

Notes from a meeting of Wem Town Council Event Liaison Group to be held on 10.9.26 at 17.00 to discuss the 2026 Christmas Festival

Present

Rev Jukes – St Peter and St Pauls Church, Tom Bateson, Jenny Hegglin – Wem Scouts and Wem Town Hall, Anita Thompson – Sweets and Treats, John Dinsdale – Wem Town Hall, Nathen Burley - Wem Baptists, Cathy Davies - St Peter School, Connie Granger, Liz Broomhall. Claire Glover – The Fruitful Deli, Cathy Rutherford – Wem Jubilee Band, Ross Carter – Wem Library

Wem Town Council Councillors Hudson, Gilchrist, Parry, Towers and Broomhall (Chairman),
Penny O'Hagan Town Clerk.

1. Apologies for Absence – to receive.

Paul Thornhill, Kate Williams

2. Notes from 18.6.26 – to approve.

Resolved to approve the notes from the meeting held on 18th June 2026

3. 2026 Festival - to review and update progress report

The progress report attached was considered and updated.

4. Event Management Plan – for update

The Clerk explained that the event management plan was currently being produced and would be sent to the Safety Advisory Group for comment in the next few weeks. The Town Council will then sign off the final plan at the November Town Council meeting.

A discussion took place and the need for additional volunteers to cover the area around the stage during its set up and take down was raised. It was explained that last year pedestrians constantly tried to access Nobel Street from High Street and vice versa which was a problem for the contractors and a safety issue.

Resolved to make the closure of Nobel Street to all more definitive and to seek 2 volunteers to be positioned in this location during the installation of the stage and during the first hour of the take down to protect the safety of the public and stage crew.

5. Any other matters - to consider.

Snow machine – it was agreed not to progress this with as the pavement become very slippery last year and the snow was not very effective

6. Next meeting – to agree.

Resolved to hold the next meeting on 12.11.26 at 5pm

Meeting ended 18.00

Christmas Festival Progress Report 10.9.26

This list is not exhaustive and will be updated / amended at each meeting and between meetings.

Item	Update	Action
Timings	Timings confirmed 11.6.26 Cathy Rutherford has also confirmed she is happy with stage timings Road closure 11.00 • Market start time 13.00 • 14.00 Santa entrance • Stage Entertainment start time 14.30 • Town Blessing 17.25 • Light switch on time 17.30 • Stage Entertainment finish time 18.00 • Market end time 18.00 • Road reopens 21.00	
Marketing / Promotion		
Competition Logo/	logo competition open closes September, judged by Mayor.	
Poster / banners	Save the Date post created on social media page Town Council to purchase banners once logo competition completed (Oct)	
Wemian	Save the Date placed in Autumn edition	
Leaflet	To be drafted flyer design to Wem Scouts by end of October	
Town Map	To be updated nearer the time	
Social Media	Date promoted on Social Media.	
Main Stage		
Stage	Order placed with Affine Resourcing for stage.	
Stage Entertainers	Several people singing and playing on main stage some performers will also be in the Town Hall	Penny to check insurance cover for under 18 performers
Town Blessing	Rev Jukes to undertake Town Blessing	
Compere	Darren Harper has confirmed he will act as compere for the event.	
Light Switch on	Mayor and logo competition winner.	
Street Entertainment		
Character Costumes	Clerk reserved Bluey, Peppa Pig and Chase and Sky as Olaf, Wem youth Club have also offered The BFG from Carnival. Currently 1 volunteer	8 volunteers required 2 per costume.

Bubble people	Provisional order placed with Tori Art Studios for hiring 2 bubble people for 2 hours to carry out street performances £240 based on £60 per hour performance rate.	Penny to place order
Santa	Wem Youth Club to organise with Rotary. Decoration of Leek Street was discussed	Update needed from Wem Rotary
Christmas Boards	Currently stored in Wem Library to be used again.	Locations to be agreed nearer the time
Jubilee Square		
Food Court	No stalls currently booked on. Council to contact potential vendors <i>Crepes</i> James Burgers Donuts Greek Food Jamaican Food Candyfloss Vol benches available Town Council Gazebos to be provided	
Decoration	Decorative Lighting– the Millennium Trust does not currently own any lights but this may change before the Festival. Additional decoration on square needed	Additional lights needed for Leek Street
Large Tree	Rotary to provide and install	
Security Risk Assessments		
Risk Assessments EMP	Review of EMP security procedures in light of Martyns Law to be undertaken by consultant meeting to be held EMP to be sent to Safety Advisory Group by end of Sept	Underway
Road Closure	Road Closure application submitted and approved. Diversion signs around Lowe Hill, Pym's Road needed for 2026	
Road Closure Security	Clerk met with company 19.8.26 quote provided for road closure security	To be considered at Town Council meeting 24.9.26
Event Security	TBC	Clerk to discuss with Mark Hoffmann
Infrastructure		
First Aid	Quote received 6.6.26 booking made for 2 first aiders as needed for a level 2 event	
Barriers	30 barriers reserved on 19.8.26 from Salop Hire Services Ltd	Emailed 19.8.26 30 barriers
Market		
Market	Bookings open - applications being processed 14 booked on provisionally. Community Stalls to book on direct	

Finance		
Sponsorship	Sponsorship Secured Stage sponsor - Monks Road Closure Security - Persimmon Homes	
Msc		
Free Parking		Clerk to arrange from 11.00
Licensing	Event covered by Premises Licence Music Licence will be in place to cover live music Sale of alcohol – no alcohol to be served outside as this would require performance licences	
Town Hall Entertainment	Performers in Town Hall to be arranged by C Rutherford	
Wet Weather venues	Confirmed that the Church Hall and Town Room could be used	
Church Christmas tree		Peter Broomhall
Trees at end of High Street	Matt Hudson	
Wem Library	Lost child logo needed for library doors	Clerk and Claire from Deli to create
Wem Cricket Club	Clerk to contact Sean Astley	