270">'Lights Switch On' (Lower Bullring)</td> </tr> <tr> <td data-bbox="398 1270 929 1310">2nd Event</td> <td data-bbox="929 1270 1458 1310">Saturday 17th December 2022</td> <td data-bbox="1458 1270 1989 1310">Santa's Grotto</td> </tr> <tr> <td data-bbox="398 1310 929 1351"></td> <td data-bbox="929 1310 1458 1351"></td> <td data-bbox="1458 1310 1989 1351"></td> </tr> </tbody> </table>	Event	Date	Description	1st Event	Saturday 26th November 2022	'Lights Switch On' (Lower Bullring)	2nd Event	Saturday 17th December 2022	Santa's Grotto				
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6.	Finances/ Budget	<ul style="list-style-type: none"> • A review of the financial Supporting Papers was undertaken and consideration given to the amounts as paid and due to be paid. • It was recognised that the Event had been allocated a £4,000.00 budget, the balance remaining (as per the current accounts system) was £287.00 and there were still outstanding items to be paid e.g. Competition trophy engraving, Staff overtime for 18th December, donations to the dressmaker who had made the bespoke Santa costume and donation to the local Cub Scouts Pack for the loan of its gazebo for the Grotto. • It was agreed to supply all figures to the Community Wellbeing Committee by way of a recommendation to approve and for allocation of the appropriate budgets, to include a donation to the dressmaker of £50.00 and a donation to the Cub Scouts Pack of £25.00 (gazebo loan). 	
7.	Organisational Learning for the Christmas Event	It was advised that there will be a meeting (inaugural) of the Christmas Event Working Group – Organisational Learning next week on Wednesday 2nd February at 7:00pm via Zoom , with the aim of identifying lessons learnt.	
8.	Date and Time of Next Meeting	Wednesday 16th March 2022 at 6:00pm (Zoom)	DTC