



Kimpton Christmas Market

Working Party Meeting Notes

Monday 11 December 2023 at 7.30pm

Green Room

Attendees:

Cllr G Durrant, Helena Kirk, Gordon Glen, Richard Stagg, Grace Overington, Sam Cain

Carina Helmn (note taker)

Apologies:

Juliet Morton, Tamsin Corbett, George Curry.

What made the Christmas Market magical?

Feedback from visitors and stallholders, see attached.

There was appreciation by both visitors and stallholders of the beautiful festive decorations on The Green and inside the marquee. The new attraction of the photobooth had visitors throughout the afternoon.

Friday evening was a great success with the most attendees ever recorded. The bar was extremely busy, including selling 120 bottles of mulled wine, and the entertainment by local musicians was amazing. Lovely to see families join in and the commercial food stalls enjoyed good trade. An excellent community social event that is gaining in popularity.

Kimpton Primary School was crowded with children, parents, grandparents and visitors. The Headteacher is pleased that people without connection to the school are coming and looking around. Year 6 pupils organised stalls and raised £600 to go towards participation at Young Voices, a music event for schools. The volunteer Father Christmas's were extremely good and made visiting Santa's Grotto a magical experience. £800 was raised by the PTA from the Children's Trail and craft activities in the hall.

Commercial food vans – all commented that they had a successful event, and several ran out of food.

Event setting up and taking down arrangements – the meeting recorded their huge appreciation for the multitude of tasks undertaken by members of Kimpton Bench Working Party, particularly the stewarding at the Church and Church House on Friday morning and Saturday. The detailed spreadsheet of tasks and those appointed to them, drafted by Gordon Glen, ensured that all BWP activities were fully documented.

Richard Stagg and Sam Cain assisted with the transport of tables, chairs, staging, patio heaters etc from the Porters End barn to Kimpton and their return. The use of larger vehicles greatly assisted in the movement of essential these items. Logistics of the awkward or heavy items requires consideration of sufficient manpower and transport vehicles.

Comments from Juliet Morton, Kimpton Church

My thoughts from the point of view of the Church / Church House are these:

1. Everyone I talked to (including all the stall holders) said how brilliantly the market had been organised and how overwhelmed they were about the quality of the help given to them by the BWP.
2. Most stall holders wanted to know how they could book for next year and when!
3. Church house stall holders seemed happy and warm!
4. Only two stall holders said that although they enjoyed the atmosphere their sales were poor. One was in the Church and one Church house. My feeling on this was that in one case I think the merchandise wasn't quite right and in the other the pricing was high.
5. The clean-up operation afterwards was excellent - thanks to all concerned especially the BWP and Ben and Joe Cole.
6. In the Church, there was one stall holder in the Dacre Chapel who was selling tea/ hot chocolate. This was successful and positioned well, BUT no more than one food/ drink outlet should be allowed in Church. Spillage was a small problem and of course there is no water in the Church.
7. 'No dogs' was upheld and proved a very useful stipulation!
8. We were very blessed with the weather!

What dampened the Christmas spirit?

- Lack of toilet facility on the Friday evening.
- More signage for Church stallholders to drop-off and carparking and directions to church.
- Stallholders provide pew number or surname to those stewards carrying goods.
- Drinks for those setting up stalls and those helping BWP and XM members Fri and Sat morning.
- Clean wheelbarrows for after-market transfer to car park.
- No dogs allowed in church to be made clear all visitors and stall holders
- Ask stallholders to identify bags boxes with their name.
- To encourage stallholders to park in the carpark...visitors in overflow carpark...so it's easier finding the owners in the dark returning their stock.
- Some signage for The Green, Church House etc. whether this be permanent or on the day of events?
- Not sure if The Boot and Dacre Rooms stalls did as well away from the Church and The Green and by the sound of it Church House needs to be 'sold' better. A suggestion of having loud music/carols at Church House and to advertise food and drink stalls.
- Heater in marquee wasn't guarded and situated on the ground. A new position required for 2024.

Any suggestions for more festive cheer next year?

