

BRIDGNORTH TOWN COUNCIL

**EVENTS COMMITTEE MEETING
5TH SEPTEMBER 2022**

EO/2022

25th AUGUST 2022

REPORT TO TOWN COUNCILLORS

Christmas Light Switch On progress report

AIM

1. To update Councillors on the progress of the planning for the Christmas Light Switch On taking place on Friday 25th November 2022.

BACKGROUND

2. The Property and Grounds Administrator has been planning the Christmas light Switch on since the beginning of the year.
3. The last briefing was held at the committee meeting on the 1st March 2022, with several email communications being shared with progression updates the past few months.

DISCUSSION/COMMENT

4. Firstly, the road closure for the event has been approved by Shropshire Highways on the 25th of August 2022. Applications for stalls, caters and bars went public at the end of May. We are now fully booked for both caters and bars, and we only have a few stalls remaining.
5. We have already received a large amount of the income from traders as this year, payment was requested at the time of the application submission to avoid gathering monies on the night of the event.
6. This year, we have purchased more advertising material, with the purchase of 3 banners for our properties, posters and foam boards for Highways. We also have new additions of a glitter wall and balloon arch to promote the use of Central Court this year.
7. Shropshire Councils supplier Keir have kindly let us borrow 40 crowd control barriers for this year's event free of charge.

FINANCIALS

8. This year we have spent the budget of £3700. A breakdown of the costs can be seen below:

Expense	Cost	PO Number
Medaid (First Aid)	200	5940
Veolia (Waste Bins)	250	5996
Entertainment (Stilt Walkers)	525	5998
Security	720	6051
Stage Hire	1500	5991
Advertising	255	6028
Glitter Wall	100	6039
Balloon Arch	?	
Christmas Jumpers (Competition)	95	
TOTAL:	3645	

SUMMARY

9. In conclusion, all planning has been done much earlier this year, which has worked in our favour to get suppliers booked in which we struggled to last year.

Emily Overton
Cemetery, Property and Grounds Administrator