

Notes from Wem Town Council Events Liaison Group Christmas Festival meeting held on 19.9.23 at 10.00 in Town Council meeting room Wem Library

Present

Town Council Cllrs Broomhall, Dodd, Towers, Hoffmann.

Wem Rotary - P Thornhill, C MCarthy, M Howell, E Lowry.

Churches - N Burley (Baptist Church).

Penny O'Hagan Town Clerk.

- 1 **Election of chairman** – agreed to elect Peter Broomhall as the chairman of the group.
2. **Apologies** were received from Cllr Granger.
- 3 **Action Plan Update** – to discuss
The action plan was reviewed and it as agreed to discuss progress on items under specific agenda points.
- 4 **Event budget** – to discuss current expenditure to date and future costs
The clerk reported that the budget for the event so far stood at £3170. £170 currently held by Wem Rotary, raised from a Quiz night, would be put towards the event.
It was reported that discussions over sponsorship were taking place with Full Fibre and that the Clerk was also to contact Veolia. Paul Thornhill agreed to contact Wem Co-op.
- 5 **Timetable for entertainment and switch on** - to discuss stage entertainment and additional entertainment.
A provisional timetable was discussed which would be as follows.

Time	Act
18.00	Lantern Parade from Youth Club onto stage – opening of event by compere
18.15	Primary School age carols
18.30	Thomas Adams School entertainment
18.45	Lights switch on, blessing of town by Rev Jukes crowning Snow Queen
19.00 – 20.00	Community Choir, Jubilee Band
20.00 - 20.30	Community Carol singing led by Baptist Church

Agreed that

Nathan Burley, Mac McDermott, MD Wem Jubilee Band, Paul Thornhill and Bob Barker would form a sub-committee to discuss on stage entertainment for the evening from 19.00 – 20.30.

Town Clerk would contact Newtown School to see if they would be willing to sing some carols on the evening.

- 6 **Security, First Aid** – to discuss
Mark Hoffmann reported that he needed to discuss with his contact the provision of a quote for security on the evening.

Paul Thornhill agreed to seek a quote for security and first aid for 3 hours from Mr Skitt.

- 7 **Outside Market** – to agree location of and stall charges.
The Clerk to ask Wem Co-op if the market can use the car park area in front of ADT Carpets and FryDays for extra locations for market stalls.
The group stated the charge should be £15 per stall.
It was agreed that no food stalls were to be located on Wem High Street.
- 8 **Any other matters**
Snow King and Queen and Window Competition. Agreed to establish a sub group of Cllrs Broomhall, Dodd and Granger to discuss this.
Theme – it was suggested that the theme of Victorian Christmas with members of stage door being asked to dress up and mingle among the crowds. Peter Broomhall agreed to discuss this with stage door and the Clerk agreed to discuss with High Street traders to see if they would decorate the windows to this theme.
Santa – The Clerk was asked to request at the traders meeting that the only Santa on the evening is provided by Wem Rotary.