

Events Working Group
Minutes of the Meeting held at the Town Hall
on Tuesday 24th January 2017 at 10:30am

Present: Cllr Mrs Lynn Little (**Chair**), Cllr Mrs Michele Mead (**Deputy Chair**), Cllr Mrs Dee Bulley, Cllr Roger Crapper, Cllr Miss Suzi Coul

Jeff Knight, Melvin Long, Don Rouse

Ron Spurs (Town Clerk)
Scott Edwards (Admin Support)

Apologies: Cllr Mrs Chris Delaney, Cllr Mrs Carol Wilson

Rosemary Calcutt, Gill Carver

1. Minutes of the Last Meeting

The minutes from the previous meeting were approved and signed by the Chairman.

2. Christmas Lights Wash-up

Feedback from Stella Catt was handed out to everyone - which is also attached for those who couldn't attend. The committee was then invited to offer their own comments on the evening.

- It was generally agreed that we need to attract more niche stalls, although plenty of application forms were handed out but were not returned.
- Feedback received from some people was that they would have attended if gazebos and lighting was provided which is perhaps something the Town Council could look in to.
- Some stalls could not attend due to a date change, however it was agreed that if stalls are made aware that the event will always be the first Friday in December, then we could get it in their diaries earlier - it was recommended that Stella notifies all potential stallholders in the first quarter of each year.
- It was generally felt that the event could start earlier' potentially at 4pm, as to attract more people, especially those coming straight from school. We could also have a number of attractions and create a programme for the evening as to attract people to the whole evening rather than just the switch-on.
- It was agreed that an earlier start time would require a more physical presence and that the event needed a more physical presence from volunteers in general.
- It was felt that the stall application fee should be reduced and perhaps offered for free to charity/community groups.
- There should be extra lighting on the Market Square and more stalls on the Market Square - although this may pose an issue when trying to get the lanterns onto the Market Square.
- It was agreed that the lantern parade needed radio contact with the destination as to keep updated on their progress.
- The music should be a different mix next year - the sound man has always said that we need to provide our own music as he only has a small selection.

- There seemed to be an issue with what side of the road the lantern procession should walk on and what side of the road was safest and easiest for them. It was suggested to close the Burford Road for the time that the lantern parade is walking down - approx. 30 mins.
- It was suggested that the Lions would be able to look into providing their Father Christmas Grotto on the Market Square to avoid a clash of two Father Christmases, this was generally favoured and they would look at starting earlier with any money raised being split between the Lions and the Mayor's Charities - this would be taken to the Lions Committee.
- It was suggested that the craft stalls that attend the craft market the following day could also be invited to the Christmas Lights Switch-on.
- It was agreed that the Town Council should purchase better road closure signs that allow us to change the dates/times so that we can use them for various events.
- The question was raised as to whether we need to advertise the event more as people are still asking when the lights are being switched on. The advertising does get increased every year with the Carterton Crier (although it was delivered after the event), Chancellors Boards and leaflets, posters on all of the notice boards, a banner on the Mayor's balcony and posters on the 'Our Carterton' Facebook page and Town Council website all channels that were used for 2016.
- It was agreed that the Town Council should look into having lights on Hawkins House as well as more places throughout the town, rather than focusing on the centre.
- Ron Spurs agreed to source a list for the stalls that attended the Witney Lights Switch-on so that we can invite them.
- Ron mentioned that we could look at getting the Oxford Pipe Band to lead the lantern procession, which could potentially bring more people to the event and would also make it easier to part the crowd when the lanterns are arriving.
- We could look into asking the schools to provide a number of children to sing three or four carols before the lights are switched on. DB agreed to go to the schools and help with this. RC and RS agreed to source a trailer on which the children could perform on.
- It was agreed that Bill Wragge should be booked again for this year and it should be done as soon as possible.
- It was agreed that the date of Friday 1st December would go to the council to agree to be the date of this year's event.

3. Armed Forces Day 2017

LL gave an update on a meeting she had with a committee organising an Armed Forces Day event in Carterton on Saturday 17th June on the Alvescot Road Recreation Ground.

The committee has met with the organisers of LibFest as last year there was a clash between events and organisers from both parties wanted to avoid a clash as to allow people to attend and enjoy both events. LL will be attending another meeting in two weeks which will give her some more information on the event.

What is known so far is the following:

- It is a free event
- Oxfordshire Play Association will be in attendance offering free activities
- There will be some craft stalls on the recreation ground during the day

- There will be performances from a number of musicians on the day starting from 12pm
- The RAF Falcons Parachute Display Team will be dropping in on the day - weather permitting

The West Oxfordshire Armed Forces Day Event will be held on the Alvescot Recreation Ground on the 24th June and although there was slight concern about the conflict and the message of what Armed Forces Day is about, it was agreed that it would be a good start and end to Armed Forces Week with hopefully some events in between.

Ron Spurs made it clear that the only involvement the Town Council has with either event is simply as a landlord for the venue and a supporter of both events. He also asked that it be made clear to both committees that Event Insurance would be needed as well as Public Liability Insurance due to the scale of the events.

