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**MINUTES of the CHRISTMAS EVENT COMMITTEE MEETING
 held on TUESDAY 13th SEPTEMBER 2016 in the PARISH COUNCIL OFFICE at 1900hrs.**

Present

Chris Lee (Chairperson), Cllr Jennie Cliff, Cllr Vernon Wood, Peter Hookins, Jan Richardson, Jackie van Heesewijk, Jim Morris, Clerk to the Council.

CE 11/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Colin Cross, Cllr Suzie Powell-Cullingford, Jackie van Heesewijk, and Glyn Watkins.

CE 12/16 DISCLOSURE OF INTERESTS

No disclosures of interest were received.

CE 13/16 MINUTES

The Minutes of the meeting held on Tuesday 12th July 2016 were received, confirmed and signed as a true and correct record by the Chairperson.

CE 14/16 STALLS

The meeting received a report from the Chairperson on Christmas Fair stall bookings. Just eight pitches were still available and it was expected that these would soon be taken. This was taken to show how successful and established the event had become. Several stallholders had requested more than one pitch.

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

CE 15/16 RAFFLE

The meeting received a report from the Chairperson on Christmas Fair raffle prizes. Remaining prizes were due to be collected soon. A new prize list was to be produced, and a banner for the raffle ticket stall was due to be purchased.

It was RESOLVED: that Cllr Cliff would follow up some offers of prizes from local businesses, Jan Richardson would ask Cellar Wines for a prize and Jackie van Heesewijk would be asked to update the prize list.

CE 16/16 ENTERTAINMENT

The meeting received a report from the Chairperson on Christmas Fair entertainment. There was some confusion over the proposed attendance of the Salvation Army choir. The use of both Smith

Pearman and Drakes' Restaurant had been confirmed, with provision of services assured. Funfair rides would be confirmed. All procession participants had also confirmed.

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

CE 17/16 FLYER

The meeting received a report from the Chairperson on updating the Christmas Fair flyer. The designer had updated the colour and added the extra information requested.

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

CE 18/16 HELPERS

The meeting received a report from the Chairperson on Christmas Fair helpers. The usual helpers and marshals had confirmed attendance, as had the elves, Santa, raffle ticket sellers, Master of Ceremonies, and Wills Smerdon. BBQ helpers had confirmed, and there was a good chance that front-of-house helpers would also attend in order to help mitigate some problems at changeover times. A letter would be sent to the Village Hall requesting use of the conservatory and gazebo would be drafted after the next meeting.

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

CE 19/16 PERMISSIONS

The meeting received a report from the Chairperson on updating the Christmas Fair permissions. Temporary Event Notice, Small Societies Lottery, and Road Closure Notices had been granted. The updated Method Statement was due to be forwarded to the relevant service providers.

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

CE 20/16 CHRISTMAS CARDS

The meeting received and considered photos provided by members of the public. A picture depicting the High Street in winter was chosen, although some slight alterations would be sought.

It was RESOLVED: that Committee member Peter Hookins would ask for a helper to make changes to the chosen picture.

CE 21/16 DATE OF THE NEXT MEETING

The next meeting will be held on Tuesday 18th October 2016 at 1900hrs in the Parish Council Office.

The meeting closed at 1950hrs.

Signed:

Date: