

Christmas Festival 2018 Planning Group

Wednesday 22 August 2018

2.30pm at Castle Park House

Present: Mike Pusey (Chair & Love Frodsham), Cllr C Ashton & Hazel Catt (FTC), Pauline Sharpe (Parish Hall), PCSOs Neil Flanagan & John Kopczyk, Naomi Anstice (Schools), Kim Horton (CPAT), Sue Thomson (FCA), Gill Hesketh, Sal Wilson (Gleaves) and Ian Tordoff & Andrew Bowles (CWAC)

1. **Apologies** - Vince Akers (Rotary)
2. **Minutes of the previous meeting on 19 July** – were agreed as a true record.
3. **Market Update**
 - **Stalls** – The advert has gone out and there have been several bookings already. Will be done on 1st come basis.
 - **Electricity** – Mike is working with KDE to ensure cabling will be sufficient for the Market after the kind offer for us to be able to use electricity supply on the properties nearby. A meter will be installed to measure the electricity used and we will be invoiced. Ian suggesting asking the stall holders what ampage they would need.
 - **Lighting Towers** – Hazel will get quotes for lighting towers.
 - **Tables & Chairs** – Hazel has contacted BRIO to see if they have any we can borrow. She had also got quotes from hire companies and these were around £2 per chair and £5 per table. It was suggested that poseur tables might be better at £10 each to rent. To be discussed again next time.
 - **Christmas at Gleaves** - Sal is planning an Indoor Craft Workshop for children and approximately 6 stalls in the building and yard across the road. There will be food & drink and goods from the garden centre on sale.
 - **Little Gift Shop** – is planning to put a stall just outside her shop.
4. **Road Closure, Signage & Barriers**
 - **Feedback from the walk-about** – the walk-about didn't take place as Blue Arrow were dealing with problems elsewhere. To be rearranged.
 - **Traffic Management Plan** – Hazel will ask Blue Arrow for this now before the walk-about.
 - **Additional marshalling costs** – Blue Arrow had quoted £615+VAT for marshalling. Ian suggested another company & Hazel will follow this up.

Students are still off but Andrew will contact them in September.

Arts Centre – are planning to have stalls in Gallery 1 and in the bottom courtyard. Santa's Grotto will be in Gallery 2 between 1.30pm & 6pm. Kim will arrange for FTC's Estates Manager to collect the chair and decorations which have been left at last year's venue. Sue will ask previous Santas if they will do it again. Mike is looking to get sponsorship for the face painting again.

5. **Vintage Bus** – Hazel had quotations from 2 companies, suggested by Michelle, both around £500, which was thought to be too expensive. It was agreed to go for Plan B which would see the Mayor and Junior Mayors on the Warburton trailer with the Silver Band instead. Mike is investigating snow machines.
6. **Advertising & facebook** – All the activities need to go on the leaflet. Each activity needs to provide about 20 words to explain what's available – to Hazel by the end of the first week in September. Naomi will become an admin on the facebook page.
7. **Stage Update**
 - **Advertising for turns** – Naomi has started collating the programme and will advertise on facebook once she's an admin.
The banner will be erected about 3 weeks before to remind people that the Festival is happening and the recycle centre and car park will be closed.
 - **Lighting & Sound** – Mike is sorting out lighting and Rotary are providing the PA so the private sector offer is not required.
8. **Street Entertainers** – It was agreed that we would do without the street entertainers this year as we couldn't choose but would have to take what was available. Hazel has emailed the Busker contact but had not had a response as yet.
9. **Castle Park House** Jackie is planning to open up the house for an Antique & Craft Fair and will charge £25 per stall. The Stroke Club will provide refreshments. Proceeds to go to the Stroke Club.
10. **Event Plan and Risk Assessments** – Hazel will prepare this, referring to the TMP and acknowledging the other activities that are happening along side the Festival but are not strictly part of it eg Fun fair, Christmas Fayre, Christmas at Gleaves. These will need their own Risk Assessments.
11. **Fairground** – the fun fair will be at the Bear's Paw as usual. It was agreed not to take up their offer of other rides in other places.
12. **Reindeer** – they are booked with small discount for not having the sleigh. It was suggested that they could be based on the grassy area on the road up to the market to keep them away from the Unicorn, which has agreed to attend again. To be reviewed again at the next meeting.
13. **AOB** –
Someone has approached CWAC about using Castle Park for a 3-day Christmas event – Hazel will try and find out more information.
Advent Boxes – there is one missing so Naomi will ask Will to Work to make one.
14. **Date of the next meeting** – Wednesday 26 September at 2pm at Castle Park House.