

**RIPLEY PARISH COUNCIL**

**MINUTES of the CHRISTMAS EVENT COMMITTEE MEETING  
held on MONDAY 16<sup>th</sup> NOVEMBER 2015 in the VILLAGE HALL ANNEX at 1900hrs.**

Present

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

**CE 41/15** APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Suzie Powell-Cullingford, Elaine Cooper, Peter Hookins, and Glyn Watkins.

**CE 42/15** DISCLOSURE OF INTERESTS

No disclosures of interest were received.

**CE 43/15** MINUTES

The minutes of the meeting held on Wednesday 7<sup>th</sup> October 2015 were received, confirmed and signed as a true and correct record by the Chairperson.

**CE 44/15** RAFFLE

Most of the raffle prizes had been taken to Richardson's for display in the window, although a few were still outstanding. Cinema tickets had been received, but not theatre tickets. The raffle ticket sellers had been allocated a new pitch near to the site of the draw.

**It was RESOLVED: that members would deliver received prizes to Richardson's for display in the window. JR would follow up outstanding raffle prizes from local businesses. Confirmation from Mrs Field would be sought.**

**CE 45/15** BBQ

The sellers' rota was confirmed, as was a start time of 1100hrs. A trip to the cash & carry store would occur shortly before the event.

**CE 46/15** FLYERS

Availability of flyers was discussed. Members agreed to deliver flyers to local businesses and libraries. The estate agent boards had been placed around the parish by Wills Smerdon and the Parish Council newsletter was due to be published and delivered within the coming week.

**It was RESOLVED: That members would collect flyers from the parish council office to deliver to local businesses, the Scout HQ, and libraries. Members would also deliver flyers to other nearby local centres, and copy would be given to East Horsley for inclusion on their newsletter. The Chairperson would send some copy to the Parish Clerk for inclusion on the newsletter.**

**CE 47/15** MARSHALS

All marshals had confirmed attendance. The marshals' meeting would be held at 1830hrs on Wednesday 2<sup>nd</sup> December, at Pinnock's Coffeehouse, at which hi-vis jackets and bin bags would be distributed.

**It was RESOLVED: That hi-vis outerwear would be provided by the Bonfire Association in time for the marshals' meeting. Stallholder information would be passed to the lead marshal detailing clear and precise instructions. The same information would be sent to all stallholders.**

**CE 48/15** ADVERTISING

Advertising in local news outlets was discussed. The Surrey Advertiser had received copy from the Chairperson. Other local news outlets would be contacted in the run-up to the event.

**It was RESOLVED: That the Chairperson would create a press release for local media outlets, including Guildford Dragon, and The Eagle. The Parish Clerk would forward the copy to the Guildford Dragon.**

**CE 49/15** ON THE DAY

The timetable of events on the day was discussed. All marshals, volunteers, and staffing the control point was confirmed. Gifts for Santa and Santa's float were confirmed. Attendance by the Harleys was also confirmed. Safety measures around Smith Pearman and at other locations were discussed. The last bookings for Santa, and last raffle ticket sales were discussed.

**It was RESOLVED: That the bollards would be supplied by the Farmers' Market. Barriers would be provided by the Bonfire Association. The Chairperson would contact the Bonfire Association's Safety Officer regarding parking around the Toby Cottage. The plunger which turned on the lights would be sought. Last booking for Santa was agreed for 1520hrs, in order for him to have enough time to attend the procession. Last raffle ticket sales would occur at 1545hrs.**

**CE 50/15** TIME & DATE OF THE NEXT MEETING

The next meeting will be held on Monday 18<sup>th</sup> January 2016 at 1930hrs in The Half Moon PH.

The meeting closed at 1945hrs.

Signed:

Date: