

**RIPLEY PARISH COUNCIL**

**MINUTES of the CHRISTMAS EVENT COMMITTEE MEETING  
held on WEDNESDAY 7<sup>th</sup> OCTOBER 2015 in the VILLAGE HALL ANNEX at 1830hrs.**

Present

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

**CE 28/15** APOLOGIES FOR ABSENCE

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

**CE 29/15** DISCLOSURE OF INTERESTS

No disclosures of interest were received.

**CE 30/15** MINUTES

The minutes of the meeting held on Tuesday 8<sup>th</sup> September 2015 were received, confirmed and signed as a true and correct record by the Chairperson.

**CE 31/15** STALLS

The Chairperson gave an update on stalls booked. 99 stalls had been reserved, 100 stalls in total would be accepted, with further bookings being added to a reserve list in case of dropouts. One stall had cancelled, but had insisted on rolling the booking over to the 2016 event.

**CE 32/15** RAFFLE PRIZES

Artwork for the raffle prize list, in the same style as the new flyer, had been received. The final draft was to be approved by the Chairperson and forwarded to the Clerk for laminating. Laminated prize lists would be distributed after Ripley Bonfire. The raffle prizes would be taken to Richardson's for display in the window in the first week of November. Raffle tickets had been printed, and were available from the Parish Council Office.

**It was RESOLVED: that the list of raffle prizes would be distributed along with the Minutes. Members would deliver received prizes to Richardson's for display in the window.**

**CE 33/15** ENTERTAINMENT

All entertainment venues had been confirmed. Both the compere and Santa had also confirmed attendance. Jan Richardson confirmed help for Santa and presents.

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

**CE 34/15** PROCESSION

All procession participants had confirmed attendance.

**CE 35/15** BBQ

Preparations for the BBQ stall had progressed, with all equipment and chefs confirmed. A slight price rise of 50p per item was approved. A sellers' rota was required to complete BBQ preparations.

**It was RESOLVED: To approve a price rise of 50p per item.**

**CE 36/15** FLYER DESIGN

The printer would be contacted within the coming weeks to organise the flyer print run. Distribution of flyers was discussed, with members offering to deliver to local businesses.

**It was RESOLVED: That the Chairperson would contact the flyer printer.**

**CE 37/15** MARSHALS

Most marshals had confirmed attendance, with some yet to reply. The marshals' meeting would be held at 1830hrs on Wednesday 2<sup>nd</sup> December, at Pinnock's Coffeehouse.

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

**CE 38/15** ADVERTISING

Wills & Smerdon had advised the sites of the estate agent boards, which would be erected around mid-November. Press releases and further advertising nearer the time was discussed. The Parish Council's newsletter would be scheduled for mid-November, with Christmas Event flyers delivered alongside. Cllr Wood would place the large sign at The Green entrance after Ripley Bonfire had taken place.

**It was RESOLVED: That the Chairperson would create a press release for local media outlets, including Surrey Advertiser, Woking News & Mail, Guildford Dragon, and The Eagle.**

**CE 39/15** ITEMS FOR INCLUSION ON A FUTURE AGENDA

"Troubleshooting" was proposed.

**CE 40/15** TIME & DATE OF THE NEXT MEETING

The next meeting will be held on Monday 16<sup>th</sup> November 2015 at 1900hrs in the annex, Ripley Village Hall.

The meeting closed at 1920hrs.

Signed:

Date: