

Bench Working Party Report

October 23rd to November 20th 2019

Parish Council

- Made 30 off wooden Christmas trees for Christmas Market
- Had numerous bonfires
- Changed the date on the Xmas Market banners
- Erected 5 Xmas market banners in the village
- Replaced bench slats in Wren Close play area

Memorial Hall

- Removed and reset concrete gate post at waste bin enclosure
- Descaled water heater in Green Room kitchen
- Replaced light bulbs and mended several fittings
- Replaced shelf in lounge that habitually spilt wine glasses
- Reset automatic light control of pedestrian path floodlights
- Cleared pedestrian path of leaves and weeded car park

School

- Cleared leaves from Nursery area twice and on pavement outside school. Also cleared blocked drain

Church

- Flattened four graves and laid turf
- Filled depressions in graves around churchyard
- Cleared area behind Church House and tidied
- Cleared leaves from roof of Church House and cleared drains
- Mended car damaged corner of Church House
- Inserted pillar on corner of Church House to prevent further damage
- Cleared rough area on west side and cut saplings growing around the churchyard
- Cleared area around NE gate ready for cleaning and painting

Actions Required of KPC

Could the KPC please take measures to prevent unauthorised and mainly commercial vehicles from taking items to the bonfire site. While trying to reduce the pile (on North wind days) we have noticed items recently being dumped that were not there before and have not been dumped by Bench WP or allotment holders. Mainly hedge and tree stuff.

What I suggest is that a strongly worded notice is put at Hall lane saying that there is to be no dumping of materials at the allotment, and that the vehicular access to the allotments is for allotment holders only. This covers the Bench Working Party for the bonfire site access.

Money Spent Recently on behalf of KPC

- White Hammerite for Rec railings and Wren Close football goal- £53.00
- 3 tins of stain for Rec railing supports and Wren Close railings - £32.00
- Set of two Secateurs and hose pipe connector - £18.00
- Strim Guards for trees on The Green - £6.49
- Stain and brushes for bench work - £47.00
- Green Hammerite for bus shelter - £7.61
- Two wire brushes - £7.98
- White Hammerite for Hampden street sign - £8.12
- Gate and fittings to protect road salt store behind Memorial Hall - £35.00
- New planks and bolts for bench at Wren Close - £45.68
- Stain for benches - £30.98
- Fifty percent cost - servicing Bob Malcolm's chain saw - £70.00
- 2 off wire brushes - £22.80
- Two packs of paint brushes – £26.40
- Running total £411.06

Bob Finch



Kimpton Christmas Market

Notes of Meeting held on
Monday 18th November 2019
Parish Room at 7.45pm

Attendance:

Chairman David Reavell, Cllr Neil Burns, Cllr Jon Marsh, Carina Helmn, Bob Finch, Tamsin Corbett, Helen McPhun, Ian Pegrum

Apologies: Cllr I Corbett, Ben Purple

1. Event Management update – David Reavell

Health and Safety Risk Assessment 2019 was received and will be reviewed by David Reavell and Ian Pegrum. The following are areas of note:

- a) Control for pallet trees and small Christmas trees
- b) Control for roadway
- c) Control for sleigh photobooth
- d) Briefing for food and bar volunteers
- e) Location of First Aid
- f) Stewards method of communication
- g) Barrier for food area

Volunteer help is being sought for Clear Up Sunday at 10.00am.

Pallet trees have been made by KBWP. Decorated trees are being delivered to The Green on Friday 6th December from 6pm or on Saturday morning.

Event/Information Desk and St Johns Ambulance to be situated at entrance to the craft marquee.

2. Site Management update

Ben Purple is not available on the day, although Helen Purple has offered to help.

Electrical requirements are to be forwarded to Jon Marsh as soon as known.

Final Site Layout will be drafted by Neil Burns with measurements.

Marquee erection due on Tuesday 3rd December subject to weather.

Grass matting pegging – volunteer needed.

40 tables booked:

28 craft marquee

2 event/information desk

6 food marquee

4 extra

Gazebos 1) Event/Information desk

 2) St Johns Ambulance

Winter Wonderland decoration and Grotto by Sue Davies

Three recycling bins have been ordered with delivery to the Recreation Ground, for ease of delivery and collection.

A further site meeting will be arranged.

3. **Music – Helen McPhun**

The mixer unit has been satisfactorily tested to enable live music to be transmitted to the craft marquee. Brian King and Tom Klink will provide technical assistance. The performance slots have been easily filled, including the school orchestra, with the running order being fine-tuned. An outside performance is taking young people out of Kimpton this year. The sing-along will be led by Bill Redway at 4pm for approx. 45 mins.

Toby Wood to be invited to give a 15 min set.

4. **Food and Drink – Ian Corbett**

It was agreed to have a 6oz turkey burger at a cost of £1.13, quantity 100. A discussion took place on the merits of buns from Simmonds, local baker, to those from a supermarket. It was agreed that lower cost buns would be suitable as surplus items could then be frozen. Stuffing will be veggie to be served with a plant based burger. Sage and onion was preferred by some individuals.

Bratwurst as previous years plus a plant based vegan burger, quantity 30.

After a blind tasting it was agreed to purchase Taste the Difference Mulled Wine from Sainsburys.

Beers may be obtained from Farr Brewery, Brewdolf was requested, and from The Brocket Arms, subject to details of the offerings and tastings. KPC to place purchase orders.

5. **Publicity – Tamsin Corbett**

Posts are continuing on Kimpton Christmas Market Facebook page, including the conclusion of the mulled wine tasting.

The music schedule plus food and drink price list and menu will be forwarded to Tamsin when available.

Music schedule to be uploaded onto the Kimpton Village website.

6. **Craft tables and marquee – Carina Helmn**

27 craft tables have been taken.

School requires a Fair Trade table within the craft marquee and an Eco Systems table will be set up in the Children's marquee.

Interior marquee decoration to be reused and revamped/supplemented if required. All to be put up by Kate Buckenham plus friends.

Wasseldine require extra space

5 tables require electric power

1 wheelchair access

7. **Christmas Grotto**

Decoration and set up Sue Davies within the Winter Wonderland. PTA have organised four Father Christmases and will have Elves helping the guests. Light is required outside the grotto. Electrical requirements to Jon Marsh. Charge £3 per visit.

8. Children's Marquee

Tables, crafts and activities have been organised by PTA with Blast and Pre-School each having their own table.

Bob F has offered the use of the KBWP trailer for the transportation of tables from the school dining room to The Green.

9. Outdoor activities

Giant jenga (base required), wooden brio will be supplied by Carina. It was agreed not to have outdoor table tennis.

10. Finance and Administration – Carina Helmn

Floats for the food/bar marquee will be obtained in the week prior to the event.

11. Any other business

A raffle prize of a 1-2-1 session in Combat Arts has been offered to the Christmas Market.

This will be the prize of a silent auction

Any unwanted items or craft goods would be welcome at the 'Pick A Stick' stall with all profits going to the event.

Date of review meeting – Monday 16th December, Parish Room at 7.45pm