

Notes from a meeting of the Events Liaison Group held on 12.6.25 at 17.00 in Wem Library to discuss the 2025 Christmas Festival.

### **Present**

Kate Williams, Anita Thompson – Sweets and Treats, Sarah Kynaston – St Peters School, Cathy Rutherford - Wem Jubilee Band, Nathan Burley – Wem Baptist Church, Cheri Lees, Pam King - Wem Town Hall.

Wem Town Council Councillors, Towers (Chairman) Hudson, Cotterell.

1. Apologies for Absence – to note.

Cllrs Broomhall, Soul, Hoffmann. Claire Glover. Jenny Hegglin and Tom Bateson - Wem Scouts.

2. Notes from 6.3.25 – to approve.

**Resolved to approve the notes from the meeting held on 6.3.25 and these were signed by the meeting chairman.**

3. 2025 Festival progress report - to discuss and receive updates.

The progress report was reviewed and the following updates given.

### **Publicity**

Social media - Cheri Lees, Cerion Williams and Helen McCabe to form working party to manage social media for the event.

Poster – a save the date poster has been created.

**Stage Entertainment** - Several additional entertainers for the stage were mentioned including the Halcyon Band and Blozone along with some solo acts. It was agreed that anyone wishing to suggest an entertainer would contact Entertainment Manager Cathy Rutherford direct and she would then consider whether the suggested acts are suitable for the stage given the time needed for setup and programme.

**Mascots** – It was agreed that Cllr Towers would try and contact Tracy Fletcher to see if she would be willing to create an Elsa costume to accompany the Olaf Mascot.

**Jubilee Square** – concern was expressed about the need for more entertainment on the square and the Clerk agreed to investigate an additional entertainment act subject to budget.

**First Aid** – The Clerk explained she had received a quote from the company who provided cover last year and the quote had increased by £35 on 2024.

**Resolved to recommend that the Town Council accepts the quote of £235 to provide 2 first aiders for the entire event.**

### **Security**

Radios – It was explained that the Town Council only has 5 radios and it was agreed to make sure the company providing security for the event could also provide their own radios.

Barriers – it was agreed that as well as the vehicles at either end of the High Street a van would be used as a physical barrier to block the road and prevent access onto Leek Street, in addition the top section of Chapel Street Road must remain closed until the High Street is reopened as it was reopened too early last year resulting in cars trying to access the High Street when it was still closed

### **Miscellaneous**

Free bus - agreed not to progress this but to request free parking from Shropshire Council not progress.

Timings – Event to run from 1pm to 6pm with light switch on at 5.30pm.

4. Extension of event beyond road closure – to discuss.

A discussion took place on the feasibility of this suggestion and all present felt that it would not be possible to safely extend the event up towards the Church due to complications with the road closure. A wider road closure would require diverting traffic down Barnard Street and it would be unsafe to have stalls/ activities up and around the Church Green without a road closure.

5. To discuss any other matters not covered under progress report.

Snow machine – it was agreed to request this is included but that it is fixed properly before the event starts so the impact is better.

Carols on the Green – a suggestion was made to organise a Carols on the Green midweek in December on the Millennium Green (subject to permission from the Committee) all present felt that this would be a good idea but something for the Town Council to progress.

**Resolved to recommend that the Town Council considers organising a short mid week Carols on the Green event on the Millennium Green in December subject to permission from Millenium Green trustees and budget constraints.**

6. Midsummer in Wem – for update.

It was reported that the event was being publicised and the outdoor market has 8 stalls booked on .

7. Next meeting – to agree.

Thursday 4<sup>th</sup> Sept at 5pm

Meeting ended 6pm