



## Kimpton Christmas Market

### Working Party Meeting Notes

Monday 21<sup>st</sup> November at 7.30pm

Parish Room

#### Attendees:

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

Carina Helmn (note taker)

#### Notes:

##### 1. **Event Management** – All

- a) Health and Safety Risk Assessments finalised for Santa Fun Run, Children's Trail, Church and Church House and The Green.
- b) Mugs have arrived and being promoted on FaceBook.
- c) 3 recycling units from Cawleys delivery Thursday 1<sup>st</sup> December, collection Monday 5<sup>th</sup> December with drop off at the entrance to Recreation Ground
- d) Online feedback form to be created plus QR code using the open questions:
  - What made the Christmas Market magical?
  - What dampened the Christmas spirit?
  - Any suggestions for more festive cheer next year?

We would love to include more people with planning this event, so please leave your email address if you would like to be involved.

- e) WhatsApp group for leaders to be set up- CH to action
- f) Christmas Market map designed by a volunteer has errors and will not be used. Tamsin will create a simple version using the OS map and event branding.

##### 2. **Market Stalls** – Carina Helmn

- a) Update on bookings. 30 stalls for Parish Church, 3 Church House and 6 stalls for The Green.

##### 3. **Children's Activities** – Helena Kirk

- a) Update on Santa's Grotto and children's activities  
27 trail tickets have been sold on SumUp. Trail to start at Kimpton Church (supporting the craft stalls), include The Boot and to finish at the school.

##### 4. **Santa Fun Run** – Helena Kirk

- a) Update  
19 Fun Run tickets have been sold on SumUp. Unique finisher medals have been made by the KSA and festive hats purchased. A letter will be hand delivered to all residents at the Hoo with information about the run. The farmer has been advised and will support the opening of the gate by the Hoo. The event will be supervised by 8 marshals wearing high-viz jackets, supplied by BWP.

##### 5. **Music** – Brian King

- a) Update on live music at The Boot PH. Timed slots are being filled from 12 noon to 6pm. Power to the marquee will be confirmed and adequate lighting installed.
- b) Social media post has been published with details of the open mike at the bar on The Green. Doug Jenner will be responsible for the music.

##### 6. **Bar** – Andy Lawrence, via Carina

- a) Update. Volunteers are being sourced for the rota. Andy will set up on Friday afternoon. Hot chocolate is being made from the kitchen of a local resident and will be served in the Christmas mugs or paper cups with lids. Pricing to be forwarded.
- 7. **Bench Working Party** – Bob Finch
  - a) Update
    - Banners are in place advertising the Christmas Market.
    - \* Update. FB posts going out. Christmas Market page on [www.kimptonpc.org.uk](http://www.kimptonpc.org.uk) is live.
- 8. **Finance** – Carina Helmn
  - a) Update on event costs and income. Income from stalls £825. Expenditure £21 license fee.
- 9. **Any other business**
  - Birthday greetings were extended to Helena Kirk.

**Next meeting** TBC