



Kimpton Christmas Market Working Party Meeting

Wednesday 13th September 2023
Parish Room, 7.30pm

Attendees

Grace Overington, Gordon Glen, Helena Kirk, Richard Stagg,

Carina Helmn – note taker

Notes:

1. Apologies – received from Nicky Jackman, Juliet Morton, Tamsin Corbett., George Curry, Sue O'Brien
2. Event management
 - i) Kimpton Christmas Market map – thanks to Grace Overington for designing the map. This has been uploaded onto the Christmas Market FB and hard copies printed out.
 - ii) Visitor parking – Parkfield Sports Ground car park with additional parking past the gate subject to ground not being soft going.
 - iii) Recycling units – Cawley delivery of 4x General Waste bins to the Recreation Ground on 21/11 with the removals of the bins to take place on 28/11. The collection of the waste the day before removal.
 - iv) Communication between venues – What's App group to be set up.
3. Craft Stalls – Carina Helmn
 - i) Update on bookings – 30 stallholders in the Parish Church, 7 in Church House, 4 in Dacre Rooms, 5 on The Green.
 - ii) Layout of the Church, Church House, Dacre Rooms and The Green – see attached.
 - iii) Church and Church House booking – A completed booking form was returned to the PCC.
4. The Green
 - i) Update on bar arrangements – Richard Stagg. All in hand although proving difficult to get bar staff on Saturday. License has been approved by North Herts Council.
 - ii) Live music technical support – Matt Wood
 - iv) Schedule of musicians - Nicky Jackman. See attached.
 - v) Photo Booth – Grace Overington. A beautiful archway and array of prop mushrooms have been constructed.
 - vi) Commercial food stands – Carina Helmn. MeltVan, Buster BBQ, Dans Pizza, Master Crepe on Saturday and Corbiere Cakes and Crepes on Friday evening.
 - vii) Setting up arrangements – Marquee will be erected on Wednesday 22nd November, decorations put up on Thursday 23rd November and Friday set up for the music. See Bench Working Party schedule for details of their activities.

5. Update on Children's Activities – Helena Kirk/George Curry
 - i) Childrens Trail booking – 22 tickets have been sold online to date with the prize same as before. Tamsin designed the advert for the trail. 8 clues starting at the Church and taking in the Green and Dacre Rooms before finishing at the school.
 - ii) Childrens Activities – art and crafts tables for children, bauble decorating competition, reindeer food, splat the elf game, guess the name of the Christmas Rat and a bottle tombola.
 - iii) Father Christmas volunteers – sleigh located on the stage. An additional volunteer is being sought for the role of Father Christmas.
6. Bench Working Party – Gordon Glen
 - i) Updated schedule of tasks. See attached.
Sam Cain has offered his assistance on Thursday 23rd November with his van to move equipment and items around.
7. Publicity
 - i) Christmas Market banners – these have been erected by BWP.
 - ii) Posters and flier's – these have been printed and placed in the Church porch and will be available in the Dacre Rooms.
 - iii) Website – KPC website is kept updated.
 - iv) Social media – FB posts are being put up
8. Finance – Carina Helmn
 - i) Income and Expenditure to date
Income: £1,140 tables, £250 commercial food stands
Expenditure: £505 for hire of Church, Church House and electricity cost
 - ii) Anticipated further costs for the event
£310 for recycling bins
 - iii) Sale of mugs – three designs to be sold at £5 each from the bar and Dacre Rooms
9. Feedback for the event

Use of the online feedback form with QR code using the open questions as follows:

- 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.

10. Any other business – Sue O'Brien is unable to come to the market this year due to work commitments.

Future Meeting Date:

Monday 11th December in the Parish Room at 7.30pm.