

**MINUTES OF EVENTS COMMITTEE MEETING  
HELD ON MONDAY 15<sup>TH</sup> SEPTEMBER 2025  
IN THE VICTORIA JUBILEE HALL, MALPAS AT 6.00PM**

	<p><b>PRESENT</b> Cllr Michael Williams (MW); Ward Cllr Rachel Williams (RW). Committee members: Di Lofthouse (DL), Gill Valentine (GV), Della Dutton (DD), Kelly James (KJ) (online) The Clerk (RS). One member of the public attended the meeting.</p>
1.	<p><b>WELCOME / APOLOGIES</b> Apologies from Jay Brown.</p>
2.	<p><b>DECLARATION OF INTERESTS</b> None declared.</p>
3.	<p><b>STALLS</b> KJ advised there are a few stalls available outside. <b>ACTIONS:-</b> - Purchase a total of 12 gazebos from funds (RW to obtain quotes)</p>
4.	<p><b>GROTTO</b> RW has prepared a list of items that are to be ordered for the grotto including brick effect wallpaper. There is to be a crafting session arranged. <b>ACTIONS:-</b> - To arrange to meet to place order for items from Amazon (RS / RW). - Arrange crafting session and look into brick effect wallpaper (RW).</p>
5.	<p><b>INDOOR CAFÉ</b> DD advised she has received a donation towards the cost of the cakes and discussed about providing warm mince pies. <b>ACTIONS:-</b> - Contact Huxleys regarding mince pies (RW).</p>
6.	<p><b>LANTERN PARADE AND CHURCH SERVICE</b> Mel Hughes is due to liaise with the school regarding the arrangements for the lantern workshops and the lantern parade.</p>
7.	<p><b>FINANCES</b> GV updated the meeting about the sponsorship / donations received to date from local companies. <b>ACTIONS:-</b> - Send requests to Blue Loos and Sidax for sponsorship / donation requests (RS).</p>
8.	<p><b>ROAD CLOSURE</b> The road closure is to be booked between 8.00 am – 6.00 pm. RS is to apply to CWaC for the relevant licences when the road closure has been confirmed with Core. <b>ACTIONS:-</b> - Apply to CWaC for the necessary licences - Event Licence, Highways Licence, Street Lights Licence, Sale of Alcohol Licence (RS) - Write to residents on Old Hall Street and High Street to advise of the road closure (RS). - Contact residents about not parking on Old Hall Street and High Street on the day of the event (DL).</p>
9.	<p><b>CHRISTMAS TREES</b> <b>ACTIONS:-</b> - Contact Jons Davies regarding the small Christmas trees (RW). - Source and place order for Christmas tree bright white lights that use D batteries (RW / RS).</p>
10.	<p><b>OTHER ACTIONS</b> <b>ACTIONS:-</b> - Promotion:- Arrange for You Media to prepare poster and banner for event (GV).</p>

	<ul style="list-style-type: none"> <li>- Medical Cover:- RW to speak with Arywn Jones about North West Medical Cover.</li> <li>- Donation:- Contact Co-op regarding donation (RS).</li> <li>- Grotto Gifts:- Contact Co-op regarding supply of 260 selection boxes (RS).</li> <li>- Outfit:- Arrange to purchase Hagrid outfit (??).</li> <li>- Raffle:- Write to stall holders to request donations towards raffle prizes (KJ).</li> <li>- Mulled Wine:- Confirm arrangements regarding hot drinks dispenser (??).</li> <li>- Celebrity:- Contact Aphra to see if Giles Brandreth would open the event (RW).</li> <li>- Parish Council:- To request help at the event (MW).</li> </ul>
<b>11.</b>	<p><b>DATE OF NEXT MEETING</b>  The Committee agreed to hold the next meeting on Monday 13<sup>th</sup> October.</p>

**The meeting closed at 7.00 p.m.**