**Minutes of the Christmas Working Group Committee, held at the Community Centre, Victoria Street on Monday 21 March 2022 at 6.00pm**

Present: Chair: Kim Bligh

Councillors: T Bowler, P.Cope, E. Holgate, and Y Hutsby-Bird

Kath Martin (Chair of Team Tree), Kath Gruber (Parish Clerk) and Lisa Mickle (Futures Neighbourhood Officer)

Apologies: Balli Gill

**CWG/0322/01 Apologies for Absence**

Apologies were received Balli Gill

 **CWG/0322/02 Appoint Chair, Vice-Chair and Treasurer**

The following appointments were agreed:

* Chair – Kim Bligh
* Vice-Chair – Councillor Yvonne Hutsby-Bird
* Treasurer – Councillor Liz Holgate

**CWG/0322/03 Christmas Group Terms of Reference**

It was agreed that the Chair would have casting vote and the terms of reference to reflect this.

**CWG/0322/04 Lighting Tender**

It was agreed to tender for a company to install lighting in the following locations:

* Church
* Parish Council Tree
* Futures Tree (if electrical connection possible)
* Lamp Post Silhouettes:

Victoria Street Lamp Post

* 66708
* 73737
* 73738
* 73739

Cinder Bank Lamp Posts

* 73525
* 73302
* 73301
* 73297

Monument Lane Lamp Post

* 609

**ACTIONS:**

1. Kath M to discuss and ensure Team Tree happy to proceed with this.
2. Kath G to ascertain if electrical supply is available for Futures Tree.
3. Lisa to discuss and ensure Team Tree happy to proceed with this.
4. Subject to 1-3 Kath G to prepare tender documentation for issue by end of May 2022

**CWG/0322/05 Draft Christmas 2022 Programme**

It was agreed that this would include:

* Opening Ceremony/Switch-on – CWG to agree date
* Xmas Carols sung by Gospel Choir – Balli to arrange
* Santa Claus – Teresa to arrange
* Tea, Coffee, Hot Chocolate provided free of charge – Balli to arrange
* Village Christmas Window Display – Team Tree to run
* Family Event at Crossings Club after event – Team Tree to arrange
* It was also agreed to check if Church were having festival

**CWG/0322/06 Communication Approach**

It was agreed to promote the group and activities as widely as possible using all village group Facebook pages, websites, noticeboards, newsletter

**CWG/0322/07 Meeting Dates**

It was agreed that meetings would be held every 2 months before Parish Council meeting

Meeting closed 6.40pm