

MINUTES OF THE MEETING OF THE CHRISTMAS SUB-COMMITTEE
HELD ON WEDNESDAY 20TH OCTOBER, 2021 AT 10.30 AM
VIA ZOOM

Present:-

Chairman – Cllr. R. Leeds, Cllr. D. Baksh, Cllr. M. Bossingham, Cllr. P. Harris,
Cllr. D. Roberts, Cllr. P. West, Jackie Austin, Sam Grout,
John Hodgkinson and Tony Shipp

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

1. MINUTES OF THE MEETING HELD ON 15TH SEPTEMBER, 2021

The Minutes of the meeting held on 15th September 2021, having been circulated, were taken as read, **AGREED** and signed by the Chairman.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. T. Adams, Cllr. P. Bennett, Cllr. M. Russell, Cllr. E Spagnola, Jim Bond, Paul Kendrick and Judy Whittingham.

3. DECLARATIONS OF INTEREST

Declarations of interest were received from Cllr. P. Harris in respect of any Cromer Community Centre matters and from Cllr. R. Leeds in respect of any PA matters.

4. EVENT MANAGEMENT PLAN

The Deputy Clerk reported that she had submitted the draft plan to the SAG team at North Norfolk District Council but to date had not received a reply. The Deputy Clerk will chase accordingly.

5. **CHRISTMAS EVENT 2021**

- 5.1 Christmas Market – New Street, Garden Street, High Street and Parish Hall – Traders:-** The Clerk reported that there are a few places left for the street market and the Parish Hall. The risk assessment will be sent to the traders together with a request for a copy of their public liability insurance shortly. Concern was raised that more volunteers are needed on the doors at the venues to control the numbers and a one way system. The Clerk will be unable to attend the event on Saturday 4th December due to her health issues. Cllr. West has made himself available to carry out the tasks the Clerk usually covers and she will prepare an itinerary for him.
- 5.2 Charity Stalls – Church and Community Centre:-** The Clerk reported that the Church and Community Centre are now full.
- 5.3 Sensory Area:-** This matter will be placed on the next agenda for an update from Cllr. Spagnola.
- 5.4 Community Carol Service:-** Cllr. Bossingham reported that all the arrangements are in hand. He will be meeting with Cromer Academy in the near future to discuss the final arrangements for the planned sketch.
- 5.5 Entertainment:-** Tony Shipp confirmed that the entertainment is booked and a programme has been sent to Cllr. Roberts for inclusion in the leaflet. The Clerk confirmed that the street entertainment is booked.
- 5.6 Buskers:-** Cllr. Baksh reported that he has liaised with the traders concerning the vouchers and he will put together the information to be included on the refreshment vouchers shortly. The buskers have not yet been secured and the Clerk will contact Scott Butler to obtain the contact details of the recent festival held at Overstrand. Once to hand the Clerk will pass this to Cllr. Baksh. Cllr. Adams has contacted Cromer Academy and they are discussing the possibility of providing some acts for this event. This matter will be placed on the next agenda for an update.
- 5.7 Father Christmas, Elf, Grotto and Sleigh:-** It was reported that all arrangements are in place. It was **AGREED** that the cost for the grotto this year will be £2 per child. It was **AGREED** that a machine will be purchased in order to receive card payments. Cllr. West will purchase the machine.

- 5.8 Christmas Tree and Nativity Festivals:-** Jackie Austin reported that the arrangements are going well and everything is in hand. Risk Assessments have been prepared and Jackie will form the judging panel.
- 5.9 Wreaths and Pew Ends:-** The Clerk reported that she has not received any requests for Wreaths to date. The Clerk will contact the ladies preparing the pew ends to finalise arrangements shortly.
- 5.10 Shop Window Display:-** Sam Grout reported that the arrangements are going well and everything is in hand and Sam will form the judging panel.
- 5.11 Alternative Christmas Tree:-** It was **AGREED** that further social media will be used to try and find volunteers to help with design and erection of an alternative Christmas tree. Jim Bond is willing to help but cannot take this task on alone. Cllr. Adams liaised with Cromer Academy who are discussing possibilities.
- 5.12 Christmas Lighting:-** Cllr. Leeds reported that the erection of the Christmas lighting is going well and they are ahead of schedule.
- 5.13 Advertising Leaflet:-** It was **AGREED** that this should go to print as soon as possible. Cllr. Bossingham will deliver to the traders and Cllr. Leeds will deliver a box to the schools once they are ready.
- 5.14 Torch Light Procession:-** The Clerk reported that arrangements are in place for the sausage rolls and mulled wine with the Friends of North Lodge Park.
- 5.15 Budget:-** The Clerk will update the Budget and circulate to all Members.

6. Date of Next Meeting

The date of the next meeting was noted as Wednesday 17th November at 10.30 am via Zoom.

There being no other business the Chairman closed the meeting at 11.33 am.

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Chairman

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Date