

MINUTES OF THE MEETING OF THE CHRISTMAS SUB-COMMITTEE
HELD ON WEDNESDAY 25TH AUGUST, 2021 AT 2.00 PM
VIA ZOOM

Present:-

Cllr. D. Baksh, Cllr. M. Bossingham, Cllr. P. Harris, Cllr. D. Roberts,
Cllr. M. Russell, Cllr. E. Spagnola, Cllr. P. West, Jackie Austin, Mark Northway,
Tony Shipp and Judy Whittingham.

Julie Chance FSLCC – Town Clerk.
Janet Warner – PSLCC – Deputy Clerk.

Cllr. P. West took the chair.

1. MINUTES OF THE MEETING HELD ON 30TH JUNE, 2021

The Minutes of the meeting held on 30th June 2021, having been circulated, were taken as read, **AGREED** and will be signed by the chairman at the earliest convenience.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. T. Adams, Cllr. P. Bennett, Cllr. R Leeds, Sam Grout and John Hodgkinson.

3. DECLARATIONS OF INTEREST

Declarations of interest were received from Cllr. P. Harris in respect of any Community Centre matters.

4. CHRISTMAS EVENTS 2021

4.1 Christmas Market – New Street, Garden Street, High Street and Parish Hall:- The Clerk reported that the forms are being received and the Church is now fully booked. An update on the numbers will be given at the next meeting. The Clerk will contact the Secretary at the Parish Hall to ask whether a team of volunteers can set-up the tables on the Friday evening. The Clerk will also enquire how many tables are available.

- 4.2 Trade and Charity Stalls – Church and Community Centre:-** The Clerk reported that the forms are being received and the Community Centre is almost full. An update on the numbers will be given at the next meeting.
- 4.3 Sensory Area:-** Cllr. Spagnola reported that she is making arrangements for this area. The gazebos will be borrowed from the Crab and Lobster Festival and they have also offered storage room for the bean bags and other equipment.
- 4.4 Community Carol Service:-** The Clerk reported that the planned meeting had been cancelled due to an emergency. The Clerk has requested a new date from Will. An update will be given to the next meeting.
- 4.5 Entertainment:-** The Clerk reported that the entertainment during the day is booked. Tony Shipp will book the Organ, Bubble Car and prepare a programme for the evening event. The evening entertainment will commence at 4.30pm with the switch-on at 5.45 pm. The Town Crier has been booked. Cllr. Baksh reported that he and Cllr. Yiasimi are working on a plan for the buskers. It was agreed that once the number of buskers are known the possibility of issuing vouchers to them in order that they can obtain hot drinks during the day would be considered. Cllr. Baksh will liaise with the Chamber of Trade concerning the siting of the buskers. It was stressed that all final arrangements need to be reported to the next meeting with a final entertainment programme ready for the leaflet.
- 4.6 Father Christmas, Elf, Grotto and Sleigh:-** The Clerk reported that these are all booked and the adaptations to the sleigh are in hand.
- 4.7 Christmas Tree and Nativity Festivals:-** Jackie Austin reported that the arrangements are in hand and bookings are being received.
- 4.8 Wreath and Pew Ends:-** The Clerk reported that the forms will be issued shortly.
- 4.9 Shop Window Displays:-** It was reported that the Chamber of Trade are making the arrangements for this project.
- 4.10 Alternative Christmas Tree:-** It was **AGREED** that the Clerk would email Jim Bond to ask for an update.
- 4.11 Christmas Lighting:-** Judy Whittingham reported that all arrangements are in hand for the usual impressive display.
- 4.12 Advertising Leaflet:-** The deadline for the information to be entered in the leaflet will be 15th September. At the next meeting all information on the programme for the day must be ready.

4.13 Projector:- No update available.

4.14 Torch Light Procession:- The Clerk reported that the Friends of North Lodge Park have agreed to provide mulled wine and sausage rolls again this year.

4.15 Budget:- The Clerk will update the Budget and circulate.

4.15 Management Plan:- The Deputy Clerk has kindly agreed to produce a management plan for the event.

5. DATE OF NEXT MEETING

The date of the next meeting was noted as Wednesday 15th September at 2.00 pm via Zoom.

There being no further business the Chairman closed the meeting at 2.49 pm.

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Chairman

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Date