

**Ledbury Town Council**  
**Christmas Lights 2019, Working Party**  
**Minutes of meeting 1<sup>st</sup> October 2019**

Present: Brenda Hill (Chairman), Sally Holliday, Tracey Smith (Minute Taker)  
Councillor Manns.

Apologies were received from Councillor Knight.

**Tree & Christmas Lights**

- Annette Crowe would count donations for the Christmas tree as soon as possible. When counted Olivia or Hannah will create a thank you card with the amount raised.
- Awaiting confirmation of tree supplier and installation date

**Santa**

- Councillor Dean Whattler has volunteered to be Santa
- Elaine Fieldhouse volunteered her shop premise as the Grotto
- Elaine Fieldhouse suggested that the grotto is decorated on Thursday 21<sup>st</sup> and Friday the 22<sup>nd</sup> of November with the help of the Youth Council
- Sally Holiday suggested that members of the Youth Council could dress as Santas helpers.
- Elaine Fieldhouse contact Weston's Cider regarding the dray and horses.
- Elaine Fieldhouse to collect and organise materials for ball balls workshop
- Sally holiday said the Youth Council would be keen to help and suggested the use of vegan glitter
- Tracey suggested contacting Baker Ross for craft materials as you can buy in bulk and advised they are good quality.

**Crafts / Gifts**

- Tracey advised surplus presents from the 2017 Light Switch were still in storage at LTC and have not been unwrapped

**RESOLVED: That Andy Manns and Elaine Fieldhouse arrange time to meet in the office to go through presents.**

### **Road Closure**

Road Closures have been confirmed for the day however just a short note that the following needs to be done in the run up to the event;

1. Bus companies to be advised of light switch on
2. Times of Light switch on due to public safety issues
3. Closure notices to be displayed 14 days prior to the event

### **Advertising & Timetable**

That Olivia create some poster designs for Brenda's approval in the next few weeks

### **Date of Next meeting**

Members agreed to the following date:

22<sup>nd</sup> October 2:00pm in the Council Offices

**Ledbury Town Council**  
**Christmas Lights 2019, Working Party**  
**Minutes of meeting 22<sup>nd</sup> October 2019**

Present: Brenda Hill (Chairman), Sally Holliday, Olivia Bundy (minute taker), Tracey Smith, Councillor Manns.

Apologies were received from Councillor Knight.

**Tree & Christmas Lights**

- Brenda Hill advised that the Christmas Tree will be transported from Scotland and delivered to Bristol.
- It was noted that ABE had volunteered to pick the tree up from Bristol and drop off at the Market House on 18<sup>th</sup> November.
- Brenda Hill advised members that she had recently approached the Commander at Ledbury Fire Station to ask if he would be willing to help the install the flags and Christmas tree in the Town Centre. She proposed that Ledbury Council write a letter to the Commander on behalf of the Christmas Lights Working Party to ask if they would be willing to help install the Christmas tree and flags.
- It was agreed that Hannah would create thank you cards for the Traders who raised money for the Christmas Tree, in particular Greggs

**RESOLVED:**

- 1. That Olivia prepares a letter to the Commander of the Ledbury Fire Station**
- 2. That Hannah Creates a Thank You Card to the traders who raised money for the Christmas Tree.**

**Santa**

- Members agreed to keep Santa's Grotto in the Panelled Room at the Council Office and decorate into a Winter Wonderland with the Help of the Youth Council.
- Tracey contact Weston's Cider regarding the dray and Horse
- Tracey Smith advised members that she had ordered Baker Ross Catalogues for the next meeting on the 5<sup>th</sup> November 2019
- Santa will arrive at the LTC Office for 2:30 – 3:30 and will walk around the town from 3:30 – 4:00

- Tracey advised that Loobylou will arrive at the LTC office for 4:00 however is waiting to hear from Joe the Juggler.

### **Crafts / Gifts**

- Due to time constraints it was agreed that the Christmas Balballs workshop be cancelled. Members suggested contacting Christine at the Youth Group to enquire whether they would like to help run a Christmas craft workshop at the Drop in Centre.
- A meeting is to be held on the 5<sup>th</sup> November to discuss craft and gifts.

### **RESOLVED:**

1. That members discuss the gifts and craft workshop at the next meeting on the 5<sup>th</sup> November
2. Tracey to ask Christine from the Youth Group if they would like to help arrange and craft workshop.

### **Road Closure**

Road Closures have been confirmed for the day however just a short note that the following needs to be done in the run up to the event;

1. Bus companies to be advised of light switch on
2. Times of Light switch on due to public safety issues
3. Closure notices to be displayed 14 days prior to the event

### **Advertising & Timetable**

That Olivia create some poster designs for Brenda's approval in the next few weeks

### **RESOLVED:**

Olivia to create some designs for the next meeting on the 5<sup>th</sup> November 2019.

