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**MINUTES of the CHRISTMAS EVENT MANAGEMENT MEETING held on WEDNESDAY 13<sup>th</sup> SEPTEMBER 2017 at the RIPLEY PARISH COUNCIL OFFICE at 1900hrs**

Present

Chris Lee (Chairman) (CL)  
 Cllr Vernon Wood (VW)  
 Nigel Bruder (NB)  
 Jackie van Heesewijk (JvH)  
 Jan Richardson (JR)  
 Clerk to the Council Jim Morris (JM)

**CE 13/17** APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Jennie Cliff (JC), Cllr Suzie Powell-Cullingford (SPC), Matt Cliff (MC), Peter Hookins (PH), and Mike Baker (MB)

**CE 14/17** DISCLOSURE OF INTERESTS

No disclosures of interest were received

**CE 15/17** MINUTES

The Minutes of the meeting held on Tuesday 11<sup>th</sup> July 2017 were received, confirmed and signed as a true and correct record by the Chairman

**CE 16/17** STALLS

The meeting received a report regarding Christmas Event stalls. The Event was fully booked, with 101 stalls sold. The date of selling out had been earlier than in previous years.

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

**CE 17/17** RAFFLE

The meeting received confirmations of raffle prizes. Some pledged prizes were still outstanding, such as Pinnock's Coffeehouse, Trinity Engineering, Jo Downs, and the Panto. The Co-op had earned itself good publicity by offering a trolley dash as a prize for a the recent Soapbox Derby. Raffle tickets, sponsored by the Cricket Club, had been received, and would be sold at Richardson's.

**It was RESOLVED: that the raffle prizes be progressed**

**CE 18/17** ENTERTAINMENT

The meeting received information on entertainment provision. A local singer had offered to perform on the steps of the Clock House, Santa would be in Richardson's, with local people committing to Elf duties. Mr Jelly had agreed to compere the Event once again. A new vehicle for the mouse was required, and CL would liaise with the local owner of a classic car. The Harleys were still to confirm.

**It was RESOLVED: that entertainment provision be progressed**

**CE 18/17** VOLUNTEERS

The meeting received and considered a report on volunteers and Marshals for the Event. Regular volunteers and marshals had been contacted, and new helpers had been confirmed. 10' x 4' banners would be placed at either end of the village around 2 weeks ahead of the Event.

**It was RESOLVED: that volunteer provision be progressed**

**CE 19/17** FLYER

The meeting resolved the design and number of flyers for 2017. Fewer flyers would be printed as there was little need to deliver one to each household. Help with design was being sought, with a fall-back plan to change the date on the existing design if none was forthcoming.

**It was RESOLVED: that the flyer be progressed**

**CE 20/17** CHRISTMAS CARDS

The meeting considered Christmas card design for 2017. Some images had been received, and a snowy view of the High Street was chosen if it could be adjusted and reframed. Other potential sources of photographs were suggested.

**It was RESOLVED: that a new Christmas card design be progressed**

**CE 21/17** MARKETING

The meeting received and considered a report on press engagement and marketing prior to the Event. JvH would contact the Surrey Advertiser, Woking News & Mail, Surrey Life, Eagle, BBC Southern Counties, and GBC's Community Website. A Press Release had been prepared. Flyer distribution would take place in October, and the sign placed at the Milk Road. Estate Agent boards would also be erected.

**It was RESOLVED: that press liaison be progressed**

**CE 22/17** DATE OF THE NEXT MEETING

The next meeting was scheduled to be held on Monday 9<sup>th</sup> October 2017, at the parish council office

The meeting closed at 1950hrs.

Signed:

Date: