**DRYBROOK PARISH**

**‘CHRISTMAS ILLUMINATIONS COMMITTEE’**

 **MEETING 9th NOVEMBER 2022**

**HEARTS OF OAK**

**MINUTES**

**Present:**

John Print (JP) (Parish Councillor & Chair), Cathy Blake (CB) (Parish Councillor & Secretary), Mike Garland (MG) Parish Councillor, Kathy Garland (KG), Maxine Williams (MW), Nigel Williams (NW) Sarah Lowe (SL), Rachel Ferris (RF), Dave Middlemiss (DM), Paulette Middlemiss (PM), & Sarah Gibson (SG) (Hearts of Oak).

1. **Apologies:** Tom Gibson
2. **Matters Arising not on Agenda:**

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1. **Discussed Actions completed from last meeting:**
* DM has secured Assessment/Scope to configure future lights ‘Switch On’ from 3 switch points to just one switch point. When lights are up DM & JP will meet with Matt/Marc – mekoelectrical. **ACTION: DM & JP**
* Drybrook School – meeting set up and School will definitely provide a winner from the Competition to ‘Switch On’ Lights.
* 2 other Parish Councillors (Graham & Richard) will be able to act as ‘light Switchers’.
* NW produced completed ‘Banners’, Flyers + A4 Lamp Post signs. All Agreed these looked great!
* NW & MW organized for PA System.
* MW organized Mon & Wed lunchtime activity over next 2 weeks to support Children’s choir singing carols.
* Santa’s Grotto – to be placed by Pub, with DM to source Gazebo (with sides) **ACTION: DM**
* No confirmation from ‘Shop on the Cross’ – not necessarily needed to be open
* SG has secured a ‘Santa’
* DM now booked Snow Machine, still needs to obtain price for ‘Snow’ **ACTION: DM**
* Still space for one more Stall, & 7 x Stalls will be placed under Marquee, with 7x Stalls outside. 14 stalls confirmed £76 paid to date.

 Stalls confirmed to date: Jane craft and sewing items; Fern fused glass; Shais candy express; Sweet cuisine cakes; Elora boutique crafts & beauty; Wanda jewellery & gifts; Claire personalised gifts; Kim unique books; Denny wax melts shower whips; Steve comic convention toys; Mel knitted products; Fosters doughnuts.

  SG to continue organising. **ACTION: SG**

 **ACTION: SL** will also contact Pottery person as possible Stall

* School Stall for Raffle Tickets (Raffle Bk completed) Tickets to be sold on the night. Will require ‘Charity Bucket’ for money collection.

 **ACTION: SL**

* Tombola Stall – KG made a start on soft toy collection
* Gift Bags & Glow Sticks (Santa give away) Agreed x 200

 **ACTION: MG & KG**

* **DBS** (Disclosure and Barring Service) – Discussed, but Agreed unnecessary.
* Discussed Mince Pies & Mulled Wine: Buying/Donation from Co-op etc…..but Agreed difficulty with provision of ‘Food Stuffs’. Agreed to speak with Kevin (Butcher). Any Food Stalls operating will be sending ‘Licence Certificates’ to SG.

 **ACTION: MK/KG to speak with Butcher.**

* SL – Sleigh will be static + have Reindeer
1. **Marketing (Online & Offline) -Update**
* Distribution of Banners Agreed – 1x School, 1x Co-op, 1x Crown Railings, 1x Butchers + Ruardean Woodside.

 **ACTION: SL, MG & Richard (Councillor) will put up.**

* **MW & NW –** already distributed Flyers & Lamp Post signs around whole of Parish – inc Steam Mills. Committee members to take Flyers remaining and distribute.

 **ACTION: ALL**

* Those using Social Media to update info every month

 **ACTION: NW to send electronic version of Leaflets.**

1. **H&S (Risk Assessment)**
* **JP & CB** had looked over RA completed by DM – Agreed format & content.
* **DM** had notified Glos Police for the ‘Procession following Santa’ – from Cross to Pub. Time & Actions now noted.
* Proposed ‘Stewards’ x 2 at Front & Back of Procession, plus more Stewards/Marshalls to help support Public in correct direction - utilising pavements as much as possible & directing traffic as necessary.
* DM & SL are Identified First Aiders
* First Aid Gazebo position & Info point (TBC)
* **ACTION: DM to sort First Aid Kits**

1. **Expenditure – to Date (Treasurer)**
* **£335.41** – leaving  **£2664.59**
* **£300 –** proposed costs for Chips
1. **Vicar Involvement – Opening Prayer**
* Vicar approached by MW and Agreed to conduct Opening Prayer

 **ACTION: MW to liaise further as required**

1. **Contingency Plan – Inclement Weather**
* Discussed use of Gazebos, Pub interior, Stalls Marquee. Possibly less pubic attending event. Checking long-range weather forecast – mitigate as much as is possible, DM has access to another Marquee if necessary.

 In the event of ‘Full Bad Weather’ event to be cancelled – giving as much notice as is possible.

 **9.** **Photography**

* Discussed use of Cameras etc…..but Agreed most people will have mobile phones and as/when able to take photos.

**10/11.Lighting of Beacon & Use of Drone**

* Strike off for this year, but **JP** to contact Neil (Friends of PanTodd) for possibility next year.

 **12. Communications**

* Agreed DM as ‘Event Co-ordinator’ – has already produced ‘Briefing Sheet’ for Stewards; outlining Key Event Personnel (TBC), Event timings, Duties etc……
* SG has 4 x ‘Walkie Talkies’ – 3.1 mile range. Agreed to use as ‘Emergency Comms’.
* Tasks List for Event/Nominations.

 **ACTION: NW** to produce ‘Master’ – Nominations TBC at next meeting

**A.O.B**

 **RF –** Hales yet to confirm for Cherry Picker – suggested being on site 20 minutes before ‘Switch On’

 **MW –** Needs access to PC Noticeboard to insert Flyer

 **ACTION: MG to check with Richard about Key**

Meeting Closed 9pm

**DONM:**

 **Wednesday 23rd November 7.30pm Hearts of Oak**