

RIPLEY PARISH COUNCIL

**MINUTES OF THE CHRISTMAS EVENT COMMITTEE MEETING HELD ON TUESDAY 15th
OCTOBER 2013 AT MDM HOUSE, HIGH STREET AT 6.00PM**

Present

Chris Lee (Chairman), Cllr Lisanne Mealing, Cllr Caspar Hancock, Cllr Jennie Cliff, Jackie van Heesewijk, Elaine Cooper, Nigel Bruder, Cllr Vernon Wood, Cllr Colin Cross, Mike Baker, Sally Rule, Glyn Watkins, Jan Richardson, Peter Hookins

Alison Jones Clerk to the Council

CE 23/13 APOLOGIES FOR ABSENCE

Apologies for absence from Cllr Suzie Powell-Cullingford were received and accepted.

CE 24/13 DISCLOSURE OF INTERESTS

None given.

CE 25/13 MINUTES

The minutes of the meeting held on Monday 9th September 2013 at 6.00pm at MDM House were received, confirmed and signed as a true and correct record by the Chairman

CE26/13 BBQ

Nigel brought samples of 4 inch, 5 inch and hot dog rolls which could be supplied at less than 11p per roll. They are ready cut.

Last year the rolls supplied by The Bakery, at a discount, cost 30p each. It was unlikely that any negotiation with The Bakery would bring the price down to a similar level.

The rolls were tasted and the 4 inch floury rolls were preferred.

Nigel has ordered 200 sausages and 200 burgers from Conisbee's with another 100 of each available on a sale or return basis. These are being supplied at cost price.

Caspar has a team for the first hour, Suzie for the second hour and Sally for the third hour. Chris Lee has two helpers for the last hour.

Vernon has confirmed that the Bonfire Committee Barbecue is available. Nigel has a second barbecue and will secure the necessary gas supplies.

Chris will obtain from the Cash and Carry an ample quantity of serviettes, 300 slices of cheese, 2 bottles of Tomato ketchup, and 1 bottle of mustard,

Nigel will provide 2 dustbins with liners and take away the food waste at the end of the fair.

Stallholders will be provided with black bin bags and encouraged to take their litter home but there is a problem with foxes strewing rubbish over the Green from overflowing litter bins. Alison will contact the Borough Council to see if they can help. Colin will ask Smith Pearman whether their large flip top bin could be used. It may be for recycling only.

CE 27/13 ENTERTAINMENT

Chobham Rock Choir is confirmed. 80 to 100 singers will be attending and they will bring their own PA system.

Peter Honore will definitely be performing 2 sessions with his band outside Smith Pearman. He will bring a PA system.

Tormead School Jazz Band is confirmed.

Woking Stagecoach is not yet confirmed.

Chris will confirm with Smith Pearman about the electricity supply and pass the details of the various acts to Peter Hookins so that he can ensure all their electrical requirements are met. A PA system will be needed for Matt outside Drakes.

The area in front of Smith Pearman will be left as clear as possible.
Drakes will provide a Christmas tree and lights outside their premises.

The Rodeo Bull Ride is confirmed and will be situated on the right of the Milk Road. They will bring their own generator.

Phil Paul and the elves have confirmed that they are available and Richardsons will host the grotto once more.

Jan will source and supply the presents, wrap and organise the tub.

Jan has a banner advertising Father Christmas and Matt will make announcements to encourage visitors to the grotto.

The charge to see Father Christmas is £3.

Vernon will speak to Bensons regarding the playground rides after the bonfire celebrations.

CE 28/13 STALLS

Chris reported that 92 stalls were booked. 3 more stalls had not yet paid.

There will be a Mexican food stall and roast sweet chestnuts and a doughnut van. The usual doughnut van was not responding to Chris so a different company was attending.

CE 29/13 RAFFLE

The raffle tickets had been printed and were available to take tonight. The chairman thanked MDM Financial Services for sponsoring the tickets.

It was agreed to start selling the tickets in shops from 1st November. Chris will advertise this in the Grapevine. Jan will take raffle tickets for Richardsons. Alison will supply Lloyds Chemist and the Post Office at the end of October.

Jennie will ask Ripley Primary School if raffle tickets can be sent home with the children as in previous years.

Jennie will collect tickets for the Over 60s and Travel Club.

Lisanne and Chris will sell tickets at the November Farmers Market.

All prizes should be taken to Richardsons at the beginning of November for the window display.

CE 30/13 ADVERTISING

The A5 fliers are at the printers and will be delivered on Friday 18th October.

The fliers will be delivered with the parish council newsletter by the end of October.
Fliers will be available from Richardsons, The Post Office, Pinnocks and Ripley Vets.

Chris will ask his children if they will deliver leaflets in Send Marsh.
Leaflets could be given to Chobham Rock Choir and Tormead Jazz band for their members.

Jennie will take leaflets to Send Church and Ripley Church
Elaine will take leaflets to The Bakery
Vernon will deliver some to Guildford Information Centre

Chris will contact the Surrey Advertiser to put copy on the "What's On" page.
Chris will advertise on the Guildford tourist information website.
Sally will organise the estate agents boards with Wills and Smerdon. All members were happy to have the boards put up in the same places as last year.

The large board at the entrance to the Green will be put up after the Bonfire Celebrations with the advertising at the bottom obscured.

Chris will ask Debra at Nest if she will advertise the fair in her newsletter.
Sally will ask Ripley Nurseries for advertising as last year.
Caspar will look into using Facebook and Twitter.

CE 31/13 PROCESSION

The Cobham sleigh has not responded to Chris and is assumed to be unavailable. The Harley Davidson and Lambretta bikes are available. Father Christmas and the elves could join the procession outside Richardsons. Chris will ask Philip Erhardt if his car would be available. Elaine could provide an open topped car from the Theatre if necessary.

Elaine confirmed that the pantomime mouse is available
Jennie will confirm with the Ripley Pantomime.

Jan has the false switch on button.

Jennie will assist with the switch on in Alison's absence. Alison will liaise with Paul Puttock and ensure Jennie is trained.

CE 32/13 MARSHALS AND CONTROL POINT

Colin, Sally, Glyn, Suzie, Matt Cliff and Dan Haskins are available

Keith and Linda Marchant are not available this year. Chris will check whether Roger and Diana Cox are available.

Jennie will ask Carrie and Richard if they are available.
Alison will ask Vernon if he can supply yellow jackets as in previous years.

Jennie will man the Control Point together with Mike Baker who can be there from 2pm. Caspar will also drop in to help between 1.00 and 2.00pm.

Chris Owen has been authorised to buy an incident first aid kit on behalf of the parish council.
Chris will ask Chris Owen if she will be on call from 11.00am until 12.00 to cover the setting up period.

Chris will need to leave the fair at 4.30pm so the marshals will need to ensure that the bollards are collected, signs taken down and litter removed. Chris will detail the work required and allocate tasks.

Colin will check that the bollards can be stored outside the Chapel ready for collection.

It was RESOLVED: That the agreed plans and arrangements of the Christmas Event Committee be reported to the next Ripley Parish Council meeting scheduled to be held on Thursday 17th October 2013.

CE 33/13 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 6th November at 6pm at MDM House.
The Marshals meeting will take place on Tuesday 26th November at 6.00pm. Caspar will confirm whether Pinnocks is available. Chris will confirm this date with PC Karen Page.

The meeting closed at 7.30pm

Signed:

Date: