

Christmas Festival 2009  
Notes from Meeting  
27<sup>th</sup> July 2009



	Notes	Action/By whom
1	<p><b>Present</b> Mandy Wilson, Paul Nicholas, Jo Woodberry, Katharine Marsh, Bill Crossley</p> <p><b>Apologies</b> Gail Higgs, Kay Gibbs, Carol Marsh, Rebecca Armal, Carol Hall, Jan Hamer, Andy Allan</p>	
2	<p>Mandy apologised for the oversight with the date of this meeting and informing people late.</p> <p><b>Matters arising</b></p> <p>Item 5 Katharine is NOT organising stalls Jo will manage this.</p> <p>The group has a constitution (not terms of reference)</p>	<p>MW to note in minutes</p>
3	<p><b>Entertainment</b></p> <ol style="list-style-type: none"> <li>1. KM has liaised with Dave K about the organisation of local schools to sing at event. KM will continue to use DK for advise</li> <li>2. Schools seem interested. MW suggests late September is right time to approach formally.</li> <li>3. Richard will organise a small brass section of <u>Tutbury Band</u> as last year</li> <li>4. <u>Ryknel Morris</u> to be invited again. Dance outside at various points. Not so successful in institute due to high numbers of people, BC suggests dancing outside to welcome into Institute Christmas sing-along.</li> <li>5. <u>Children's amusements</u> Contact from Hatton carnival would like to offer ride. Discussion agreed a small carousel type would be good but come free and take all monies. BC/PN to get in contact</li> <li>6. Noted that Beryl Oakley (who helped organise Hatton carnival) has offered help. MW emailed to ask if she wanted to join group.</li> <li>7. KM has offered Sole Revival car park ( and roof garden) for entertainment etc.</li> <li>8. <b>Santa</b> Ask Glen again. Rebecca has suit and left over presents. Probably need more. JW to check</li> <li>9. <b>First aid</b> Red Cross form to be completed and submitted.</li> <li>10. <b>PCSO</b> Need support on evening</li> <li>11. <b>Fire service</b> Great attraction ask again</li> <li>12. Use of Mews car park. Needs to be focal point to encourage visitors to mews. Lighting issue. BC suggest gas fired lights</li> </ol>	<p>KM liaise DK</p> <p>KM contact schools JW and RW</p> <p>MW contact TS to discuss</p> <p>BC/PN follow up</p> <p>MW discuss with BO and report to meeting KM consider and follow up PN contact Glen JW check presents and re-order as approp. JW follow up PN ask Inspector MW to ask KM/CM to investigate</p>
4	<p><b>Road Closure</b></p>	

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	<p>Carol Marsh has been following up.</p> <ol style="list-style-type: none"> <li>1. Skips are negotiated free of charge, group agreed this would be very helpful</li> <li>2. BC reminded group of Parish Street cleaner (£40)</li> <li>3. CM has investigated costs (buy and rent)road closure furniture. Ball park figures - are negotiable.</li> <li>4. Group discussed approx needs road closure barriers considered a good idea, diversion and road closed signs (4/5 of each probably) and around 50 cones.</li> <li>5. KM to get samples to see weight of cones but price to but seems similar to renting</li> <li>6. Should consider buying and keeping in the "store"</li> <li>7. KM feels Businesses could fund this between them as they are likely to need to use it again in events planned in future.</li> <li>8. Andy Allan to contact ESBC to get closure actioned MW to contact to ensure it is in pipeline <i>(NB email from Andy 27/07 confirms he is ready to do so, MW has advised to do so at earliest opportunity on same basis as last year)</i></li> </ol>	<p>KM will try to get in contact</p> <p>KM/CM to investigate and report to next meeting MW to contact AA</p>
5	<p><b><u>Lights</u></b></p> <ol style="list-style-type: none"> <li>1. Bill raised issue of range of quality of lights.</li> <li>2. Suggestion that as well as trees shops have lights in windows and possibly strung along street to make it brighter.</li> <li>3. Discussion of banners/bunting/lights across street and the issues with insurance etc.</li> <li>4. Discussion of set pieces such as Hatton's reindeer perhaps on the "triangle".</li> <li>5. KM asked about brackets for trees, there are shops/houses without them. She has a source who can create new ones where needed. Agreed to ask shops/houses without if they would like them .</li> <li>6. PN is unsure if Friels are going to provide the trees but it is likely</li> <li>7. BC will collect all lights and test for brightness etc and investigate new brighter ones.</li> </ol>	<p>KM to contact shops/houses to ascertain need for brackets/lights PN contact Friels</p> <p>BC to test lights and advise</p>
6	<p><b><u>Funding</u></b></p> <ol style="list-style-type: none"> <li>1. CM has meeting Fri 31<sup>st</sup> with funding advisor will report outcomes to next meeting</li> <li>2. JW has written to ESBC for £1000 "Christmas grant"</li> </ol>	<p>CM report next meeting</p>

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	3. JW contact JH for template letters and list of funding contacts from previous years	JW/JH liaise JW send letters
7	<p><b><u>Market</u></b></p> <ol style="list-style-type: none"> <li>1. Following discussion last meeting Discover Tutbury (DT) group have yet to report back their views. There are still concerns however re: clash of product.</li> <li>2. KM to take list from last year to next DT meeting for discussion</li> <li>3. It was agreed to offer local traders and organisations (WI etc) first options on stalls.</li> <li>4. Cost last year £5 non commercial, £20 commercial</li> <li>5. DT and Scouts have been independently investigating "Farmers Market". David and Pete have been in consultation re: markets.</li> </ol>	<p>KM discuss list with DT and report to next meeting</p> <p>JW send letter to local traders and organisation</p>
8	<p><b><u>Publicity</u></b></p> <ol style="list-style-type: none"> <li>1. Newsletter and initial press release to be sent early September</li> <li>2. Agreed to approach David re design etc for flyers/posters etc need designs by early Oct</li> </ol>	<p>MW to action</p> <p>MW to contact</p>
9	<p><b><u>Date of Next meeting</u></b></p> <p>Monday 7<sup>th</sup> September 7:30 Tutbury Institute</p>	