

# Late Night Christmas Shopping Event

## Notes from Working Group Pre-Meeting

30th September 2021 (Zoom Meeting 10.00am)

### Present at meeting:

Malmesbury Town Council (MTC) - Cllr.J.Exton; Cllr. Power; Cllr. F.Smith; Cllr.P.Smith;  
Malmesbury Town Council (MTC) Town Clerk - Claire Mann (For start of meeting only);  
Malmesbury Town Council (MTC) /Town Team - Cllr. Grant;  
Volunteer – Sarah Wilde;

**Apologies:** Whim Hospitality Ltd – Lesley Wood; Malmesbury Town Council (MTC) /Town Team - Cllr.Ritchie; Malmesbury Town Council (MTC) - Cllr.D’Arcy;

### Notes:

- 1) The meeting was opened by Cllr. Power and members welcomed and apologies noted.
- 2) It was advised by Cllr. Grant that declarations of interest are not required for these meetings and therefore will no longer be part of future agendas.
- 3) The draft Terms of Reference for the Working Party were agreed by all subject to:
  - a) Inclusion of Cllrs. F and P. Smith
  - b) Changing the status of Sarah Wilde from Town Team member to volunteer
  - c) Wording of “Therefore... this Working Party is not bound by local government legislation with regard to the convening or publication of meetings held”, to be removed if not required, but on advice of the Town Clerk.
  - d) Terms of Reference to presented at the next Community and Town Promotions Committee Meeting.  
**(Action Cllr. Power)**
- 4) **ORDINARY RISK ASSESSMENT AND COVID RISK ASSESSMENT, HEALTH AND SAFETY**

Cllr. D’Arcy, who is leading on this, was unable to be at the meeting however he has advised the Chair, that he is liaising with the Town Clerk and others to ensure all aspects are covered.

  - a) Cllr.J. Exton asked if First Aid Cover had been arranged yet and she advised if not then she would be happy to use her existing connection to arrange. It is understood that this has not yet been arranged, neither has a First Aid or Lost Child Point. (Likely to be in the Town Hall?) Cllr. D’Arcy to liaise with Cllr.J. Exton on these points and arrange for the First Aid Cover and First Aid and Lost Child Point. **(Action Cllr.J. Exton and Cllr. D’Arcy).**
  - b) The question of the Town Council’s insurance was raised in respect of risk assessments and health and safety. It was requested that Cllr. D’Arcy, double checks with the Town Clerk to ensure that everything has been covered. **(Action Cllr. D’Arcy)**
  - c) The stalls booking form was discussed and will be mentioned below in more detail. It was agreed that this should be referred to Cllr. D’Arcy for in respect of the risk assessments and covid-19 to ensure that it includes necessary information. It will then be circulated generally for agreement of the working party and also the Town Clerk for correctness. **(Action Cllrs. J. Exton, Smiths and Sarah Wilde to liaise with Cllr. D’Arcy, prior to working party circulation).**
  - d) Cllr. D’Arcy will cover any specific points raised at this meeting and circulate his draft report on risk assessments as soon as possible. **(Action Cllr. D’Arcy)**

5) **STEWARDS, Inc. ARMY, ROAD SET UP, MARKET CROSS/ ROAD CLOSURES** (liaising with the Town Clerk).

Cllr. Ritchie, who is leading on this, was unable to be at the meeting. Some points were raised during discussion which are for attention as follows:

- a) The outdoor market at the Market Cross, was in the remit of Cllr. Ritchie to organise, when it was suggested that a separate market should take place there. However, as a specific market is not being arranged, it was agreed that this will now fall to Cllrs. F. and P. Smith, and J. Exton to organise this space with stalls as part of the rest of the High St. Also with Sarah Wilde, due to the activities in the Market Cross. See notes below. **(All Please Note).**
- b) Cllr. Grant recommended that contact should be made with the NCO leading the army personnel team. If the NCO is not familiar with the town, or even if they are, it would be advisable for a pre meeting to be arranged to walk the areas and to ensure that all parties are fully briefed as to what will be required on the day and evening. **(Action Cllr. Ritchie).**
- c) It was also raised that an agreement needs to be put in place for the Jackdaw's to provide refreshments for the army personnel and others. This has been done before. If not in the notes, then suggest Cllr. Ritchie liaises with Sarah Wilde and Cllr. J. Exton. **(Action Cllr. Ritchie).**
- d) Signage is usually put out a week before (from Harper's Lane?). The office needs to ask Shaun and Graham to do this, so advised for Cllr. Ritchie to make arrangements for signage to be collected, (see g) ii) below), and to liaise with Town Clerk re staff. N.B. There is a sheet packed away with the signs which mentions where they are to go. **(Action Cllr. Ritchie).**
- e) The stewards will need to have a plan in place to help disabled to get through the blocked road, if not in notes, then to liaise with Cllr. J. Exton for previous experience. **(Action Cllr. Ritchie).**
- f) The Abbey, Kings Arms and Old Bell need to be advised about road closures and traffic not being able to get through. Sarah Wilde may contact the Abbey. **(Action Cllr Ritchie with the Town Clerk/ Office).**
- g) It was noted that full stewarding details are Sarah Wilde's and Cllr. J. Exton's notes of previous events which were circulated. However, the location of equipment was queried and that it is confirmed who will take responsibility for ensuring it is available at the event. Equipment mentioned as follows:
  - i) Yellow Hi-Vis jackets for stewards etc. Believed to be at the Town Hall, but needs to be checked?
  - ii) Bollards and metal signs to be borrowed from Carnival. This needs to be arranged and also collection from Harpers Lane? There should be a sheet with instructions as to location, otherwise liaise with Sarah Wilde. **(Action Cllr. Ritchie).**
  - h) There will be a further update on progress at the next meeting.