### **Date of Next meeting**

Members agreed to the following date:

Tuesday 5<sup>th</sup> November 2:00pm in the Council Offices



**Ledbury Town Council**  
**Christmas Lights 2019, Working Party**  
**Minutes of meeting 6<sup>th</sup> NOVEMBER 2019**

Present: Brenda Hill (Chairman), Sally Holliday, Olivia Bundy (minute taker), Tracey Smith, Councillor Manns.

**Tree & Christmas Lights**

- Brenda advised that the Brewery may want to sponsor the Christmas tree or transport
- Olivia to contact Caroline Green for a list of traders for the thank you card
- Brenda and Annette to contact ABE to ask if they would be willing to be meet the fire station at the Market house at 7:15 on Monday the 18<sup>th</sup> November
- Tracey advised that the Christmas lights are going to be put up on the 6<sup>th</sup> November
- Tracey to phone Chris Hill to test the Christmas lights

**Santa**

- Members agreed to keep Santa's Grotto in the Panelled Room at the Council Office and decorate into a Winter Wonderland with the Help of the Youth Council.
- Tracey contact Weston's Cider regarding the dray and Horse
- Santa will arrive at the LTC Office for 2:30 – 3:30 and will walk around the town from 3:30 – 4:00pm
- Tracey advised that Loobylou will arrive at the LTC office for 4:00PM and her Daughter will arrive at 3:00 – 5:00pm
- Sally Holiday had let Brenda know that there will be 6 members of the Youth Council available to decorate the Grotto on Friday 22<sup>nd</sup> November between 3:30 and 6:00pm. Brenda was waiting conformation on how many youth council members would be available to help out on the Grotto on Saturday 23<sup>rd</sup>.
- Andy Manns to confirm price of costumes for youth council

### **Crafts / Gifts \* Suggested pricing below\***

- Tracey advised that she has spoken to Christine at the youth group regarding working together for a craft workshop and will chase again for the next meeting.
- Members agreed that they would like to use Sweet Memories to provide the sweets for the gift bags
- Members agreed to purchase small craft toys from Baker Ross and create unisex goody bags for age groups 0-3 and 3-6 and 6 +
- Tracey and Olivia to cost up 200 bags and various craft gifts
- Brenda to ask Dave from Sweet Memories if he could order a bulk amount of marsh mellows for the reindeer craft workshop
- Investigate whether members need food hygiene for the hot chocolate workshop

### **Road Closure**

Road Closures have been confirmed for the day however just a short note that the following needs to be done on the 6<sup>th</sup> November.

1. Bus companies to be advised of light switch on
2. Times of Light switch on due to public safety issues
3. Closure notices to be displayed 14 days prior to the event
4. LTC to advice Police of light switch on

### **Advertising & Timetable**

That Olivia create some poster designs for Brenda's approval in the next few weeks

### **RESOLVED:**

Olivia to create some designs for the next meeting.

### **Date of Next meeting**

Members agreed to the following date:

Tuesday 12<sup>th</sup> at 2:00pm

## PRICING FOR SWEETS AND GIFTS/CRAFTS

### Chocolate and Sweets

Sweets and chocolates for gift bags and for Santa to distribute when walking around town. (Purchased from Sweet Memories)

Quantity	Description	Total Price			
1 x 3kg bag	Sweets variety mix	£15 ex vat			
1 x 3kg bag	Lollipops	£15 ex vat			
1 x 3kg bag	Refreshers	£15 ex vat			
2 x 5kg bag	Chocolates	£30 ex vat			
				<b><u>TOTAL</u></b>	<b><u>£75 ex VAT</u></b>

### Gifts and Crafts

Gifts – Purchased from Baker Ross (Clearance section) based upon 150 gifts

Age Group	Description	Quantity	Total Price		
0-3	Colouring stickers	1 x pack of 200	<b>£1.49</b>		
	Plush teddies	3 x pack of 15	<b>£85.05</b>		
	Christmas Board Book	3 x pack of 24	<b>£82.80</b>		
<b><u>3-6</u></b>	Fake Tattoos	3 x pack of 24	<b>£2.97</b>		
	Festive Meerkat	3 x pack of 30	<b>£20.25</b>		
	Pug bead maze	3 x pack of 32	<b>£14.07</b>		

<b>6+</b>	Shrink keyring craft set	3 x pack of 32	<b>£52.80</b>		
	DIY colouring snow globe	6 x pack of 16	<b>£55.20</b>		
	Festive slime	2 x pack of 32	<b>£22.40</b>		
				<b><u>TOTAL</u></b>	<b><u>£337.03</u></b> <b><u>ex VAT</u></b>

### Hot chocolate Reindeer / Santa

	Quantity	Total Price	Supplier
Mini Marshmallows		£6	Sweet Memories
Clear cone bags	X 2 packs of 100	£1.39	Amazon
Candy Canes	X 1 pack of 100	£18.99	Baker Ross
Various crafts and accessories including eyes, ribbon, pipe cleaners (picture below)		£30 max	Amazon
Dairy and sugar free Hot Chocolate (Vegan)	175g	£7.95	Amazon



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