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| Meeting | Full Council |
| Date | Wednesday 01 November 2023 |
| Report Title | Cam Parish Council Christmas Lights Switch On |
| Author: | Johanna Edwards, Projects Officer |

Officer’s Recommendations:

1. To approve the current budget activity
2. To note draft Councillor duties and times for the event (any changes required pleas email the Projects Officer following the meeting)
3. To note the draft operation order for the event
4. To note the draft stage times for the event

Budget update:

Please see attached document included.

Key Dates:

|  |  |  |
| --- | --- | --- |
| **DATE** | **ACTION** | **STATUS** |
| W/C 16 Jan | WP meeting: key discussion budget | Done |
| W/C 30 Jan | F/C Sign Off for budget | Done |
| February | Meet with Jeremy & Anita to discuss 2023 and establish roles | Done |
| February | Save the date: fairground, pony rides, dog show/stand, GLL, The Door, bands, | Done |
| W/C 26 June | Walk proposed road closure for event & agree signage required | Done |
| July | Marketing design: event poster | Done |
| W/C 21 Aug | Call out to Cam business (service sponsorship or monetary donation towards community event, letters, hand delivered by Councillors & staff to help build relationships) | Done |
| W/C 21 Aug | Call out to local community groups for attractions, volunteers etc | On-going |
| W/C 11 September | Stewards, First Aid cover quotes | Done |
| September | Road closure & car park closure submission | Done |
| November | Second call-out to local businesses | Outstanding |
| November | Social media, banners, posters: marketing |  |
| November | Third call-out to local businesses/ confirmation |  |
| Saturday 25 November | Event |  |

Counbcillor times & Duties (draft)

Please be aware these are draft

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Start | Finish |
| Cllr Miranda Clifton | CPC Stand / Event Control/ Penguin skittle alley | 13:30 | 17:00 |
| Cllr Scott Temlett | CPC stand set-up, fairy lights, break-down | 12:00 | 15:00 |
| Cllr Mark Morton | Drone, First Aid | 12:00 | 18:00 |
| Cllr Jerry Fowler | CPC stand open & break-down | 15:00 | 18:00 |
| Cllr Grimshaw | CPC stand open & break-down | 15:00 | 18:00 |
| Cllr Jon Fulcher | Stage set up, switch on, event control | 13:30 | 17:00 |
| Cllr Jonathan Bishop | Road Closure | 14:00 | 18:00 |
| Cllr Tipper | CPC Stand / Event Control | 13:30 | 17:00 |
| Cllr Chandler | Road Closure | 14:00 | 17:00 |
| Cllr Glynn Gough | Safety and volunteers | 12:00 | 18:00 |

Draft operational Order:

Included in reports as a separate document.

Draft stage times:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start** | **Approx. Finish** | **Who** | **Location** | **Notes** |
| 12:00 | 14:00 | All | High Street | Event Build Up |
| 14:00 | Event Open | | | |
| 15:00 | 15:30 | Choir | High Street | Location & stage TBC |
| 15:30 | 15:40 – 15:45 | Dance | High Street | Location TBC |
| 15:50 | 16:15 | Choir | High Street | Location & stage TBC |
| 16:20 | 16:30 – 16:35 | Dance | High Street | Location TBC |
| 16:45 | 17:00 | CPC – light switch on | High Street | Location & stage TBC |
| 17:00 | Event Closes | | | |
| 17:00 | 18:00 | All | High Street | Break down and road closure still in place |