

**MINUTES OF THE MEETING OF THE CHRISTMAS WORKING GROUP**  
**HELD ON MONDAY 9<sup>TH</sup> APRIL, 2013 AT 10.30 AM**  
**IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER**

**Present:-**

Chairman – Cllr. T. Nash, Cllr. D. Airs, Cllr. G. Smith, Cllr. V. Woodcock,  
Rev. David Court, Vernon Hoare, Beryl Mansell, Tony Shipp and Paul Stowe.

Julie Chance – Town Clerk.

**1. APOLOGIES FOR ABSENCE**

None received.

**2. MINUTES OF THE MEETING HELD ON MONDAY 4<sup>TH</sup> MARCH 2013**

The Minutes of the meeting held on Monday 4<sup>th</sup> March 2013, having been circulated, were taken as read, **AGREED** subject to a minor amendment, and signed by the Chairman.

Amendment:- Road Closure for Christmas lights switch on should read “between 4.00 pm and 5.00 pm”.

**3. CHRISTMAS ARRANGEMENTS**

**3.1 Christmas Market:-** It was reported that the Parish Church has already been booked for Saturday 30<sup>th</sup> November by another party who are unable to change the date. It was **AGREED** that the Christmas lights switch on, market and entertainment will be held on Saturday 7<sup>th</sup> December 2013. It was **AGREED** that the Clerk would liaise with Norfolk County Council concerning a road closure for Church Street between 4.00 pm and 5.00 pm on Saturday 7<sup>th</sup> December for the lights switch on and High Street between 8 am to 7 pm for the children’s rides and Polar Express. It was **AGREED** that the charity stalls will be held in the Parish Church once again this year and the boards have been ordered. It was **AGREED** that some entertainment will be arranged in the parish Church during the day of Saturday 7<sup>th</sup> December, 2013 between 11 am and 4 pm. David Court will investigate some entertainment and report back to the next meeting. The Clerk reported that she is liaising with Cromer Chamber of Trade to ascertain a date when she and Paul Stowe can attend a meeting to promote the whole event to the Members. Tony Shipp reported that the Carnival Committee have agreed to make a donation towards the children’s rides and entertainment for the event. Tony Shipp will liaise with the Carnival Committee concerning booking the rides and report back to the next meeting. Tony Shipp will invite Hubba to the next Christmas working group meeting to discuss this matter further. It was **AGREED** that Cllr. Woodcock will continue to arrange the bell ringing, organ and poster competition as in previous years. Paul Stowe reported that the Christmas

Lights Committee are arranging a children's party to be held in the Methodist Church. This will be held in the afternoon and David Court reported that the children's workshops will be held in the Parish Church in the morning. It was **AGREED** that the Clerk would check whether the Community Centre is free for Saturday 7<sup>th</sup> December in case the Methodist Church room is unavailable.

- 3.2 **Sound System:-** It was **AGREED** that Cllr. Nash and Tony Shipp will liaise with Richard Leeds concerning the sound system.
- 3.3 **Entertainment:-** It was **AGREED** that this matter will be placed on the next agenda for further discussion and to draw up a programme.
- 3.4 **Advertising:-** Paul Stowe reported that the Christmas Lights Committee will promote the whole event via Facebook and the usual press releases in the local press. It was **AGREED** that posters and a programme needed to be produced. It was **AGREED** that a competition will be held to find a design for the posters and programme. The Clerk will liaise with Tony Shipp on this matter.
- 3.5 **Christmas Tree Festival:-** It was **AGREED** that the Christmas Tree Festival will be held in the Parish Church setting up on Wednesday 4<sup>th</sup> December in the morning opening to the public at 2 pm. The Festival will run over three and a half days and finish on Saturday 7<sup>th</sup> December at 6 pm. It was **AGREED** that the Clerk will ask the recipients to let her know the size of the tree in order to place it in the best location. It was **AGREED** that trees would be allowed up to 6ft. It was **AGREED** that full capacity will be 40 trees. The trees will be placed on the floor up to the Chancel as well as the pews this year. It was **AGREED** that the Festival will run from 9 am to 6 pm each day. It was **AGREED** that the possibility of a site plan would be investigated for the position of the Christmas Trees. It was **AGREED** that the possibility of holding a prayer every hour for the charities involved in the event will be placed on the next agenda for further discussion.
- 3.6 **Nativity Festival:-** It was **AGREED** that the Nativity Festival will be held in the Methodist Church once again this year setting up on Wednesday 4<sup>th</sup> December in the morning opening to the public at 2pm. The details of the Festival and timings will be the same as the Christmas Tree Festival subject to confirmation from the Methodist Church. It was noted that extensive advertising is needed for both Festivals and posters should be displayed outside both venues on the day.
- 3.7 **Churchyard Christmas Tree:-** It was **AGREED** that the Clerk would place an article in the Cromer Town Council column of the Cromer Times asking for groups and individuals to design an alternative Christmas tree for the Churchyard this year. The designs will be vetted by the Christmas Working Group and will be subject to approval by the Parochial Church Council. It was **AGREED** that the Clerk would look into the possibility of an electricity supply on the junction of Station Road and Links Avenue in Suffield Park in order to erect a Christmas tree this year. This matter will be placed on the next agenda for further discussion.
- 3.8 **Budget:-** The Clerk will prepare a draft budget for the next meeting.

**4. DATE OF NEXT MEETING**

The date of the next meeting was noted as Tuesday 7<sup>th</sup> May 2013 at 10.30 am in the Council Chamber, North Lodge, Cromer.

**There being no other business the Chairman closed the meeting at 11.50 am.**

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**Chairman**

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**Date**