

**MINUTES OF EVENTS COMMITTEE MEETING
HELD ON MONDAY 14TH OCTOBER 2025
IN THE VICTORIA JUBILEE HALL, MALPAS AT 6.00PM**

	<p>PRESENT Cllr Michael Williams (MW); Ward Cllr Rachel Williams (RW). Committee members: Di Lofthouse (DL), Gill Valentine (GV), Della Dutton (DD), The Clerk (RS). One member of the public attended the meeting.</p>
1.	<p>WELCOME / APOLOGIES Kelly James (KJ).</p>
2.	<p>MINUTES The minutes of the Committee meeting held on 27th August 2025 and the notes of the meeting held on 15th September 2025 were approved.</p>
3.	<p>DECLARATION OF INTERESTS None declared.</p>
4.	<p>STALLS The Clerk has sent the list to KJ of all the stallholders who have paid to date.</p>
5.	<p>GROTTO There is a crafting session at the end of the month.</p>
6.	<p>INDOOR CAFÉ DD advised she has contacted Huxleys regarding mince pies; they have agreed to see them at cost price. DL is to arrange to purchase cups from Makro (the Council will reimburse the cost).</p>
7.	<p>LANTERN PARADE AND CHURCH SERVICE Mel Hughes updated the meeting regarding the arrangements for the lantern workshops which are taking place at school the day before the lantern parade. The Lantern Parade is due to start at approximately 5.30pm and will start at the school and will finish at St Oswalds Church. All children are to be accompanied by an adult at all times.</p>
8.	<p>FINANCES GV updated the meeting about the sponsorship / donations received from local companies; these are to be include on the posters. A banner is also to be made for the event.</p>
9.	<p>ROAD CLOSURE The road closure is to be booked between 8.00 am – 6.00 pm. RS has applied to CWaC for the following licences :- <ul style="list-style-type: none"> - Events Licence, - Highways Licence, - Sale of Alcohol Licence (TENS) The licence for the Street Lights is due to be submitted. In November the following actions are scheduled:- <ul style="list-style-type: none"> - 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>
10.	<p>CHRISTMAS TREES Quotes have now been obtained from Walkers Nurseries and Jons Davies for the small Christmas trees (RW). MPC has agreed to purchase forty sets of bright white lights to go on the Christmas trees and for 10 sets of the bright while icicle lighting to go across the street from Lite Ltd at a cost of £2,820.00 plus VAT.</p>
11.	<p>OTHER ACTIONS ACTIONS:- <ul style="list-style-type: none"> - Promotion:- GV is arranging with You Media to prepare poster and banner for the event. - Medical Cover:- RS has booked the cover with North West Medical Cover. </p>

	<ul style="list-style-type: none">- Grotto Gifts:- RW advised Nisa is to supply advent calendars instead of selection boxes.- Outfit:- Simon Gordon is to make arrangements to purchase the Hagrid outfit which the Council will reimburse.- Raffle:- DL is making arrangements for donations towards raffle prizes.
12.	DATE OF NEXT MEETING The Committee agreed to hold the next meeting on Monday 10 th November.

The meeting closed at 6.50 p.m.