

## **Christmas Festival 2018 Planning Group**

Wednesday 11 July 2018  
2pm at Castle Park House

### **Minutes**

Present: Mike Pusey (Chair & Love Frodsham), Cllr C Ashton & Hazel Catt (FTC), Vince Akers (Rotary), PCSO Neil Flanagan, Kim Horton & Michelle Carter (CPAT) and Andrew Bowles (CWAC)  
Rupert Wakefield & Matt, Events Bhudda.

#### **1. Apologies**

Apologies had been received from Pauline Sharpe, Naomi Anstice, Gill Hesketh and Cllr Alan Oulton.

#### **2. Minutes of the previous meeting on 18 May**

The minutes were agreed.

#### **3. Gazebos & Generators – to discuss the site visit and options.**

Rupert & Matt had taken part in a site visit with members of the Working Group before the meeting. He explained that provide gazebos and lighting for events across the county and beyond, including Knutsford Christmas Market. There they provide 6m x 3 m gazeboz which house 4 stall holders rather than each stall holder having a 3m x 3m space here at Frodsham. They provide festoon lights to all stalls and additional power to only those stalls that need it eg food stalls for cooking. They put all those that need power at one end eg a food court and provide tables and chairs. Cars and vans are not allowed by the stalls and the stall holders have to transport their goods on trolleys to their stalls. Stall holders can rent trestle table from Events Bhudda rather than bring their own. Events Bhudda could manage the market or just leave 1 member of staff for emergencies.

The potential of using Castle Park instead was discussed. Given the potential for the ground to be very wet the car park, roads and art centre car park areas would need to be considered for the stalls.

Events Bhudda suggested making it a 2 day event which would spread the costs.

Events Bhudda agreed to put together proposals for both sites and provide quotes by the end of the week.

#### **4. Market**

Deferred until the next meeting.

#### **5. Road Closure, Signage & Barriers**

Deferred until the next meeting.

#### **6. Santa's Grotto**

It was agreed that the Arts Centre will host the Grotto this year. Rotary will put their sleigh by the gate if required.

**7. First-Aid – to agree the quotation.**

It was agreed to go with the cheapest quotation @ £360+VAT with Top Cat.

**8. Vintage Bus**

The vintage bus that we normally use has been sold off and is not available. Alternatives were discussed. Michelle offered to get contact details for another company and give it to Hazel.

**9. Unicorn**

Hazel had sent an email but had no response. Mike agreed to follow this up.

**10. Reindeer**

Hazel had sent an email but had no response. She will chase this up.

**11. Advent boxes.**

Deferred to the next meeting in Naomi's absence.

**12. Advertising and Brochures**

It was agreed to go with Hawk Printers @ £65+VAT for design and £130+VAT for 5000.

**13. Stage**

Deferred until the next meeting. If it were a 2 day event there was the potential to hold a Frodsham's Got Talent event with heats on the first day and the final on the second.

**14. TEN**

Deferred until the next meeting.

**15. Event Plan and Risk Assessments**

Deferred until the next meeting.

**16. AOB**

**17. Date of the next meeting**

Thursday 19 July 2pm to discuss Events Bhudda quotations.

Wednesday 22 August 2pm.