

## **Christmas Festival 2018 Planning Group**

Wednesday 26 September 2018

2pm at Castle Park House

**Present:** Cllr C Ashton, Cllr J Critchley & Hazel Catt (FTC), PCSOs Neil Flanagan & John Kopczyk, Kim Horton (CPAT), Sue Thomson (FCA), Gill Hesketh, Vince Akers (Rotary) and Andrew Bowles (CWAC)

1. **Apologies** - Mike Pusey (Chair & Love Frodsham), Ian Tordoff (CWAC), Pauline Sharpe (Parish Hall) & Naomi Anstice (Schools).
2. **Minutes of the previous meeting on 22 August** – were agreed as a true record.
3. **Market Update**
  - **Stalls** – 35 stalls have been booked – still 15 available. The Fire Service had requested a stall but it was felt that they would be more appropriate at the Arts Centre, where they would be able to park the engine. The Arts Centre is fully booked. There was no update from Jackie at Castle Park House.
  - **Electricity** – There is to be a meeting with KDE on Station Car Park on Tuesday 2 October to look at electricity requirements.
  - **Lighting Towers** – Hazel has several quotes for lighting towers but is concerned they are not the sort we need. She will attend the electricity meeting and seek advice from Keith.
  - **Tables & Chairs** – BRIO have confirmed they do not have any spare tables and chairs on that day. Hazel will check if it is necessary to reserve the poseur tables and check with Mike about using some he has.
  - Little India are going to put up a gazebo by their restaurant.
4. **Road Closure, Signage & Barriers**
  - **Walk-about** – It was agreed that this should be arranged during the week beginning 29 October.
  - Road closures will be 5.30pm to 7.30pm
  - **Additional marshalling costs** –Hazel will follow this up.
5. **Students** – Andrew has met with a couple of students and will arrange a meeting with the Society in the next couple of weeks.
6. **Arts Centre** – Hazel to check where Santa's chair is and send a copy of the previous Risk Assessment to Kim.
7. **Snow Machine** – No update.
8. **Advertising & facebook** – Naomi is generally dealing with all enquiries on facebook. Hawk had produced a very first draft leaflet. This was discussed and suggestions made which will be fed back by Hazel. The logo on the front of the leaflet could be used on the facebook page.

- 9. Parade** – Sue had been speaking to James Cooney, Helsby High School, who wants to get involved – maybe in parade and/or on stage. Mark Avis needs to know how many floats we need – Hazel will contact Naomi.  
Cocos Barn and the Fire Service want to be in the parade – Andrew will let Ian know.
- 10. Stage** – Rotary are sorted and it will be in the bay behind the bottle bins again but with the platform this year. Naomi is getting interest in performing and drawing up the programme., which will finish about 6pm.
- 11. Event Plan and Risk Assessments** – Hazel will prepare this as soon as possible and send it through to Ian.
- 12. AOB** –  
Castle Park for a 3-day Christmas event is planned for 14-16 December with ice rink, carousel, marquees etc.
- 13. Date of the next meeting** – The third week in October to fit with Alan Oulton's diary as he is Master of Ceremonies on the day and it would be helpful for him to attend the final meetings. There should be a final meeting during the second week in November for final checks.