



Kimpton Christmas Market

Working Party Meeting Notes

Monday 10th October at 7.30pm

Parish Room

Attendees:

Cllr Jon Marsh, Helena Kirk, Bob Finch, George Curry, Brian King, Juliet Morton, Tamsin Corbett.

Carina Helmn (note taker)

Notes:

1. Event Management – All

- a) Festive workshops. These will not take place now. Children's activities in the school including craft tables.
- b) Risk Assessments -to be finalised. Template to be circulated by CH.
- c) Mugs – design was approved by the meeting. Burgundy colour rim and handle duraglaze mugs that are dishwasher proof were chosen. Qty 216 for free delivery.
- d) Lanterns – 4 off Garden Fields and 11 off The Green. Sue Davies to supply crooks.

2. Market Stalls – Carina Helmn

- a) Update on bookings. 21 stalls for Parish Church and 5 stalls for The Green.
9 pew tops
6 tables from Ben Cole. 5 for Millennium Room. 1 for font area.
7 tables from Peters Green Village Hall at Porters End barn. 3 for Millennium tapestry corner, 1 by the alter, 1 by Vestry, 1 in Dacre Chapel, 1 in porch
1 table stall holder own Di King, Christmas Tree corner by pew
Background music will be organised, probably an hour play list on a loop with carols and festive songs.

3. Children's Activities – Helena Kirk

- a) Update on Santa's Grotto and children's activities
School will be open for prospective pupils and families during the Christmas Market.
Sleigh to be delivered on the morning of Saturday 3rd December, by BWP, to retain the element of surprise for the children.
A mini trail of 5 stopping stations to be organised by the PTA using pallet trees using riddles as clues to the next stopping station. Trail will include Parish Church, The Green, The Boot and finish at the school.
Jo at 9 Church Lane will be turning her downstairs living area into a wonderland open to visitors on 3rd December. Details to be included on a village map, subject to agreement by Grace Ovington.

4. Santa Fun Run – Helena Kirk

- a) Update and confirmation of ticket prices
3k fun run with start time of 11.45am. Deadline for booking of Wednesday 30th November. Tickets to be purchased online with the KPC SumUp account, link from www.kimptonpc.org.uk and to be advertised on social media.

Adult	£4
Child	£2
Dog	£1

- Everyone to be given a Santa Hat and all children finishers to receive unique wooden medals on a red ribbon, made and decorated by Helena.
5. **Music** – Brian King
 - a) Update on live music at The Boot PH. All under control with technical volunteers recruited and musicians being lined up for fixed sets of 15/20 mins. The school to have a slot at 1.00 with George and Mike Curry afterwards.
 - b) Music at the bar on The Green will be an open mike. Doug Jenner to be in charge as Site Music Manager. Stage to be bought down from Porters End for erection at the end of the marquee. Sound system being supplied by Doug Jenner.
 6. **Bar** – Andy Lawrence
 - a) Update. Local beer to be sourced. Jon Marsh offered free paper cups with lids and plastic pint mugs which were donated to the Dacre Rooms.
 7. **Bench Working Party** – Bob Finch
 - a) Update
 - * Change dates on banners. (Before end October) completed.
 - * Install banners. (By first week of November)
 - * Check with Harding re gate being unlocked and check what could be done to stop Mrs Hale locking it after it is unlocked. (Perhaps remove the key, maybe Bob goes to see her)
 - * Jon M seems to be happy to be involved in the fun run - check what he needs if anything. He is supplying a table for use at the start I think
 - * Supply High Viz jackets to KSA
 - * Supply poles to Helena Kirk for her to make medals (Bob) Done
 - * Provide stewards to help unload stuff for stalls at Church and at Green
 - * Neil has agreed to be I/C marquees, make plan for what where and how many people he needs to do it on what days
 - * I assume Neil will also be I/C Xmas lights, with Jon M helping. These to go up before Dec 1st.
 - * Need a plan to put up tables in church - when and a plan for where. CH to provide.
 - * Use of lanterns to be decided now Church House not in use.
 - * BWP to install sleigh in school in week before the 3rd.
 - * Fetch Di King's table and stuff from her house before the event and return it afterwards
 8. **Publicity** – Tamsin Corbett
 - a) Update. FB posts going out. Christmas Market page on www.kimptonpc.org.uk is live.
 9. **Finance** – Carina Helmn
 - a) Update on event costs and income. Income from stalls £420. Expenditure £21 license fee.
 10. **Any other business**
 - a) Additional items for consideration

The meeting agreed that a village map showing the locations of Parish Church, School, The Boot, Church House, The Green, 9 Church Lane, Garden Fields and Church Path would assist visitors to the market.

Carina to contact Grace Ovington, Tamsin to supply vector illustration.

Next meeting Monday 21st November, Kimpton Memorial Hall at 7.30pm