



Be kind



Byddwch yn garedig

## **Meeting Minutes: Christmas Working Group**

**Date: 05/10/2023**

**Time: 18:30 - 19:30**

**Location: Town Hall Chamber**

### **Attendance**

1. Chair and Deputy Mayor, Heather Weddell
2. Cllr. L Evans
3. Resident, Alan Thomas (Old Hall Gardens)
4. Biga John
5. Deputy Town Clerk, Sarah-Jane Marshall

**Online Attendees:** None

### **Apologies Received From**

1. The Mayor, Malcolm Wilson
2. Cllr. Dave Breen
3. Suzanne Jenkins
4. Leonie Hains

### **Meeting Highlights:**

The Christmas Working Group convened on 05/10/2023 at the Town Hall Chamber from 18:30 to 19:30. Notably, there were no online attendees during this meeting. The primary agenda was to revisit and further discuss the Christmas ideas previously raised.

### **Reindeer Procurement:**

The Vale of Glamorgan Council provided an update on the reindeer order, which had been previously discussed. It was noted that the cost had exceeded the initial quote of £11,000, amounting to £18,000. However, both the Chair and Deputy Town Clerk had since communicated with the Vale's events manager, who reassured them that the Vale of Glamorgan would assist in covering the excess cost.

### **Parade Format:**

During the meeting, the proposed format for the Christmas parade was discussed and outlined as follows:

1. **Police or Health and Safety Team:** To ensure the safety of all participants and spectators.
2. **Reindeer, pushed by the Fire Brigade:** The reindeer would be a highlight of the parade, with the Fire Brigade assisting in their transportation.
3. **Civilians:** Members of the community who wish to join in the parade.
4. **Nativity:** A representation of the nativity scene.
5. **More Civilians:** Additional community members participating in the parade.
6. **Father Christmas:** The grand finale of the parade, with Father Christmas as the central figure.

It was emphasised that the parade should be well-lit, and all participants were encouraged to wear lights. The only motorized vehicles allowed would be Father Christmas's sleigh and the emergency vehicle leading the parade.

### **Safety and Logistics:**

1. The Deputy Town Clerk, Sarah-Jane, is actively working on a health and safety risk assessment.

2. Cone Masters and PC Stuart Nelson have agreed to take the lead in ensuring the parade's safety.
3. Father Christmas's appearance is scheduled to run between 11 am and 3 pm.
4. Father Christmas has applied for a DBS check, with results pending.

## **Father Christmas**

### **Decoration and Purchasing:**

Cllr L Evans offered to decorate the Robing room but suggested that links be sent to the council for purchasing rather than seeking reimbursement. The Deputy Town Clerk tentatively agreed to these conditions, pending approval from the Town Clerk.

### **Light-Up Themed Presents:**

Cllr L Evans presented various light-up themed present ideas, including dinosaur wands, unicorn wands, and star wands. The working group conducted a vote, and it was decided that star wands would be purchased directly through Mill Amusements. These were chosen due to their reusability and appeal to young children. It was noted that while Mill Amusements agreed to buy back suitable soft toys, they could not offer the same for the wands.

During the meeting, the Chair proposed purchasing four boxes, each containing 72-star wands, to ensure there would be an ample supply to distribute to all the children participating in the parade.

### **Health and safety**

To manage the flow of participants and avoid congestion on the main road, it was agreed that the children would queue through the lesser hall.

### **Volunteers:**

Cllr. L Evans called for volunteers to assist on the day of the event. So far, she had four volunteers but stressed the importance of having "elves" and not "gingerbread men" to maintain the festive theme.

### **Elf Costumes:**

The Chair, Cllr. Heather Weddell conveyed a message from Mayor Cllr. Malcolm Wilson, informing the group that the Chamber of Trade possesses elf costumes that could be used for the event. Cllr. L Evans agreed to contact the Chamber of Trade promptly to inquire about the availability and condition of these costumes.

Old Hall Gardens

#### **Risk Assessment for Old Hall Gardens:**

1. Biga has contacted Sally Perini at the Old Hall to initiate a risk assessment.
2. Heather suggested completing the risk assessment centrally, which will be forwarded separately via email. The Deputy Town Clerk has received this and looking into this.

#### **Entertainment in Old Hall Gardens:**

1. Confirmed performers: Dynamix Vocal Group, Sarah Maurice (sax, clarinet), and a harpist (awaiting confirmation).
2. Harry Jones mentioned "Half Tidy" group from Cowbridge Male Voice choir for potential performance but contact details are needed.
3. Inquiry made about the possibility of staging, which Harry Jones was looking into.
4. Sarah Jones from the Vale mentioned the availability of gazebos for coverage; information on their sizes would be useful.
5. Chair H. Weddell and Deputy Town Clerk S. Marshall suggest using the 5 gazebos (3x3m) from Sarah Jones for a Christmas market in the Duke of Wellington car park, as they may not be sufficient for Old Hall Gardens.
6. Deputy Town Clerk S. Marshall recommends a Town Hall stage with roof and PA system for simple vocals, erected by 2 pm and removed around 7 pm, at a cost of £550.00.
7. A marquee and PA system for Old Hall Gardens would require more information on performers and requirements for a definite quote, but it is estimated to be between £450-£650. Erected at 8 am and removed at 5 pm.

Next Meeting

18<sup>th</sup> October 2023