

RIPLEY PARISH COUNCIL

**MINUTES of the CHRISTMAS EVENT COMMITTEE MEETING held on MONDAY 17th
NOVEMBER 2014 in the VILLAGE HALL ANNEX at 1800hrs.**

Present

Chris Lee (Chairperson), Cllr Jennie Cliff, Cllr Colin Cross, Cllr Caspar Hancock, Cllr Suzie Powell-Cullingford, Cllr Vernon Wood, Mike Baker, Nigel Bruder, Peter Hookins, Jackie van Heesewijk, Jan Richardson, Glyn Watkins.

Jim Morris, Clerk to the Council.

Elaine Cooper arrived at 1810hrs.

Absent

Cllr Lisanne Mealing

CE 32/14 APOLOGIES FOR ABSENCE

No apologies for absence were received.

CE 33/14 DISCLOSURE OF INTERESTS

No disclosures of interest were received.

CE 34/14 MINUTES

The minutes of the meeting held on Monday 6th October 2014 at 1800hrs were received, confirmed and signed as a true and correct record by the Chairperson.

CE 35/14 STALLS

The full allocation of 100 stalls has been booked with plenty waiting in reserve in case of late drop-outs. Up to 5 a day were still requesting stalls. Roughly 5 or 6 are expected to not show up on the day. Stallholders' set-up instructions are to go out this week and Marshals will be made aware of the instructions at their forthcoming meeting.

CE 36/14 BBQ

N Bruder is to source everything required for the BBQ stall at the Cash and Carry and will bring tables. The gazebo will be erected by 1000hrs for use from 1100hrs. The Chairperson distributed the list of volunteers and their allotted times. Printing for the BBQ is complete, an invoice was handed to the Clerk. The Chairperson was reminded to make sure there are plenty of 50 pence pieces.

CE 37/14 RAFFLE

J Richardson ran through the list of outstanding gifts. The prize fund was still waiting for gifts from Drake's Restaurant, Ripley Guitars, Pinnock's Coffeehouse, The Half Moon PH, Nest, The Jovial Sailor PH, Woking Cinema and Ripley Cricket Club.

J Cliff was to promote the raffle at Ripley Primary School's forthcoming assembly. J van Heesewijk had put together envelopes for schoolchildren to take home.

It was resolved that a letter to local businesses be drafted warning of the Temporary Road Closure in place from 1000hrs to 1700hrs on the day.

The Chairperson was again reminded about the need for a larger box for the raffle draw.

CE 38/14 VOLUNTEERS

The list of volunteers was confirmed. It was resolved to send any lost children or parents to the Control Point at Wills & Smerdon. S Powell-Cullingford and J van Heeswijk are to help with wrapping Santa's presents. The Marshals' meeting will take place at 1830hrs on the 2nd December at Pinnock's Coffeehouse. V Wood is to confirm the fairground rides with Benson's Funfair. S Powell-Cullingford is to meet J Cliff at the Control Point at 1100hrs to collect a bunch of keys.

100 bin bags are to be purchased to hand out to stallholders. Stallholders will be asked to remove their rubbish but it is accepted that this is unlikely to happen. Volunteers for litter picking on the morning of Monday 8th December are most welcome.

CE 39/14 ADVERTISING

The estate agent boards have been placed at strategic points around the Parish. Flyers have been distributed to local businesses but the Manager of Budgen's has proved elusive. It was resolved that the Manager of Budgen's be contacted to ask if flyers can be placed beside the tills and to make him aware that the cashpoint ought to be filled. It was noted that Budgen's may also experience car parking problems on the day. The Chairperson is to contact local media including The Surrey Advertiser. It was suggested that M Cliff could contact Eagle Radio. The Chairperson encouraged Committee members to go ahead if they had any other ideas on promoting the event.

CE 40/14 ENTERTAINMENT

A £100 cheque needs to be raised for the Chobham Rock Choir, the Chairperson will confirm the payee. Regular Public Address equipment is required. P Hookins will check with Mr Jelley that Christmas music is available. V Wood will ask the Bonfire Committee for use of their bollards and barriers. Farmers' Market bollards are available for the Milk Road.

CE 41/14 PROCESSION

Cars have been sourced for Santa and the elves. Anyone taking part in the procession must be at the Village Hall for 1530hrs. The procession will set out at 1540hrs. The finer points of timing were discussed and it was resolved that Santa would finish at 1520hrs in order to leave enough time to reach the village hall. An escape route via the rear of Richardson's was discussed. The two cars will be in the middle of the Harley Davidson parade. The procession will end at 1550hrs.

CE 42/14 SWITCH ON OF CHRISTMAS LIGHTS

The lights will be switched on at 1555hrs, followed by the raffle draw. The prop handle deployed in recent years will be sought from a local resident.

CE43/14 TIME & DATE OF THE NEXT MEETING

The next meeting will be held on Monday 12th January 2015 at 1830hrs at 'South View', Polesden Lane, Ripley.

The meeting closed at 1915hrs.

Signed:

Date: