

Millbrook Parish Council Christmas and Events Working Group

MEETING NOTES

Date: Tuesday 25th July

Time: 6:30pm

Location: Balcony room, Millbrook Village Hall

Purpose of the meeting: To make plans for the Christmas light switch-on event and village lighting.

Present: Councillors: Cllr Fran Reilly (FR), Cllr Sharon Lewis (SL) and Cllr Don Wood (HW)

Kirstie Bristow(KB) and Julie Elworthy (JE)

In attendance: Karenza Heald, Parish Clerk (KH)

Apologies received from Cllr Nicky Roberts and Cllr Elisa Woffenden

Cllr Fran Reilly chaired the meeting.

| Discussion / tasks | Action |
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| <p>1. Review last meeting minutes. FR has spoken with Tartendown Nursery. A 12ft Christmas tree is available for £100. KH said this can be ordered under the Clerk's delegated spend and the Council updated at the September meeting. PAT testing of the Christmas Lights The group agreed more lights for the Tanyard may need to be purchased. JE will organise the Christmas Grotto again this year. The O'Shaughnessy family have kindly donated the Father Christmas outfit.</p> | <p>FR to order tree</p> <p>SL / HW TBC</p> |
| <p>2. Confirm date of light switch-on event Although at the Christmas meeting it was agreed the date for the event would be Saturday 9th December 2023 FR recommended families are often committed at weekends and an event held during the week, after school, worked well last year. It was agreed to host the event on Tuesday 5th December 2023.</p> <p>a. Start time 4:30pm Grotto. 6:00pm Light switch on and singing.</p> <p>b. Contingency plan venue Millbrook Village Hall / Millbrook Scout Hall</p> | |
| <p>3. Light switch-on event details</p> <p>a. Review current plan.</p> <ul style="list-style-type: none"> • FR Choirs have been contacted. Rame Peninsula Male Voice Choir not available. Some of Singsanders are likely to be available. Torpoint Brass Band are likely to be available. • Send postcards and organise Santa gifts the same as last year. • Ensure allergy requirements are catered for. • Advertise on social media and via the school newsletters that the children will be getting letters from Santa; could parents / guardians ensure the form is filled in clearly with the child's name and address. <p>b. Gather any other ideas for the switch-on event from each member of the group.</p> | <p>JE / SL JE KH / JB</p> <p>KH/JB/FR</p> |

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| <ul style="list-style-type: none"> • JE requested that we make the event a 'no smoking event'. Agreed signage would be put up 'please refrain from smoking'. • FR suggested contacting Millbrook Folk Club. • Request Robin Hall's involvement of the snow machine and that Kernow Lounge stay open. • Mulled wine available from The Brook • Ask Café Abundance if they can attend to serve soup. • Chestnuts - Contact Sharon and Martin Betteridge / Aunty Ems • Mince pies – donation? • Involve Patchwork Studios and the Youth Group. Cllr E Woffenden following up. • Ask Lady Megan Edgcumbe and DL Rear Admiral Mike Wood to attend and help present prizes. | <p>SL / HW</p> <p>KH FR FR</p> <p>EW</p> <p>KH</p> |
| <p>4. Christmas Tree</p> <p>a. Cost / Where from Tartendown Nursery. Check whether they can deliver.</p> <p>b. Decorations</p> <p><i>i. As well as schools, perhaps local hobby groups, scouts etc too?</i></p> <ul style="list-style-type: none"> • Source battery backup lights • Competition the same as last year – unique creation using recycled / recyclable materials. Make it clearer to both schools that the design has to be unique. Love to Shop vouchers to be purchased for the winners. Involve the home school. £250.00 in prizes. | <p>FR</p> <p>JE</p> |
| <p>5. Village Lighting</p> <p>a. Discuss the report prepared by Jo for light options on West Street</p> <ul style="list-style-type: none"> • The group discussed the options, and it was agreed due to time constraints, height restrictions for deliveries etc not to pursue with lights along West Street. • JE agreed to speak with the trustees of Millbrook Snooker Hall. • SL agreed to source hooks to go on the pergola. <p>b. Discuss & agree lighting options for The Tanyard</p> <ul style="list-style-type: none"> • In order to make better use of the space it was agreed, subject to there being enough space available, to have the grotto at the lower end of the Tanyard (near Kernow Lounge) and the singing near the pergola. • String of lights for trees required. <p>Recommended overall budget £1,000. To be included on agenda for next Full Council meeting.</p> | <p>SL</p> <p>FR / JE to measure Tanyard sections.</p> <p>KH</p> |
| <p>6. Other event ideas for the festive period</p> <p>a. Santa's Grotto – Julie Already discussed.</p> <p>b. Village window trail Agreed to promote stained glass effect window display design (see footnote 1)</p> | |

¹ We have spoken to the Millbrook Pre-School Manager regarding ideas for celebrating Children's Christmas Art, and she feels that spending a lot of money on one child's artwork to be turned into a light display is perhaps not such a good idea especially when some families will find it financially difficult this Christmas.

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| <p>c. Children's colouring competition – not discussed but possibly option to tie in with 6b.</p> <p>d. Late night shopping evenings Recommendation from FR to encourage trade for local shops / businesses. It was suggested some shops would be open anyway and others would be attending the event. Agreed to ask local businesses who are open to help publicise the event.</p> <p>e. Millbrook Christmas Market (receive update from Fran & Kirstie)</p> <p><i>i. Permission to use marquee?</i> This years Christmas Market will be held in the Football Club on Sunday 3rd December 2023. From 11:00am to 4:00pm. It was agreed FR and KB could use the gazebo, which was donated for community events.</p> | |
| <p>7. Town Crier Event: 12th August (Time TBC)</p> <p>a. What can we do? 3 applicants. KH unable to share due application forms due to data protection but these will be shared with the Councillors. Agreed date and time of the event. 12th August 2023 at 11:00am. Football Club will be open for refreshments. Suggest criers walk from the Dam and spectators are situated by the Football Club. FR agreed to help with publicity. Councillors to be notified and assist the Town Criers in the judging.</p> | <p>KH circulate info to Councillors</p> |
| <p>8. Future Upcoming Ideas to put forward for discussion at next meeting. Actions: Light Switch on poster Village Window trail Santa letters School letters</p> | |
| <p>9. Meeting Dates</p> <p>a. Agree frequency of meetings due to group's busy schedule & set meeting dates for August - December 2023 to avoid any future confusion.</p> <p><i>i. Would it be worthwhile to alternate the day of week chosen per month to accommodate all members?</i></p> <p>b. Confirm next meeting date.</p> <p>It was agreed the meetings would be held on the last Tuesday of every month with the exception of the October meeting, which will be on Monday 23rd October 2023. There will be two meetings in November 2023.</p> | |

Her preference would be to see children taking part in a village or school led Christmas crafts event, perhaps creating paper-stained glass designs from black card and tissue paper and displaying them in windows around the village for the children to discover and the community to enjoy. For older children there could be a painting competition which is displayed and judged at the Christmas Market event or at the switching on of the Christmas lights.