

RIPLEY PARISH COUNCIL

**MINUTES of the CHRISTMAS EVENT COMMITTEE MEETING
held on TUESDAY 8th SEPTEMBER 2015 in the VILLAGE HALL ANNEX at 1830hrs.**

Present

Chris Lee (Chairperson), Cllr Jennie Cliff, Cllr Suzie Powell-Cullingford, Cllr Vernon Wood, Nigel Bruder, Jackie van Heesewijk, Jan Richardson, Glyn Watkins.
Jim Morris, Clerk to the Council.

CE 17/15 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Mike Baker, Elaine Cooper, Cllr Colin Cross, and Peter Hookins.

CE 18/15 DISCLOSURE OF INTERESTS

No disclosures of interest were received.

CE 19/15 MINUTES

The minutes of the meeting held on Monday 13th July 2015 were received, confirmed and signed as a true and correct record by the Chairperson.

CE 20/15 STALLS

The Chairperson gave an update on stalls booked. 86 stalls had been reserved, in comparison with 74 at this point in 2014. 100 stalls in total would be accepted, and it was expected that some would drop out in the week beforehand.

CE 21/15 RAFFLE

21 raffle prizes had been received, although a blank had been drawn at some local businesses. It was agreed that enough prizes had been gathered. The printing of the prize list and raffle tickets was in hand, and both would take place soon.

It was RESOLVED: that a poster advertising raffle prizes would be displayed in Richardson's window. The Chairperson was to send the list of prizes to the artist for preparation onto A4 size.

CE 22/15 ENTERTAINMENT

All entertainment had been confirmed, as had Santa's helpers. Cllr Wood confirmed attendance by Benson's funfair. The pantomime mouse had yet to confirm attendance.

It was RESOLVED: That the Chairperson was to confirm acceptance with the booked entertainment, and the presence of the pantomime mouse.

CE 23/15 FLYER DESIGN

The proposed amended designs for a new flyer were discussed. The holly wreath design was preferred, and some minor amendments were discussed in order to aid readability. JvH confirmed liaison with the designer, and that, together with the Chairperson, the final changes would be approved.

It was RESOLVED: That the thanks of the Christmas Event Committee for all the hard work on the flyer design be passed on to the designer.

CE 24/15 MARSHALS

The usual marshals were considered to be more than likely able to attend. A marshals' meeting would be planned for the week before the event, at Pinnock's Coffeehouse.

Staffing the BBQ stall was discussed. Three people would be needed at any given time. The Chairperson agreed to contact Cllrs Hancock and Mealing regarding help on the stall.

It was RESOLVED: That the Chairperson would contact last year's marshals to confirm availability.

CE 25/15 ADVERTISING

Press releases and further advertising nearer the time was discussed. Media outlets and tourist offices were to be notified, with a view to wide promotion of the event. Sites for estate agent boards were discussed, advice from Wills & Smerdon would be sought ahead of the next meeting. The Parish Council's newsletter would be scheduled for around the 20th November, and Christmas Event flyers delivered alongside.

It was RESOLVED: That:

a) The Chairperson and the Clerk would promote the event to local media outlets.

b) Cllr Cliff would liaise with Wills & Smerdon regarding appropriate board sites.

CE 26/15 TECHNICAL

Various aspects of running the event were discussed. All the relevant permissions had been applied for, and it was expected that all would be ready in time for the next meeting.

CE 27/15 TIME & DATE OF THE NEXT MEETING

The next meeting will be held on Wednesday 7th October 2015 at 1830hrs in the annex, Ripley Village Hall.

The meeting closed at 1935hrs.

Signed:

Date: