

LEDBURY TOWN COUNCIL

Report from the Christmas Lights Working Party
held at 7pm on Tuesday 8th September 2015
in the Town Council Offices

Present: Councillors: A Crowe, M Eager (Chair), D Baker, P Bettington, E Fieldhouse,
J Roberts, N Roberts, A Manns
Residents: Dee Knight (J-Mart), Tim Rae-Clarke.

1. **Apologies** received from Clive Jupp and Cllr K. Francis.
2. **Report of meeting** held on 14th July 2015 was confirmed as a correct record.
3. **Updates on previously agreed actions:**
 - a. **Burgage Hall & Grotto:**
Burgage Hall confirmed and Community Hall reserved for Civic Society re-booking on Friday 27th November in order to give more time for setting up the grotto but awaiting confirmation from Mary Cooper.
 - b. **Grotto Signage:**
Action: Elaine Fieldhouse & Jayne Roberts to produce samples at next meeting.
Dee offered additional animatronics signs for Church Lane – accepted.
 - c. **Toy Auction:**
Dee confirmed that the offer (ABE via Brenda Hill) of a 13 metre trailer was welcome and acceptable. 5 coach loads (250+) expected from Birmingham, agreed that Countrywide should be contacted and confirm parking arrangements. Discussion as to whether subsidise refreshment costs for coach drivers, to be further investigated. Dee provided the meeting with some sample excess stock for the auction. X Box prize confirmed, Dee also produced proofs of posters and booklets.
Action: Agreed that upon Maria's return from holiday that a sub meeting be held and final proofing of advertising material.
Maria had confirmed the availability of the High St as far the Disabled Parking Bays.
 - d. **Helium Balloons:**
Action: Elaine still to confirm availability.
 - e. **Barrel Organ:**
Both Andy & Martin confirmed that nothing suitable was at the Marcle Steam Fair, Noel stated that he may know of a source via Steve Chaos.
Action: NR to contact Steve Chaos.
 - f. **Entertainment:**
Dee said Reindeer were unavailable, but look-a-like Queen Elsa & Olaf from Frozen were booked, they will arrive around 4pm and will require a changing room (Elaine offered), they will sing and participate in photos with children and help with lights switch on and announce raffle results and depart around 5.30pm.
Brass Band and Ledbury Dance Co booked, but Silurian Morris Men will not turn up for a single only performance, discussed and suggested a meeting with Keith Francis to resolve.
 - g. **Food & Refreshments:**
Catering van had been cancelled.
Action: Elaine was asked to confirm with Kat Griffiths that all food establishments were on board to cope with extra influx of people/visitors.
 - h. **Entertainment Schedule:** – agreed as presented.

i. Advertising:

Proposed to go with 12 foot banner as quoted from Printed Banners & Signs Ltd, also see 3c above re poster etc.

Action: Martin and Maria to contact Local radio and press.

j. Fundraising:

Raffle Prize confirmed. It was revealed that One Stop had unofficial Xmas lights collection boxes, to be investigated. Income/Expenditure figures were not available.

k. Christmas Tree Stars:

JR reported that in hand and will report back to next meeting.

4. Allocation of Tasks:

a. MB to secure Westons Dray with the proviso that Westerns would have more prominence in the event advertising.

b. MB to order banner

c. Local traders to be asked re childrens gifts.

d. Flea Market – Further investigation but decided that not part of this working parties remit.

5. Any Other Business: None

Next Meeting – Tuesday 6th October at 7pm