6) **SETTING UP HIGH ST AND STALLS INC. ORGANISING PITCH PLAN FOR EVENING AND INDOOR MARKET**

Sarah Wilde, F. & P. Smith and Cllr. J. Exton advised of group meetings since our last working party meeting and the following were discussed:

- a) 'Plan B' was discussed again should the LNS event not be able to go ahead, for instance if there is a Covid-19 restriction or the like. Cllr. J Exton has kindly offered to liaise with Catherine Burke on this. There has been a suggestion of arranging an online draw for the community groups involved who have nothing to sell as such. It was decided that it would be too problematic to do this and an online market will be for the sale of goods and services only. **(Action Cllr. J. Exton is continuing to liaise with Catherine Burke).**
- b) Cllr. J. Exton asked the whereabouts of two A Boards, which are used for outside of Santa's Grotto, as they are needed again, as well as being her son's property. Cllr. Grant advised they were stored in the Old School Room. Cllr. J.Exton advised she will check. **(Action Cllr. J. Exton).**
- c) Cllr. J. Exton asked who was contacting the Fire Service? It was decided that she would do this, given existing connections with the Chris Harvey who is the local lead. It was agreed that Cllr. J. Exton to arrange and liaise with others in the working party to ensure placement of vehicle/ covid risk assessment etc. **(Action Cllr. J. Exton).**

- d) First Aid Cover, First Aid point and Lost Child Point, were discussed. It was agreed that Cllr.J. Exton would liaise with Cllr. D'Arcy and ensure that these were arranged and in appropriate places. **(Action Cllr. J. Exton to liaise with Cllr. D'Arcy).**
- e) Cllr. P.Exton has offered to arrange floodlights with Nurdens, to include an extra light. Location of lights as before, plus one. **(Action Cllr.P. Exton – update from Cllr. J. Exton).**
- f) Sarah Wilde confirmed that she has booked the Umbrella Man.
- g) Trees and lights – Claire Mann and Cllr. Doody to request trees from Willis Bros and make arrangements for the lights and decorations etc. Also, to liaise with Mike Hinwood re trees and lights. It was commented by Cllr. P. Smith that another 400? lights will need to be purchased. It was agreed that Cllr. Power will email Cllr. Doody and the Town Clerk to make sure that everyone was aware of what they were being asked to do and for them to liaise with Cllr. J. Exton and Ash Scott
  - h) (re: electric supply and cabling as he has agreed to help as well. Sarah Wilde offered to check with Mike Hinwood, to ensure that his trees and lights are put up early enough, to match the High St lights and in time for LNS. **(Action Cllr. Power, Cllr. Doody, Town Clerk and Sarah Wilde).**
  - i) Sarah Wilde advised that she thought the stall Christmas Lights are with the Office and she will email the Town Clerk to check whereabouts. **(Action Sarah Wilde).**
- j) It was noted that Sarah Wilde, Cllr.J. Exton, Cllr. F. Smith would be meeting with Ash Scott re around the Market Cross, with a view to making this a more 'foodie' stall area. **(Action Sarah Wilde, Cllr.J. Exton, Cllr. F. Smith).**
- k) A discussion re the booking form took place and this is noted under 8).
- l) The indoor market in the Old School Room was discussed and Cllr J. Exton advised that Isaac Owen was probably prepared to take this on, but not the admin as he wishes to have an outside stall. Cllr. J. Exton advised she will see if she can think of someone else to cover this and discuss with other members of this group. Suggested set up time 3.30pm or before. **(Action Cllr. J. Exton).**
- m) Stall Charges were discussed and it was agreed that existing tariff to remain.
- n) A further update will be made at our next meeting.

