



## Kimpton Christmas Market

### Working Party Meeting

#### Notes from

Monday 12<sup>th</sup> September, 7.30pm

Kimpton Memorial Hall

#### Attendees:

Cllr David Reavell, Cllr Jon Marsh, Helena Kirk, Bob Finch, Rev L Williams, George Curry, Brian King  
Carina Helmn (note taker)

**Apologies:** Mary Hyde, Andy Lawrence, Tamsin Corbett, Juliet Morton

#### Notes:

##### 1. Event Management – All

- a) Update on the overall set up of the event including The Green layout

Saturday 3<sup>rd</sup> December, 12noon to 4pm.

The Green - Food and drink to be located in a marquee with a platform at one end for musicians. Plus commercial food stands and outdoor stalls including Making Life Beautiful and Farr Brew.

- b) Appointment of location managers:

- Parish Church – Rev L Williams, Churchwardens
- Church House – Kimpton PTA
- Dacre Rooms – Mary Hyde
- The Green – Andy and Marion Lawrence
- The Boot PH – Craig and Treena Barnes, Brian King

- c) Fairy lighting and lantern lighting along Churchyard paths. These have been purchased and will be installed by members of the Bench Working Party.

- d) Publicity design for use in all elements of the Christmas Market. Design number 4 chosen with a suggestion to use the font on the year rather than the font used on the Christmas Market wording. If possible, a crib to be added to the design.

- e) Event map – a village map showing the locations of the various elements of the Christmas Market would be useful. CH to contact Grace Ovington.

- f) License – application made to North Herts Council.

- g) Risk Assessments – all elements and locations of the Christmas Market to complete a risk assessment.

##### 2. Market Stalls – Carina Helmn

- a) Update on bookings - 6 stall bookings confirmed with a further communication to be issued.

- b) Refreshments - Non alcoholic beverages can be served.

- c) Use of Church screen and background music - Contact Andy Wright for use of the sound system. The drop-down screen is not able to be used.

- d) Map of Church stall layout? Or list of stallholders? - A map is not thought to be necessary.

- e) Use of area outside West Door for stalls - This area is unavailable due to scaffolding that will be in place for the tower works.

- f) Stewards – assistance with unloading and loading for stall holders

- Members of the Bench Working Party are to be asked if they would be willing to help.
3. **Children's Activities** – Helena Kirk
    - a) Update on Santa's Grotto - Sleigh available for delivery on Friday 2<sup>nd</sup> December.
    - b) Update on items at Porters End store - Front screen for a grotto is available.
    - c) Other activities - Bottle tombola and children's games.
  4. **Santa Fun Run** – Helena Kirk
    - a) Update – Location and arrangements as last year. Jon Marsh to supply a table. Start time 11.30am
    - b) Arrangement for taking bookings – KPC SumUp account for Kimpton Christmas Market
  5. **Festive Workshops** – Mary Hyde
    - a) Update – Julie and Mary are deciding on the crafts to be offered.
    - b) Arrangement for taking bookings- KPC SumUp account for Kimpton Christmas Market
  6. **Music** – Brian King
    - a) Update on live music at The Boot PH – Marquee to be erected as last year.
    - b) Technical set up - Brian is comfortable sorting out the set up at The Boot.
    - c) Local musicians fixed sets - Brian will organise half hour slots for the live musicians. Schedule to be available for publicity purposes.
    - d) Collection buckets - As no entrance fees will be paid by attendees, artists will promote the fundraising element of the Christmas Market and ask for donations.
  7. **Bar** – Andy Lawrence
    - a) Update on craft beers, mulled wine, hot chocolate (adults and children), soft drinks – Andy to sort out the craft beers in October. CH to seek a volunteer to be responsible for the hot chocolate. 100 off mulled wine ordered from Budgens.
    - b) Christmas Mug – new design for 2022. Tamsin Corbett.
    - c) Friday evening arrangements – Kimpton Village Choir, Lucy Clark BBQ 6pm to 9pm.
    - d) Music on Saturday in the bar marquee – to be arranged
  8. **Food** – Carina Helmn
    - a) Outside caterers confirmed: Crepes, Meltvan, Baxters fish and chips, Lucy Clark
    - b) Other food outlets? – not required
  9. **Bench Working Party** – Bob Finch
    - a) Update – a list of jobs will be created
    - b) Banners to be updated with 2022 times – banners will be retrieved from Porters End barn
  10. **Publicity** – Tamsin Corbett
    - a) Schedule of FB posts – as attached
    - b) Posters – Tamsin to produce
    - c) Article in Parish Magazine – CH to write, Tamsin to submit poster
  11. **Finance** – Carina Helmn
    - a) Update on event costs and income – limited expenditure so far and stall holders paying their fees. Full accounts to be presented at the next working party meeting
    - b) Fundraising for Kimpton Preschool and Kimpton School – 50:50 ratio agreed
  12. **Any other business**
    - a) Dates of future working party meetings – as agreed below
    - b) Additional items for consideration - none

**Next meeting** Monday 10<sup>th</sup> October, Kimpton Memorial Hall at 7.30pm  
Monday 14<sup>th</sup> November, Kimpton Memorial Hall at 7.30pm

**Post meeting note:**

Santa's Grotto and children's games will now be in Kimpton Primary School.