

MINUTES OF THE MEETING OF THE CHRISTMAS WORKING GROUP
HELD ON MONDAY 13TH OCTOBER, 2014 AT 10.30 AM
IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER

Present:-

Vice-Chairman – Cllr. J. Frostdick, Cllr. J. Bond, Cllr. G. Smith, Cllr. A. Yiasimi,
Hubba, Richard Leeds, Chris Lynch, Tony Shipp and Rev. Sharon Willimott.

Julie Chance – Town Clerk.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. T. Adams, Cllr. J. Hamilton-Emery, Cllr. T. Nash, Jo Guise and Paul Neale.

2. MINUTES OF THE MEETING HELD ON TUESDAY 16TH SEPTEMBER

The Minutes of the meeting held on 16th September 2014, having been circulated, were taken as read, **AGREED** and signed by the Vice-Chairman.

3. CHRISTMAS ARRANGEMENTS

3.1 Christmas Market:- The Clerk reported that the Parish Church is fully booked for charity stalls. The overspill of charity stalls will be sited in the Parish Hall with the craft market stalls. There are only three spaces left in the Parish Hall. It was **AGREED** that the Clerk will write to all the recipients with the arrangements for Saturday 6th December. The Clerk circulated a draft flyer which was **AGREED**. The flyer will be given to all the charity stalls on the day of the event.

New Street & Garden Street Market – Traders:- Chris Lynch reported that Kate Gale has had to withdraw from the administration work. There are two large markets booked for the same day in the region. To date six stalls have confirmed and sixteen possible stalls have requested further information. Victor Gray from the funfair has confirmed that he can provide six to eight stalls making a total of fourteen booked to date. Chris has details of a further twenty two possible stalls which have been emailed with the details. Chris confirmed that the total capacity of the area is twenty two stalls at 2m sq.

Community Carol Service:- The Clerk reported that the arrangements for this event are in hand.

3.2 Entertainment:- The Clerk reported that she has booked several acts for both the Parish Church and the Parish Hall. The Clerk is working in liaison with Gary Dickenson. It was **AGREED** that the Clerk would contact Cantilena, a choir and book them in for both venues. Tony Shipp reported that he has booked Scunsulata for both venues at 12.30 pm and 1.30 pm respectively. Tony Shipp will contact an Irish Dance Troop and let the Clerk know if they are available to perform. Tony confirmed that George Cushion has been booked with his organ for the afternoon outside Boots. Cllr. Yiasimi will

enquire with his family as to whether they can perform some authentic Greek dancing.

Santa's Grotto:- Rev. Sharon Willimott reported that she will be contacting two people to ask whether they can do a shift each. Santa's Grotto will be open from 10 am to 12 noon and from 3 pm to 5 pm. The space in the Parish Hall has been agreed. Hubba will ask one of his contacts whether he can attend and take photographs and produce key fobs. Rev. Sharon Willimott will provide some nativity costumes for families to dress up for the photographs and the photographer will be asked to make a donation towards the event. Hubba will source a rocking chair. Sharon reported that Santa's grotto will be providing small gifts and sweets and the children will be given the choice of a key fob or gift.

- 3.3 Advertising:-** The Clerk reported that a meeting has been held with Chris Hamilton-Emery who will be producing the leaflets and posters. The information needs to be with him by 20th October. Rev. Sharon Willimott is emailing all the Christmas Lighting requirements, Tracey Khalil will email the Chamber of Trade requirements and Julie will email the Committee requirements. Julie will pass Chris Lynch's contact details to Chris Hamilton-Emery. The Clerk will ask Chris Hamilton-Emery if he will produce a press release for the event. Hubba will liaise with North Norfolk Radio and ask whether they would be willing to attend from 2 pm on Saturday 6th December with a face painter. Rev. Sharon Willimott said that Santa's Grotto stall will be doing temporary tattoos and the face painter could work with them.

Advertising Boards:- Hubba confirmed that the metal posts are in hand. The Clerk will let Tony Shipp know when the press release is due to go out and the boards will be erected in conjunction with this.

Advertising Banners:- Rev. Sharon Willimott will arrange for the banners to be erected outside the Parish Hall and on the side wall of the Big "C" premises. Tony Shipp reported that the extra stickers will be ready this week.

- 3.4 Christmas Tree and Nativity Festivals:-** The Clerk reported that both festivals are getting booked up. The Clerk will write to all the recipients with the arrangements for the event. It was **AGREED** that two 6ft trees will be placed outside the Parish Hall once again this year. Rev. Sharon Willimott will enquire whether the Christmas Lighting Team are able to put lights on the two trees.

Shop Window Competition:- This is being dealt with by Tony Shipp. The Clerk reported that there is a shield for each of the events and voting cards have been produced. The shields and certificates will be presented to the winners at the Firework Event on 1st January 2015.

- 3.5 Churchyard Christmas Tree:-** Jim Bond reported that all the boxes are ready for collection and some have been collected. Seven organisations have confirmed and seven organisations are to be confirmed. It was **AGREED** that the Clerk would place an article in the North Norfolk News asking for organisations to come forward to prepare a box for the advent tree. There will be a photographic exhibition in the Parish Church of all the boxes as they are opened. Rev. Sharon Willimott reported that the Christmas Lighting team

will be erecting a traditional Christmas tree in the Churchyard once again this year.

Lighting of Churchyard Trees:- Jim Bond and Richard Leeds are dealing with this matter.

- 3.6 Christmas Lighting:-** Rev. Sharon Willimott reported that the Christmas lights are in the process of being erected. They have amended the schedule to fit in with Anglia TV for their filming. The Children's poster competition has been amended slightly in the way it is managed. The winner of the competition will switch on the lights. The Clerk reported that she has requested David Walliams to switch the lights on in conjunction with the winner of the poster competition and apologised for arranging this and stepping on the Christmas Lighting teams toes. She will not make any arrangements for future years. The Clerk is waiting to hear whether David Walliams is able to switch the lights on and if he is not she will ask for one of his children's books signed as a prize.

Staging:- Jim Bond reported that he has purchased some second hand staging which will be stored by the Pier Theatre in their barn. Jim is liaising with Rebecca Wass on this matter to arrange delivery. The staging will need steps and safety rails and The Clerk will ask Paul Stowe to liaise with Jim Bond as to the positioning of the staging and erecting of the staging. It was **AGREED** that the Clerk would liaise with Gary Dickenson to ascertain whether the Salvation Army have been booked for the carols. Tony Shipp and North Norfolk Radio will compare and Andy Yiasimi will liaise with Rebecca Wass to ascertain their requirements.

- 3.7 Fundraising:-** The Clerk reported that a team of volunteers will be dressing up and bucket collecting at the Pier Theatre on Sunday 26th October. Any volunteers interested please meet in the Clerk's office at 8 pm to dress up to be at the Pier Theatre for 9 pm. There will be a children's games stall in the Parish Church on Saturday 6th December and it is planned to have a stall at the Carnival next year on Children's day. It is also planned to have a float in the procession. Both these will be in conjunction with the Christmas Lighting Committee.

- 3.8 Budget:-** Circulated. **AGREED.**

4. DATE OF NEXT MEETING

The date of the next meeting was noted as Monday 10th November, 2014 at 10.30 am.

There being no other business the Chairman closed the meeting at 11.35 am.

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Chairman

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Date

