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**MINUTES of the CHRISTMAS EVENT COMMITTEE MEETING  
 held on TUESDAY 12<sup>th</sup> JULY 2016 in the VILLAGE HALL ANNEX at 1900hrs.**

Present

Chris Lee (Chairperson), Cllr Suzie Powell-Cullingford, Cllr Vernon Wood, Mike Baker, Jackie van Heesewijk, Jim Morris, Clerk to the Council.

**CE 01/16** APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Jennie Cliff, Cllr Colin Cross, Cllr Lisanne Mealing, Peter Hookins, Jan Richardson, and Glyn Watkins.

**CE 02/16** DISCLOSURE OF INTERESTS

No disclosures of interest were received.

**CE 03/16** MINUTES

The Minutes of the meeting held on Tuesday 5<sup>th</sup> April 2016 were received, confirmed and signed as a true and correct record by the Chairperson.

**CE 04/16** STALLS

The meeting received a report from the Chairperson on Christmas Fair stall bookings. Applications had exceeded the amount for the same time in the previous year, although July and August were always particularly slow. Hot food stalls were being turned down, and jewellery and sweets / cake stalls would soon be at full complement. An update would be provided at the next meeting.

**It was RESOLVED: that the report on stalls booked be noted.**

**CE 05/16** RAFFLE

The meeting received a report from the Chairperson on Christmas Fair raffle prizes. Many offers had been confirmed, and some businesses were still to commit. Discussion was held as to which prizes should be promoted on the raffle tickets, who would sponsor the tickets, and advertising the raffle ticket stall. A new way of streamlining the prize draw was suggested.

**It was RESOLVED: that The Anchor PH, Richardsons, and Pinnock's Coffeehouse would be promoted on the raffle tickets. Ripley Cricket Club would be asked if it wished to continue sponsorship of the raffle tickets. The businesses which had yet to commit to a prize would be followed up. The purchase of a banner for the raffle ticket stall was approved, as was the new method of streamlining the prize draw.**

**CE 06/16** ENTERTAINMENT

The meeting received a report from the Chairperson on Christmas Fair entertainment. Tornead Choir, Chobham Rock Choir, Cameron Brown, and the Harley Davidsons had all confirmed attendance. The pantomime mouse and Santa had yet to confirm. Ripley Church and the Salvation Army had expressed an interest in attending the Fair and singing some carols.

**It was RESOLVED: that the report on entertainment be noted.**

**CE 07/16** FLYER

The meeting received a report from the Chairperson on updating the Christmas Fair flyer. The designer was happy to make some minor alterations such as to the date and list of activities. Members expressed their gratitude for the hard work of the designer.

**It was RESOLVED: that the report on the flyer be noted.**

**CE 08/16** HELPERS

The meeting received a report from the Chairperson on Christmas Fair helpers. The usual helpers would be contacted before the next meeting, with a report to follow. Those to be contacted included the First Aider, driver, marshals, Santa & elves, public announcer, BBQ chefs and front of house. GBC would be contacted regarding the installation and turning on of the lights, and local residents would be asked to promote the Fair by having an estate agent board on their property.

**It was RESOLVED: that the report on helpers be noted.**

**CE 09/16** PERMISSIONS

The meeting received a report from the Chairperson on updating the Christmas Fair permissions. The Method Statement would be updated and forwarded to the relevant service providers. Food Safety certification and parish council insurance needed to be checked, and new Temporary Event Notice, Small Societies Lottery, and Road Closure Notices needed to be applied for.

**It was RESOLVED: that the report on permissions be noted.**

**CE 10/16** DATE OF THE NEXT MEETING

The next meeting will be held on Tuesday 13<sup>th</sup> September 2016 at 1900hrs in the Parish Council Office.

The meeting closed at 1955hrs.

Signed:

Date: