

Meeting	Community Development Committee
Date	3 rd December 2024
Report Title	Christmas Event Report
Agenda Reference	10
Author	Liz Matthews – Marketing & Events Co-ordinator

Officer's Recommendation

1. To note the report.
2. To note that there is currently an overspend of £429.77 which can be met via virement from Community Choices or Festive Enhancements budgets, or a mixture of both, to be recommended to Finance & Policy Committee or Full Council once full costing analysis has been completed.

Updates:

- Security provider has been booked to support the event. 3 operatives will be in attendance.
- Infrastructure and safety contractors booked – see details below.
- Entertainment provision has been booked.
- Web pages have been generated to support engagement and management of bookings and sponsorship; and have been shared in a series of social posts regularly.
- Support received from: Specsavers £250.00 Affleck: To supply parade best umbrella prize and equipment loan: generators, signage, fencing pins and cones. Coles Scaffold: Umbrella scaffold display stand. John Bridgeman, Rusland Cookery School: Offered his Father Christmas services. Manor Farm Public House offered special Mulled Wine and Mince Pie deal that night.
- Stall income currently stands at £230.00
- Budget: £3,000 Budget overspend of £429.77

Summer Extravaganza –

Around the 'Parish' in '20' days
Re-discover Your Community Theme

	Description	Status
When	Friday 6 th December, 5pm – 8pm	
Where	Blunsdon Road, Rose Walk	
Community Programme	Developing 'Community'	
Attractions	• Light parade – led by Britannia Major-ettes. • Farms2ewe - Donkey, pony and Elves	



	• Storm in a teacup - circus skills, stilt walkers, LED light and fire performances • Scarrott's Fun Fair Music confirmed: • Good Afternoon Choir • Sasha & Bryony • Fairground organ	
Light Parade	We've had a good number of community groups contact us regarding the parade. Including Britannia Majorettes, Haydonleigh, Orchid Vale, Red Oaks and Abbey Park schools, Sea Scouts, Guides. The parade has now been brought into a more manageable route located on Blunsdon Road only.	
Entertainment	George Scarrott's Funfair have visited the area and will bring rides including a Carousel, teacups and side stalls including sweets treats. They will also bring their Fairground Organ to add a touch of yesteryear nostalgia. Street performers and donkey/pony are confirmed. The Good Afternoon Choir who uses St John's on a Thursday have offered to sing, and also Bryony and Sasha (as seen/heard at the summer event). PA system has been booked to support announcements and vocal performances. We've even had an offer of Father Christmas appearance by John at Rusland Cookery School	
Stalls	We have 7 trade stalls signed up. To ensure we conform to the advice given by SBC we will have an entrance fee 'honesty box' at the craft market area. • The Crystal Emporium • Moola Moos (dog treat) • Camille's Soap Emporium • 1st Greenmeadow Guides • Beanie's Creations (jewellery) • Luna and Co, Dog Treats and gifts • D Redshaw Christmas Handmade gifts Food & Beverages • Spud Shack • Sugar Shack • Sole Luna Pizza	



Marketing:	Banners and more posters will be going up by Monday next week. And a countdown to the Christmas Carnival will begin next week.	
Infrastructure/safety:	Risk Assessments are near completion. The co-ordinator to liaise with Affleck re lighting safety.	Head asked Council to share any safeguarding reports to her in the feedback.
Road Closure and Licensing	Road closure licence is in place, notice to go up this week. POST have barriers that we can use, Affleck have offered a road closed sign. All other activities have been considered for licensing and advice from SBC taken on board.	
Over the next week:	• Countdowns on social media and web-site • Banners up • Contact all traders and contractors with site plan and expectations • Attend Craft workshop at Haydonleigh PS to help with Umbrella decorating	
VOLUNTEERS /resourcing	Offering help so far Councillors: VM, EBW, RR, PP Officers: GMD, LC, JF, POST: TBC	