

LEDBURY TOWN COUNCIL

Report from the Christmas Lights Working Party
held at 7pm on Tuesday 1st November 2016
in the Town Council Offices

Present: Cllrs M Eager (chair), A Crowe, E Fieldhouse, N Roberts, J Roberts,
A. Manns & N Morris.

Also: Andy Ward, Brenda Hill, Helen Moody, Tim Rae-Clarke, Dee Knight
Eddie Mustaffic, Clive Jupp, Ian Walker & Allison Thomas.

Apologies: Jean Simpson

1. Report of 4th October 2016 was approved.

2. Action Updates:

- a. Brass Band & Community Choir are confirmed.
- b. Xmas Tree – confirmed for delivery Friday 18th November, use existing lights clear and not coloured as has been suggested.
- c. Lookie Likey 'Frozen Performer' booked and set to arrive approx 3.30 and will be available until 6pm.
- d. Programme, Flyer & Poster, EF produced draft but in agreement that further information re Medieval Tournament and New St activities needed to be added.
- e. Banners – Printed and in Office – Road Signs (5) ordered.
- f. Salters Hill to be invited to Mayors Tea Party above Market House where they may also decorate a Christmas Tree.
- g. Photographer – Eddie and Annette gave an assurance that timings and operation will not impact on children's throughput to see Father Xmas, printing and admin will take place in front counter office area, materials still to be sourced but AC confident that all will be ready on day.
- h. Advertising – placed in Ledbury Focus.
- i. Toys, Gifts & Sweets, EF & Rebecca will wrap, 200 presents (up on previous year), toys from Wellworth it with very slight increase in cost.
- j. Lucky CD's (star dropped) now 'Christmas Wishes' well in hand, will be on sale in Past & Present, Market Newsagents (Ledbury News) and Council Offices.
- k. Santa's Grotto to be decorated by in house council employees.
- l. Email from Cllr K Francis, Silurian Morris unable to attend but Wychwood Morris Team who are performing in New St may be available around 4.30 to perform. Helen Moody to confirm.
- m. Medieval Tournament – no update available.
- n. Carnival Princess to switch-on, asked to arrive around 5.15pm. Mark will be on hand to set-up detonator and PA etc.
- o. Unconfirmed re RBL entertainment and if any stalls etc will be in place.

3. New Street Dickensian Afternoon:

Helen Moody gave those present an insight to activities which include, hot Chestnuts stall, mulled wine, pig roast and burgers, fiddlers & singers, Morris dancers, Lamp Lit parade, live band, host of various Dickensian Characters, Ledbury Choral Society, fortune telling/marble reading, street entertainers, turkey raffle & local school choirs, Co-op also on board and Feathers Hotel are doing something.
Road closure from 1pm to 8pm. Father Xmas dray will not be effected.

4. Road Closures:

- a. Request for cost saving joint road closure was agreed.
- b. Church Street closure and stalls, possible 3 stalls inc Mulled Wine request.
- c. Road closure barriers, LTC should have sufficient quantity to cover both road closures, Mark will be asked to check and deliver on site, Balfour Beatty to be contacted re diversion signs if necessary.

5. Tasks & Allocations:

Dee offered to put up Barriers in morning

Councillor(s) required to man Market House re entertainment.

Councillors required to be on hand when Father Xmas Arrives and when lights are switched on.

Volunteers required to join Cllr T Bradford with bucket collections.

Any helpers on the day welcome especially setting up and packing up.

Next and final meeting

Tuesday 22nd November at 7pm in the Town Council Offices

Proposed Time Line

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|------------------------|---|
| 1.00pm | Father Christmas Arrives |
| 3.00pm – 3.30pm | Ledbury Dance Company |
| 3.30pm – 4.00pm | Brass Band & Community Choir |
| 4.00pm – 4.30pm | Frozen Performance |
| 4.30pm – 4.50pm | Wychwood Morris Team (TBC) |
| 4.50pm – 5.20pm | Brass Band & Community Choir |
| 5.30pm | Lights Switch-on |
| 5.30pm – 6pm | Frozen Finale |
| 6pm onwards | Pack up and finish |