



15th October 2019

An extraordinary meeting of the **EVENTS & CHRISTMAS COMMITTEE** will be held in the Mayor's Parlour, College House, St Leonard's Close, Bridgnorth **on Monday 21st October 2019 at 5.00pm**, when Members are summoned to attend.

Yours sincerely



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Town Clerk
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AGENDA

1. Election of Vice Chairman

Members are asked to elect a Vice Chairman of the Events & Christmas Committee for the ensuing year.

2. Apologies for absence

Members are asked to receive apologies for absence for this meeting

3. Declarations of Interest

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

4. Minutes

- i) Members are asked to confirm the minutes of the Events & Christmas Committee meeting held on Thursday 4th July 2019
(EVCH/01/1920 on the Town Council website)

5. Public Question Time

6. Carnival

i) Carnival 2019

(a) Feedback

Members are asked to provide feedback on this year's rescheduled, downscaled event which took place in September.

ii) Carnival 2020

At the last Events & Christmas Committee, it was **RECOMMENDED** that the 2020 event would take place over the weekend of 20th/21st June 2020. This was then ratified at full Council on 9th July 2019. Members are now asked to confirm the exact date for next year's event so forward planning can commence.

7. Christmas Lighting Up Night – 22nd November 2019

i) Update

Members are asked to note:

- The event takes place in Bridgnorth High Street from 4pm – 8pm, with the lights being switched on at 6pm.
- The road closure will be in place from 12 noon, however car parking spaces will be cordoned off from 11.20am as parking for 40 minutes (as the permitted parking time) could result in delays in setting up.
- Caterers and Bars have now been confirmed with the majority of deposits being paid.
- We are no longer accepting applications for stalls and are operating a waiting list whilst the site plan is finalised.
- Mr B Davies is assisting the Town Council with the organisation and site planning of this year's event to use his expertise of High Street events.
- Volunteers are sought to assist in the set up of the event; to include cordoning off parking bays and helping traders set up as quickly as possible.
- Local schools and performers will be on stage throughout the event.
- Entertainment is being booked for the south end of the High Street to include live reindeer and some photo opportunities. Sponsorship is being sought for this element of the event.
- A security company has been employed to marshal road closures once the event is taking place.

Membership: Councillors Ms S Barlow (in the Chair), Mrs C Baines MBE, Mrs S Stevens, R Whittle OBE.

Co-opted Members: Rev. Preb. S Cawdell, D Mansfield, Councillor C Lea, B Davies, Mrs V Hayward, Mrs C Sharplin, Ms L Dams, Mrs S Themans