

# MINUTES

## Community Events Committee Meeting

8<sup>th</sup> November '18 | 6pm

Walton Arms

### Group Members

Gary Skentelbery | Judith Walker | Sharon Harris | Judith Wheeler | Gerry Palmer

Item	Owner
<b>Apologies from Gary and Judith Wheeler.</b>	
<b>Item 1 Appleton Parish Christmas Event - Saturday 1<sup>st</sup> December</b>	
<b>Costings</b> – Additional expenditure of £110 was agreed to cover the chocolate coins, festive decorations (eg Santa hats) for volunteers and a small contingency for additional items should a lot of children turn up. Hopefully on a sale or return basis.	GP
<b>Risk Assessment</b> – Sharon and Gerry to walk round the site and do a risk assessment on Thursday 15 <sup>th</sup> November, 1.30. GP to invite JM. At that time, we will check the site for lighting.	SH/JM/GP
<b>Food</b> – GP to draw up a shopping list of food that the Co-op have offered to donate. GP to drop it in on the risk assessment visit.	GP
<b>Decorations</b> – GP to bring Christmas decorations and lights. Rachel Farrington Allen is also bringing decorations. GP to contact the week before to agree times.	GP
<b>Gazebo</b> – South Area Team will deliver the gazebo either on the day or the day before. Sharon, Gerry and Mike will be on site at 9am on the 1 <sup>st</sup> December.	South Area Team/SH
<b>Refreshments</b> – to be served in the Parish Hall throughout the event. SH to contact Parish Councilors for volunteers. Judith Wheeler has volunteered already.	SH
<b>Opening up the hall</b> – Sharon has a key for the hall.	
<b>Choir, music and PA system</b> – AIMS choir will bring the PA, speaker, mic and a selection of Christmas songs ready to play.	GP
<b>Meeting Tim</b> – Sharon will aim to meet Tim Stansfield either on 21 <sup>st</sup> or 22 <sup>nd</sup> Nov for a practice run. GP to contact Tim.	GP
<b>Publicity</b> – Sharon to ask Gary if he can promote it as an event on Facebook.	SH/GS
<b>Residents</b> – Sharon to draft a note to residents inviting them to the event and informing them of the activities on the day.	SH

**Order of events:**

4pm gather  
Choir  
Sharon to welcome people over PA  
Chance to get a drink  
4.30 – Sharon to invite people to count down to the switch on  
Sharon hears Father Christmas is coming...  
Children to queue at the grotto  
Choir Sings  
Music plays  
5.30 – 6pm finish

**Item 2 Lantern Walk Thursday 6<sup>th</sup> December**

The route is slightly changed. It will now end back at the church hall as Broomfields Flats cannot accommodate the number of children. Next year the events committee will run the event without South Area team if possible, to be more self-sufficient.

**Item 3 – Broomfields Lights**

In previous years the mayor has been invited to switch on the lights, but the mayor hasn't been invited and it's now too late. Next year we will invite the mayor. Sharon will go to the switch-on in her capacity as chair and make a small speech. Judith Wheeler and Jane Bilsland will be also invited because of their strong connection to Cobbs estate. Anybody else who wishes to attend to contact Sharon.

Next meeting – the next meeting will be either the 21<sup>st</sup> or 22<sup>nd</sup> November when we meet with Tim. It won't be necessary for everybody to attend as it will be more of a checklist for the events on the 1<sup>st</sup> December.

