



## Report

Officer: Emily Overton – Grounds and Services Officer  
Date: 4th September 2023  
Meeting: Events Committee Meeting – Tuesday 12<sup>th</sup> September 2023

### Christmas Light Switch On – Friday 24<sup>th</sup> November 2023 FINAL ARRANGEMENTS

#### Aim

- To update Councillors on the progress of the planning for the Christmas Light Switch On taking place on Friday 24<sup>th</sup> November 2023.
- For final decisions to be made for the preparation of the event.

#### Background

- Planning for this year's switch on began in April 2023.
- The last briefing was held at the committee meeting on the 13<sup>th</sup> June 2023, with several communications being shared with progression updates the past few months.

#### Discussion/Comment

Councillors are to note the following updates and discuss the outstanding tasks remaining:

- Councillors are to decide who will switch on the lights at this year's switch on.
- Last year we had several boxes of mince pies donated to us from Sainsburys and M&S, with the majority being donated to the food bank and distributed to the public on the night of the event. Councillors are to decide if this is something we wish to do for this year.
- This year we are to hold a Christmas decoration competition. It was discussed that a bauble could be used, however an alternative decoration has been found which would be more cost effective. (Images attached).
- It was discussed at the review meeting last year to consider turning the stalls around for 2023 to face the shop fronts to include the shops in this year's festivities.

#### Recommendations:

- Councillors are to decide who will switch on the lights this year.
- Councillors are to discuss if we should request supermarket donations for this year's event.
- To review the Christmas decoration proposal from the Grounds and Services Officer.
- To discuss and review if the site plan should change for this year's switch on, to include local businesses within the event.

