



Kimpton Christmas Market Working Party Meeting

Monday 9th October 2023
Parish Room, 7.30pm

Attendees:

Cllr Sue O'Brien, Gordon Glen, Helena Kirk,

Note taker: Carina Helmn

Apologies: Cllr Nicky Jackman, Richard Stagg, Tamsin Corbett, Juliet Morton, George Curry

Notes:

1. **Event Management** – All
 - a) Risk Assessments – KPC to complete for Parish Church, Church House and The Green. School to complete for children's activities organised by PTA.
 - b) Appointment of site managers for Parish Church (Carina Helmn/Juliet Morton), Church House (Juliet Morton/Carina Helmn), The Green (Cllr Nicky Jackman/Richard Stagg), Dacre Rooms (Jon Marsh) and Kimpton Primary School (Ali Ledger)
2. **Market Stalls** – Carina Helmn
 - a) Update on bookings – 30 stalls booked for Parish Church (flower arrangers are not doing wreaths this year as event date too early), 5 stalls for Church House, 2 tables for Dacre Rooms and 6 for The Green. Two applications are on the waiting list that will be following up now that the Dacre Rooms availability has been confirmed.
 - b) Use of Dacre Rooms – Scouts are offering refreshments from Dacre Rooms and have kindly offered space for 4 craft tables for the Christmas Market.
3. **Children's Activities** – Helena Kirk/George Curry
 - a) Update on Trail, Santa's Grotto and children's activities. All in hand. Helena asked for the Christmas Market map and brand designs to be forwarded on completion for use on the Children's Trail map.
4. **Live Music** – Cllr Nicky Jackman
 - a) Update. A music schedule is being created. Phone calls to local musicians will be made to firm up on availability and times.
5. **Bar** – Richard Stagg
 - a) Update. It will not be possible to offer hot chocolate from the bar as the heating equipment is to be used for mulled wine and cider. Clerk to approach Scouts to ask if children's hot chocolate can be available from the Dacre Rooms. Richard has applied to North Herts for a TENS license for the event.
6. **Bench Working Party** – Gordon Glen
 - a) Update. A full schedule of jobs has been created and confirmed with Ben Cole and Richard Stagg. The appointment of individuals to specific tasks will be completed in the next month.

7. Publicity – Tamsin Corbett

- a) Banner design. The meeting discussed the options created by Tamsin and, after careful consideration, agreed option 3 with some modifications. 6 banners to be ordered from Hello Print ready to be put up by BWP on 25th October.
- b) Poster design. Tamsin to use the banner design for 2023 fliers.
- c) Social media. Tamsin to put up posts onto Kimpton Christmas Market Facebook and in particular promote the Friday evening drinks, festive food and live music.

8. The Green

- a) Layout and commercial food stands. Confirmed for Friday Buster BQQ and Corbiere Crepes and Cakes. On Saturday MeltVan, Buster BBQ, Master Crepes are confirmed.
- b) Friday Evening arrangements. Bar and live music from 6-9pm. Commercial food stands as above.

9. Finance – Carina Helmn

- a) Update on event costs and income.
Income from stalls £1,020, from commercial food stands £150
Expenditure £330 for the hire of the Church and £10 per hour hire for Church House.
Saturday heating £40 preheating and 6 hours 10-4pm at £10 per hour. Total £430.00.
Church House 3 hours on Friday and 7 hours on Saturday. £100 for hire. Heating costs for Saturday to be confirmed. No pre-heating required for Church House..

10. Any other business

- a) Additional items for consideration
Agreed to order 4 recycling bins for the event as the Dacre Rooms may generate more litter.

Future Meeting Dates:

Monday 13th November 2023, Parish Room at 7.30pm