## 7) ENTERTAINMENT VARIOUS/ FATHER CHRISTMAS'S GROTTO AND OTHERS

Sarah Wilde updated and discussed the following:

- a) The Warden and Freeman Hall has been booked and the key will be available for collection the Thursday before, by Cllr. P Exton. Sarah Wilde to liaise with Cllr. P Exton. **(Action Sarah Wilde).**
- b) Sarah Wilde to email Claire Mann at the Town Hall re the location of the Mayor's charity buckets for the elves. **(Action Sarah Wilde).**
- c) Sarah to email Cllr. Doody to borrow St. Jo's school bell and Sarah also has a bell, both for use at the Grotto. **(Action Sarah Wilde).**
- d) There will be three elves, plus Santa in the Grotto and a rota will be drawn up. **(Action Sarah Wilde).**
- e) Sarah Wilde to ask Lisa re music for the Grotto and use of her Ipod/ lights. **(Action Sarah Wilde).**
- f) A discussion was had about sweets in respect of Covid 19 precautions and it was agreed that Sarah would contact Cllr. D'Arcy before going forward on this. **(Action Sarah Wilde/ Cllr. D'Arcy).**
- g) Sarah Wilde confirmed that she has 'booked' the Bellringers.
- h) Sarah Wilde outlined a first timetable for the entertainment:
  - i) 5.45pm Bell Ringers
  - ii) 6.00pm Mayor's Address
  - iii) ???Athelstan Player Carols tbc?
  - iv) 6.20pm Malmesbury Morris Dancers
  - v) 6.45pm Community Choir
  - vi) 7.15pm to 8.00pm Town Band
- i) Comperes for the Event were suggested and chosen: Cllr. Grant kindly offered to comperere and will ask another Cllr to assist and advise who that is to Sarah Wilde. (The Mayor needs to walk around so can't comperere). **(Action Cllr. Grant).**
- j) Other outstanding actions: **(Action Sarah Wilde).**
  - i) No confirmation yet received from Dave Sheppherd.
  - ii) Question was raised re PPL/ PRS for the Grotto and other music, has this been looked at and applied for?
  - iii) Will Ash Scott be providing a gazebo for the Community Choir?
  - iv) Will Ash be providing some strip lighting for the Market Cross?

Extra Email Notes from Sarah Wilde 30/09/2020

**Entertainment & Grotto**

Entertainment

5.30	Bell Ringers	Confirmed
6.00	Mayors address	
6.05-6.20	Athelstan Players- Carols	will confirm next week
6.20- 6.45	Malmesbury Morris	Confirmed
6.45-7.15	Community Choir	Confirmed
7.15-8.00	Town Band	Confirmed
Outstanding –	Dave Shepherd Gazebo for performers (Ash?) Lighting etc (Ash?) Compere? (Gavin & 1 other)	

Grotto

- key confirmed by Margaret Lamb for Market Lane
- Santa confirmed
- Elves- Fran, Catherine & Andy P
- Decorations confirmed (Fran)

Outstanding - Music (Lisa Gore)  
Sweets?- (to come under general Covid assessment)  
Additional Elf- rota  
Finger post (from Ash?)  
Collecting bucket (check with Claire)  
Bell for Elves (check with Catherine)

Other

Arrange meeting with Ash & Lisa, Frances & Julie to get list of stall holders for the 'Farmers Market' element of the event and find out what help they're able to provide including stalls/ Gazebos lighting etc.

Email Mike Hinwood just to confirm event date and need for trees to be up and advise that Claire may be in touch about Town Hall Trees separately

Email Abbey Office to advise of the date and check whether they were planning anything

**8) PROMOTION ACTIVITY/ OTHER**

Update from Cllr. Power.

a) Cllr. Power advised she put forward a report to the Community and Town Promotions Committee meeting of the Town Council and proposed the official setting up the working party and to arrange for a budget of up to £1,000 to be made available for the organisation of this event. Spending is delegated to the Chair of this Working Party with the Town Clerk.

b) It was discussed that a Save The Date and a Booking Form should go out asap. It was agreed that a group zoom meeting of Cllr. J. Exton, Cllr. F. Smith, Sarah Wilde and Cllr. Power will be arranged for 2pm Monday 4/10/2021 to discuss. In the meantime, a copy of Carnival's form, but liaison with Cllr. D'Arcy

would take place to ensure Health and Safety/ Covid etc is mentioned correctly on the form. **(Action Cllr. F. Smith with Cllr. J. Exton, Sarah Wilde and Cllr. Power).**

c) Cllr Power mentioned that there will be a complete programme of promotion, linking in to other Town Council Christmas Events and Town Team Christmas promotion and she will liaise with others to bring that together. **(Action Cllr. Power).**

d) Cllr. Power to contact Drea MacMillan to produce another promo video this year. **(Action Cllr. Power).**

e) Cllr. Power mentioned that there was no news re the Free Christmas Parking and she will ask the Mayor for an update. . **(Action Cllr. Power).**

f) It was further discussed that a Google spreadsheet might be used to track actions and this will be discussed at the group meeting on 4<sup>th</sup> October, for presentation to the working party to agree. **(Action Cllr. F. Smith with Cllr. J. Exton, Sarah Wilde and Cllr. Power).**

g) The next Working Parity meeting was agreed to take place on Friday 15<sup>th</sup> October at 10am by Zoom. **(Action Cllr. Power with Town Clerk).**

(a) *Cllr.Power 6th October 2021*