4. AOB

RS mentioned that Derek West has been in touch with some Carterton based musicians and that for a small fee he would be willing to organise for some events on the Market Square throughout the summer.

SC mentioned that it may be a good idea for the Town Council to produce a calendar of events for the year. She also asked whether all Councillors could be made aware of any events being held by the Town Council before they are advertised on Facebook.

The meeting ended at 11:40am

The date of the next meeting will be Tuesday 28th March at 9:00am in the Town Hall

Christmas Lights 2016 Notes for next year

Switch On:

Lights were switched on by Robert Courts MP, Raymond Hall (veteran from Blenheim Court) and Ben Shaylor (Year 6 youngster nominated by Gateway School).

Stalls:

Stalls were marked out stalls by Alex/Stella on Wednesday 30 November (TH side of street) and Thursday 1 December (other side of street) – using 10ft pole for measurement. Used yellow spray paint – not sure how well it will come off. Didn't mark stalls on mosaic area, Market Square or outside Library in order not to damage paving. Fewer stalls possible this year due to new hanging basket columns.

Alan Band from Witney Baptist Church would be interested in a stall for 2017 – he enquired last minute this year and decided he needed to organise power for the stall, but wasn't enough time. Wanted to run a Nativity stall where children can put their heads through into the scene. Add to contact list for next year: alanband@ntlworld.com – Tel: 01993 779835.

Hot choc stall, usually outside Library, William Bond/Whitney Fendick, not able to make 2 December 2016, but leave on mailing list for 2017.

Barry's/Hoggy's both declined to do pig roast. Ron organised for Rotary Club to do it – outside Library with generator.

James Whayman wanted five stalls – donut stall on other side of traffic lights, then four more between lights and the tree. Church stall usually goes next to that, but there was insufficient space due to hanging basket column and we moved them to Stall No.25 – do the same for 2017.

No stalls possible outside Pizza, Tanning Room and Barrista Coffee Shop as they were all remaining open – same for 2017.

Animal Sanctuary Shop declined this year, but interested for 2017. Twinkle & Shine asked for a form, but didn't apply for a stall in the end. Mariah Ritchie from OCC Fostering & Adoption wanted a stall (FOC), but cancelled on the day due to illness.

Mike Nolan's usual stall space was obstructed by new hanging basket column, so he had permission to expand into adjacent space No.31, which was kept free for this purpose. For 2017, mark out as one slightly larger corner plot.

There were a fewer applications for stalls this year, resulting in gaps along the street. A few forms were given out to people who had enquired for their small home business/crafts, but applications didn't then follow – perhaps due to £30 being too expensive for this type of stall. For next year, more advertising and look at a new lower price (£15?) for small home business/craft stalls. It was also suggested that the stalls on the Market Square fill the gaps in the main street.

Market Square:

Santa's Grotto 1.00-4.30pm on Market Square – Teresa's hubby Ady was Santa, assisted by Scott. Presents for the children cost £90.95 plus £180 for the Grotto itself from Funtime – not very well attended. Perhaps heating or lighting inside would have helped and look at changing the opening times, as children still in school until 3pm.

Sound Booth – Bill Mattingley arrived late morning to set up. MC was Don Rouse, who asked for a list of running order and things for him to announce, including thanks to those who sponsored the event and helped on the day.

Stalls on the Square included SSAFA plus two CTC stalls – selling Raffle tickets for Morrisons Hamper and specially brewed Aviator Lager Beer at £3 a bottle (17 cases purchased). For 2017, suggested that these stalls could be included along Alvescot Road to fill any spaces, especially now that the new trees have been planted along Factory Shop side of Square (planted week commencing 5 December 2016, immediately after Christmas Lights).

Funfair:

Hatwell's Funfair had put their generator in the Library's disabled spaces instead of Paul Chaston's car park – Ron asked them to move it. Hatwell's now pay a fixed sum of £300 as their contribution.

Marshalling:

First year CTC in charge of marshalling the Lantern Procession – RAF marshals organised by Jenny Withers and led by Rich Barnes. Procession set off from Carterton Community College at 5.15pm, arriving at the Market Square in time for switch on at 6pm. Some confusion arose over which side of the road the procession walked on – in the past it has crossed over to the east side as there are less roads to cross along the route, which is what happened this year. The ICE Centre joined at the front, as arranged.

People were unsure what they were to do with their lanterns after the event and some asked if they could leave them at the Town Hall - a few were left in gap at side of vets, disposed of by Alex after event (no LED lights were in them). Perhaps this could be made clear at the briefing before the Procession sets off.

Income/Expenditure:

<u>Income</u>		<u>Expenditure</u>	
Stalls	£465.00	Steam Engine	£300.00
Funfair	£300.00	Stilt Walkers	£732.00
Grotto	£20.00	Grotto – Funtime	£180.00
		Grotto – Presents	£90.95
Totals	<u>£785.00</u>		<u>£1302.95</u>

Note: Figures do not include cost of refreshments provided downstairs and in Parlour.