



Kimpton Christmas Market Working Party Meeting

Wednesday 13th September 2023
Parish Room, 7.30pm

Attendees:

Cllr Nicky Jackman, Gordon Glen, George Curry, Helena Kirk, Grace Ovington, Zoe

Note taker: Carina Helmn

Apologies: Cllr S O'Brien, Tamsin Corbett, Juliet Morton

Notes:

1. Appointment of Chairman
Grace Ovington was elected and welcomed.
2. Craft Stalls – Carina Helmn
 - i) Update on bookings – 31 bookings taken for Parish Church, 4 bookings for Church House, 6 bookings for The Green. We have 3 spaces remaining. As the event is gaining in popularity it was agreed to book the Dacre Rooms for use as an additional venue for stall holders, subject to receipt of further bookings. Clerk to book and ask Jon Marsh if he would supervise on the day.
 - ii) Layout of the Church and Church House. Church layout, attached, showing table number, location, pew tops and stall holder details.
The Church and Church House will be open on Friday 24th November for stall holders to set up early. BWP will supply helpers to offload from the carpark and transport to the Church or Church House from 10am to 12noon.
Setting up on Saturday 25th November will be from 10am. At the end of the market at 4pm, the Church will be cleared ready for the Sunday service.
3. The Green
 - i) Update on bar arrangements – Richard Stagg. No update has been received.
 - ii) Live music technical support – Matt Wood has agreed to be in charge of the sound system. Mixer unit located under the stage with additional sound equipment available from Mark Hubbard and Tim Armstrong-Taylor.
 - iii) Schedule of musicians - Nicky Jackman/Carina Helmn
Friday evening: Kimpton Village Choir, George Curry and family, Ellie Smith
Saturday: Kimpton School Choir, Steve Warner, Hailey (on behalf of Herts Food Boxes)
 - iv) Photo Booth – Grace Overington
Go Design will create a festive wonderland using mushrooms as a prop for the photo booth. The bar/music marquee will also be decorated by Go Design with Kate Buckenham.

4. Update on Children's Activities – PTA will organise a children's Trail around the village ending up at the school, tombola, stalls in the hall by year 6, children's activities such as colouring and Father Christmas in the sleigh. There will not be a Santa Fun Run this year.
5. Bench Working Party – Gordon Glen
A detailed schedule of tasks was circulated and agreed that all work was covered. Gordon will follow up with Richard Stagg on the use of his van for the collection of items.
6. Publicity
 - i) Branding of Kimpton Winter Events – agreed for Kimpton Pantomime and Kimpton Christmas Market to have separate advertising.
 - ii) Logo for 2023 – Tamsin Corbett. Meeting on Tuesday 19th September.
 - iii) New Christmas Market banners design – Tamsin Corbett/Grace Overington will liaise on using a teal background, white lettering using a scroll motif, space for modifications each year, last Saturday in November, 12oon to 4pm and www.kimptonpc.org.uk
 - iv) Posters and flier's design – Tamsin Corbett to update.
 - v) Website and FaceBook – Carina Helmn/Tamsin Corbett. Any additional information can be included. Grace has organised for marketing/publicity after the event for Go Design photo booth.
 - vi) Kimpton Parish Magazine – Carina Helmn. The event map with an article explaining what's going on to be submitted.
 - vii) Kimpton Winter Festival map – Grace Overington. To be revised for Kimpton Christmas Market and ready for inclusion in Kimpton Parish Magazine.
7. Finance – Carina Helmn
Income and Expenditure to date
£780 income from stall holders.
8. Any other business
Clerk to order 3 recycling bins with Cawleys: 2 for The Green and 1 for Church House. If the Dacre Rooms is to be used for stallholders, a fourth bin will be ordered. Clerk to liaise with BWP on arrival and collection days.

Future Meeting Dates:

Monday 9th October 2023, Parish Room at 7.30pm

Monday 13th November 2023, Parish Room at 7.30pm