

LEDBURY TOWN COUNCIL

Report from the Christmas Lights Working Party
held on Monday 14th July 2015
in the Town Council Offices

Present: Councillors: Crowe, Eager (Chair), Baker, Bettington, Fieldhouse, J Roberts, N Roberts.
Residents: Brenda Hill, Clive Jupp, Dee Knight (J-Mart), Tim Rae-Clarke.

Also Present: Maria Bradman - Deputy Clerk

1. **Apologies** received from Kat Griffiths (Bamboo) and Cllr Francis.
2. **Report of meeting** held on 1st June was accepted.
 - a. **Discuss and agree how to alleviate the queuing problems.**
It was agreed that: the Burgage Hall would be the venue for the grotto, this would alleviate any queuing issues. The cost to remain at £3 entry to include a gift.
Action: MB to ensure that the Burgage Hall booking for 28th November has been confirmed and to book Friday 27th to allow for set up.
 - b. **Grotto Signage:**
Action: Elaine and Jayne to arrange signage for the grotto.
 - c. **Agree allocation of tasks.**
See summary of task allocation at the end of the report.
 - d. **Discuss and agree 'Christmas Wonderland' grotto theme.**
It was agreed that: Christmas Wonderland theme would be more suited to the Burgage Hall.
 - e. **Discuss and agree the idea of a Portable Ice Rink & Bouncy Castle** – further discussion with location choice (now St Katherine's car park) and prices to be confirmed along with availability.
It was agreed: No to go ahead with this option due to the expense.
 - f. **Toy auction venue:** Dee informed the meeting that she was expecting c150 people to visit Ledbury, from Birmingham, to take part in the toy auction.
It was agreed: that the toy auction would be best placed, on a trailer, tagged onto the market area.
Action:
 - MB to seek permission from David Hepworth, Parking Services Manager at Herefordshire Council to allow the market area to extend up to the Disabled Parking Bays.
 - Dee Knight to inform MB asap if unable to provide the trailer.
 - g. **Flea Market venue.**
It was agreed that: having made the decision to allocate the Burgage Hall to the grotto venue; St Katherine's Hall would be the ideal venue for the Flea Market.
Action: MB to confirm the Hall booking.

- h. **Elaine to update re Helium Balloons from Well Worth It.**
Action: Elaine to update at the next meeting on 8th September.
- i. **Andrew Manns to update re Barrel Organ (end of July).**
Action: Andrew to update at the next meeting on 8th September.
- j. **Kat Griffiths to update re food and refreshments.**
Action: Elaine to inform Kat that Liz May would be on the market selling sausages, as usual and that local food outlets should be notified and as there is an expectation of c150 visitors to Ledbury as well as local residents, the cafés and restaurants may want to extend their opening hours.
- k. **Entertainment to be held under the Market House.**
It was agreed: that any entertainment would be held under the Market House, this would include: Ledbury Dance Co, the Silurian Morris Men, Ledbury Brass Band and Ledbury Community Choir.
- l. **Entertainment:**
Community Choir and Ledbury Dance Co have saved the date! Brass Band, the Silurian Morris Dancers to confirm. **Action:** MB to arrange.

Proposed Entertainment Schedule:

12 noon	Toy Auction starts and will announce Santa's arrival at 1pm
1pm	Santa arrives at the Market House and will make his way to the Burgage Hall
1.30pm - 2pm	Ledbury Dance Troop perform to music from Frozen - to be confirmed
2pm - 3pm	Toy Auction part II
3pm - 3.15pm	The Silurian Morris Dancers - to be confirmed
3.15pm - 4pm	Toy Auction part III
4pm	Brass Band and Choir perform Christmas Carols
4.30pm	The Switch On
4.30pm - 5pm	The Raffle announcement.

- m. **Update from Dee re 'Look a Likey'**
Action: Dee will look into which 'Look a Likey' is available for switch on and also if she can source some real reindeer.

3. Promotion & Advertising

- a. **Banner costs**
Action: MB to obtain costs for 2 x banners 8ft long, wording:
Ledbury Christmas Lights Switch On Event 28th November 2015.
- b. **Discuss and agree signage design:**
Members agreed that there should be a consistent design for posters, programmes and flyers.
Action: Dee, Martin and Maria to meet and agree the poster design and wording.

c. Advertising

To agree the wording for local radio, press and social media.

Action: Martin and Maria to agree wording for approval at the next meeting.

4. Fundraising

a. Finance Update 2014/15

MB presented expenditure figures for the event 2014. Dee Knight offered several options as the main raffle prize.

It was agreed: that the raffle prize would be an Xbox 360 Live.

Action: Dee to source the raffle prize and confirm at next meeting.

Action: MB to provide income and expenditure figures for 2014 for the next meeting.

b. Update from Jayne and Keith re Christmas Tree Stars

Action: Jayne to continue making the stars with help from Brenda Hill.

5. Task Allocation

Tasks agreed and allocated as follows:

Item	Action	Allocated to WP Member
Banners	8ft cross street to read: Ledbury Christmas Lights Switch On Saturday 28th November 2015	MB
Posters	Design and wording	DK, ME, MB
Children's Gifts	Ask local traders as per last year	KG
Grotto	Set Up	Office staff, MB, BH, EF
Tree Stars	To be available for sale by 1.11.15	JR, BH
Toy Auction	To source toys and run on the day	DK, TRC
'Look a Likey'	To switch the lights on with the Carnival Princess and Mayor	DK
Street Signage	To direct people to the grotto	EF, JR
Press Release	Wording	ME, MB
Flea Market	To arrange stall holders to be held in St Katherines Hall	JR
Transport for Santa	Confirm with Westons	MB
Helium Balloons	Ask Well Worth It	EF
Food & Refreshments	Local Cafés - stay open a little later	KG

6. Any Other Matters:

None to discuss.

Date of the next meeting confirmed as 8th September in the Town Council Offices at 7pm.

Meeting closed: 8.40pm