

MINUTES OF THE MEETING OF THE CHRISTMAS WORKING GROUP
HELD ON MONDAY 10TH NOVEMBER, 2014 AT 10.30 AM
IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER

Present:-

Chairman – Cllr. J. Hamilton-Emery, Vice-Chairman – Cllr. J. Frosdick,
Cllr. J. Bond, Cllr. T. Nash, Cllr. G. Smith, Debz Conisbee, Jo Guise,
Hubba, Chris Lynch, Paul Neale, Tony Shipp, Paul Stowe and Rebecca Wass.

Julie Chance – Town Clerk.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from John Hodgkinson, Richard Leeds, Cllr. A. Yiasimi and Rev. Sharon Willimott.

2. MINUTES OF THE MEETING HELD ON MONDAY 13TH OCTOBER, 2014

The Minutes of the meeting held on Monday 13th October 2014, having been circulated, were taken as read, **AGREED** and signed by the Chairman.

3. CHRISTMAS ARRANGEMENTS

3.1 Christmas Market:- The Clerk reported that the Parish Church and Parish Hall are now fully booked. A waiting list has been compiled and if anyone drops out this will be actioned.

New Street and Garden Street Market:- Chris Lynch reported that 20 pitches have been confirmed. It was noted that in the Minutes of 13th October 2014 it was reported that the total capacity for the street market was 20 pitches. In fact Garden Street holds 20 pitches and further pitches will be sited in New Street and High Street. All present congratulated Chris Lynch on his hard work in securing so many pitches for the craft market. Chris Lynch enquired how he could arrange for the vans and cars involved in the Craft Market to park on the promenade. Following lengthy discussion it was **AGREED** that Chris Lynch would contact North Norfolk District Council with a view to using the hard standing in North Lodge Park.

Community Carol Service:- Cllr. Nash reported that the arrangements are in hand. The invitations have been posted and the Order of Service will be available shortly.

3.2 Entertainment:- The Clerk reported that she has been working with Gary Dickenson and to date entertainment has been booked in the Parish Hall and St Peter and St Paul's Church filling six slots. Gary Dickenson will confirm further entertainment to fill the available slots nearer the time. Rebecas Wass confirmed that the theatre troop will perform once again this year between 4.50 pm and 5.05 pm. Hubba will arrange for North Norfolk Radio to perform on stage between 4.30 pm and 4.50 pm. Tony Shipp reported that the Salvation Army have been booked and the carol singing has been arranged.

Santa's Grotto – Christmas Lighting Team:- This matter will be placed on the next agenda for an update.

Family Photographs and Face Painting:- Hubba reported that he has arranged for North Norfolk Radio to do face painting. The face painting stall will be situated next to Santa's Grotto. Hubba reported that he will be taking the family photographs and has made arrangements with the photography shop in West Street to print them.

- 3.3 Advertising:-** The Clerk circulated the draft leaflet. It was **AGREED** that the Clerk would ask Chris Hamilton-Emery to add the switch-on time to the red roundel on the front page. It was also noted that the map shows three locations with no other connection in the leaflet. The Clerk will liaise with Chris Hamilton-Emery on this matter.
- Boards & Banners:-** Hubba reported that the metal stakes are ready and he will arrange to pick up the boards from North Lodge shortly. Paul Stowe reported that the banners will be erected shortly. It was **AGREED** that the Clerk will ask the Parish Hall if it would be possible to erect the banner in the near future before the event on Saturday 6th December.
- 3.4 Christmas Tree and Nativity Festivals and Shop Window Competition:-** The Clerk reported that this is now fully booked and a waiting list is now in force. The Clerk reported that the voting boxes and slips are ready for both festivals and the shop window competition. Numbers have been prepared for all three. The Clerk reported that Jarrolds have kindly donated three vouchers for the winners of the prize draws for each category.
- 3.5 Churchyard Christmas Tree:-** Cllr. Bond and Jo Guise reported that 20 boxes have been confirmed to date. It was **AGREED** that Debz Conisbee will prepare a box on behalf of Cromer Town Council, the Carnival will prepare a box and the Pier Theatre agreed to prepare an additional box. Cllr. Bond and Paul Stowe will liaise concerning erection of the Christmas tree and the use of a cherry picker. Cllr. Bond reported that Rev. Sharon Willimott has arranged for Jewson to sponsor all the materials involved in the alternative Christmas tree and their logo will be around the base of the tree. Cllr. Bond reported that the photographs for the exhibition are in hand.
- Lighting of Churchyard Trees:-** Cllr. Bond reported that he will be using gels on some of the spotlights in the Churchyard. He will look at the possibility of lighting the shrubs again but feels that they are a bit sparse to make a good light show.
- 3.6 New Boards – Nativity Festival:-** The Clerk asked Paul Neal whether the new boards could be delivered to the Parish Church on Tuesday 2nd December in readiness for the festivals. Paul Neale agreed to check and let the Clerk know.
- 3.7 Christmas Lighting:-** Paul Stowe reported that the team are a long way behind but hope to catch up. He is going to look at the tree which is hoped will be placed in the Churchyard shortly and will source two trees for the front of the Parish Hall. The Clerk confirmed that the stands will be available once again this year. Paul Stowe reported that they will be holding a children's raffle this year.
- Staging:-** Cllr. Bond confirmed that the staging will be delivered shortly but may need some work and railings. Cllr. Bond will make arrangements for this work.
- 3.8 Fundraising:-** Tony Shipp reported that the Carnival Committee have agreed to make a donation towards the Christmas Lighting Team of £500. It was thought that this should be earmarked for a specific project. The Clerk reported that there have been two bucket collections on the pier so far which have raised £153.59. Cllr. Frostdick confirmed that he has booked some dates for further bucket collections. Cllr. Frostdick handed Paul Stowe a cheque in the sum of £100 which was given to him by a member of the public for the Christmas Lighting Committee.
- 3.9 Road Closure:-** The Clerk reported that the road closure notices are now available and she will pass these to Tracey Khalil for distribution in the town.
- 3.10 Switch-on:-** It was reported that the switch-on will be at 5.30 pm and will be managed by North Norfolk Radio and Toby Shipp with the winner of the poster competition switching the lights on. The Clerk reported that she has obtained some signed books from David Walliams which she will keep in her office until needed. It needs to be agreed to whom these books will be given to as prizes.

- 3.11 Cromer Carnival Parade 2015:-** The Clerk reported that she is trying to source a lorry for the carnival parade 2015.
- 3.12 Christmas Lighting Committee and Cromer Town Council Christmas Event Committee:-** It was suggested by Paul Stowe and Cllr. Tony Nash that the two committees work together on fundraising. This matter will be placed on an agenda for both Committees early in 2015.
- 3.13 Budget:-** Circulated. Noted.

4. DATE OF NEXT MEETING

The date of the next meeting was noted as Monday 1st December at 10.30 am in the Council Chamber, North Lodge.

There being no other business the Chairman closed the meeting at 11.30 am.

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Chairman

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Date