

TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

CHRISTMAS EVENTS SUB-COMMITTEE

NOTES OF A MEETING ON 15th Aug 2017

Present: Cllrs Mrs Ferguson & Mrs Smith. Tara McCarraher. Jean Sugden, Kelvin Williams (Rotary), Seren Welch, Natasha Mahoney, Caroline Cowan & Phil Burgess.

- 1. Election of Chairman.** Seren Welch was elected chair.
- 2. Apologies for Absence.** Margaret Fowler. Lindsay Hammond
- 3. Installation of Rotary tree** – When the removable slab changes position, TTC must ensure the fixing spigot is the same or greater diameter as the existing one in the ground fastening. An 18-20 foot tree can be installed in time for Friday 24th November. Scott Mitchell can't provide a cherry picker on that day but this is likely to be arranged for the 19th instead. The tree will survive in a good condition until 6th January. No additional manpower from TTC is required but the extra-long ladder will be needed and this will be arranged between the Rotary and TTC nearer the time. Mulled wine sales for rotary will be run from outside the Town Hall on the Friday evening and then from Sayers Lane. Sayers Lane lighting will be improved this year. Kelvin will choose a suitable tree at Hole Park.
Actions PB to arrange moving of slab and liaise with KW regarding the tree.

4 Light switch on event & Church Service. The date of this would coincide with the Christmas Market and will take place on Friday 24th November at 5pm or before. Seren suggested more involvement from children in the procession from the church and the lighting up ceremony. Electronic candles should be used to overcome health and safety concerns and more of these should be handed out at the Christmas tree to involve people there. These may be re-usable. TTC to order. *Action PB*
Action: SW to contact Lindsay regarding involving schools more
Tenterden Junior may well sing at the Service. *Action SW to contact Mr Pewsey.*
Action: TTC to liaise with Lindsay over the service/switch-on.

Stewarding or a barrier will be required to contain the public next to the tree. In previous years they have pushed back into the road. *Action: PB - Lions to be approached.*

Town Crier, Harry Hickmott should be approached for the ceremony and switch-on. *Action PB*

Invitations to other Mayors for the event. *Action: TTC*

5 Christmas Market Organisation. This is not within the remit of this sub-committee and will be devolved to a sub-group independent of the council. This group would be largely volunteers but Seren suggested that a paid co-ordinator should be involved for consistency. This system would be trialled this year and if successful continued year-on-year. Natasha Mahoney was put forward as the paid co-ordinator (Kent Invicta would train her) and would seek assistance from the co-ordinator at Folkestone (who performs a similar paid role) as and when required. Rate of pay suggested at £100 per day in comparison with £150-£200 for the Folkestone co-ordinator. The event is intended to be self-funding but as it is a new format, it may require financial assistance in the first year until the balance between charging for stalls and expenditure is refined. The Town Clerk would propose to council that a budget of £500-£1,000 be set aside for the event in case of a shortfall of funding. A second proposal would be made to offer assistance with cash handling for the event as it is too late for the group to set up banking

facilities. A project file should be kept by the group to ensure consistency and improvements year-on-year. *Action: PB to make above proposals to council.*

6 Christmas Market Ideas.

Local charities normally pay for power but not their stalls and use the end of high street. A designated space in the High Street where they could run promotional activities to attract children such as Splat the Grinch & Santa down the chimney. Stalls could be shared or used alternate days. (Brownies and cubs for instance).

Efforts would be made to involve all of the High Street.

After the switch-on event acts could perform around the town.

Shops would be encouraged to decorate their windows in advance of the 24th. A best window display competition would be held with 5 categories. Seren had arranged with Kent Invicta to sponsor the glass engraved awards.

The competition should be judged the Monday before the event so that it appears in the KE that week. The following week, pictures of all winners together could be published. A theme should be set (i.e. 12 days of Christmas)

Seren suggested judging by "local success stories" ex-homewood pupils.

A competition treasure hunt should be held for kids to ensure the full length of the High St is visited.

Criteria for selection of stallholders would include local produce, appearance of stands, public liability and hygiene certificates (where applicable) in place. Additional criteria would be agreed by the volunteers.

Action: PB to check whether individual events notices required for alcohol or whether TTC licence would cover the event.

7. Next Meeting To be arranged between volunteers to finalise market organisation.

Meeting Closed at 8.15 p.m.