1. Two 6x12m marquees on The Green. Sam Cain to organise volunteers for their erection on the previous weekend with supervision by BWP. To agree date for being dismantled.
2. Some stalls to be located within the extra marquee.
3. Christmas music soundtrack to be played in-between live music sets in the marquee.

4. Information to stall holders to include directions to the Parish Church from Hitchin Road with no access, except disabled access, from Church Lane to the Church or Church House. NB new stall holders to be informed that the Chapel, The Green is a private dwelling.
5. To reduce the set up time in the Church and Church House on Friday 29th November to 10-12
6. Toilets at Dacre Rooms to be available on the Friday evening – either from having a steward or from their being an event organised by a third party.
7. Large Christmas Market maps to be on display around the village, including The Boot board.
8. Signage in the Churchyard to Church House.
9. Directional signage around the village including to the car park. Will review the signage used for Kimpton Folk Festival for adoption. Sam, Grace, Gordon and Carina to meet in July.
10. Steward outside the Church to encourage visitors to go to all the other Christmas Market venues.
11. New pew top for left side central aisle between the second and third pew. BWP to review.
12. Guide and Brownie stall at The Boot PH to be slightly relocated to the side so that visitors are aware of the craft stalls in the conservatory.
13. Stalls in the Parish Church to be charged at £50 in recognition of the hire charge being applied.
14. Flo gas cannisters to be refilled.
15. Commercial food stands to be charge £60 per pitch.
16. Stalls in the dining room at the school?
17. Consider the use of themes for the venues hosting the stalls e.g. food/drink, craft, children’s items.
18. Look at whether Church House could be made more attractive and with less severe lighting.
19. A new Christmas Market mug for 2024 – Grace Overington has offered to create the design, possibly for a gingerbread theme. The meeting agreed it would be good to include new artists each year. Smaller number of mugs to be purchased to avoid surplus stock being accumulated.
20. Volunteers to be confirmed 8 weeks prior to the event.

Stall Capacity

Parish Church	33
Church House	8
The Green - outside	8
The Green – inside marquee	5
The Boot PH conservatory plus carpark	6
Dacre Rooms – depending if booked by third party	3
Kimpton School dining room? Children related items	?
TOTAL	60 +

Stall Charges

Parish Church	£50	
Church House	£30	
The Green, inside marquee	£30	
The Green, outside	£15	
The Boot PH conservatory	£30	fee to be retained by The Boot
The Boot PH car park	£15	fee to be retained by The Boot
Dacre Rooms	£30	
Kimpton School	£30	fee to be retained by PTA

We would love to include more people with planning this event.

We welcome Sam Cain who will be the site manager for The Green and help with logistics, lighting and heating and Cllr Grahame Durrant who will be in charge of the BWP stewards at the Church.

Further help is required for contacting musicians to create the music schedule on Friday evening and Saturday afternoon and being the compare. Matt Wood will be asked to provide the musical technical support.

Richard Stagg will provide the bar in the marquee on a commercial basis for 2024.

Christmas Market Mug sales

1. The bar on The Green sold 16 of the standard mugs and all 18 of the Tim Edwards mugs for care2share charity.

£80 standard mugs KPC

£180 Tim Edwards mugs

PLUS £5 extra someone paid for a standard mug but still wanted to donate to care2share

£100 donation to Tim's charity from Kimpton Players

£65 donation to Tim's charity from Its 5 o'clock Somewhere Mobile Bars

An incredible total of £350 was raised for Tim's chosen charity.

2. 3 standard mugs sold in Dacre Rooms £15 KPC

Finance

Receipts and payments attached.

The surplus of £749 to be retained and used for improved signage and other event related items.

Schedule of Meetings for 2024

Meetings to be held in the Parish Room, Kimpton Memorial Hall

Tuesday 18th June, 7.30pm

Tuesday 17th September, 7.30pm

Tuesday 15th October, 7.30pm

Tuesday 12th November, 7.30pm

Tuesday 17th December, 7.30pm

Working Party members for 2024

Cllr Grahame Durrant, Grace Overington, Sam Cain, Helena Kirk, George Curry, Richard Stagg, Gordon Glen, Juliet Morton, Carina Helmn plus others tbc.

Meeting closed at 9.15pm