

Notes from a meeting of the Events Liaison Group held on 13.11.25 at 17.00 in Wem Library to discuss the 2025 Christmas Festival.

Present

Kate Williams, Anita Thompson – Sweets and Treats, Nathan Burley – Wem Baptist Church, Rev Jukes, Jenny Hegglin and Tom Bateson- Wem Scouts, Paul Thornhill, Helen McCabe.

Wem Town Council Councillors, Hudson, Towers and Broomhall (Chairman),

Penny O'Hagan Town Clerk

1. Apologies for Absence – to note.

Apologies were received from Claire Glover – The Fruitful Deli, Cllrs Soul and Cotterell, Sarah Kynaston, Cathy Rutherford, Helen Arrowsmith.

2. Notes from 9.10.25– to approve.

It was agreed to approve the meeting notes from 9.10.25 and they were signed by the meeting chairman

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

The Clerk presented the progress report which was discussed and updated.

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

The need to improve signage for the road closure at the car park exit onto Leek Street was discussed and the Clerk agreed to consider options for this

5. Next meeting – to note.

Next meeting to take place on Wednesday 15th January 2026 at 5pm

Meeting ended 17.45

Christmas Festival Progress Report

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

Item	Agreed June 2025	Action update 14.11.25
Timings	- Road closure 11.00 - Market start time 13.00 - Stage Entertainment start time 14.30 - Stage Entertainment finish time 18.00 - Other activities start times tbc - Other activities finish times tbc - Town Blessing - Light switch on time 17.30 - Market end time 18.00 - Road reopens 21.00	Timings for Jubilee Square activities to be determined.
Marketing		
Competition Logo/	Sweets and Treats to sponsor Run logo competition from September, judged by Mayor.	Completed - All entries to be used as decoration in Wem Library or in empty shop window
Poster / banners	Save the Date poster created Town Council to purchase banners once logo competition completed	Banners displayed
Wemian	Autumn Edition to feature advert Not submitted as Wemian will be published after the event	
Leaflet	Completed	
Town Map	updated	
Social Media	Date to be promoted on Social Media.	Helen McCabe now admin and helping with social media promotion . Daily social media poss to take place in the run up to the event
Entertainment		
Stage	Order placed with Affine Resourcing for stage. Insurance and risk assessment received	
Stage Entertainers	All stage entertainment booked Cathy Rutherford and Amanda Roberts to be stage managers.	Edward Towers reserve stage manager

Character Costumes	Elf of the shelf, Olaf, Minion, Peppa booked. Volunteers needed 2 per costume 1 inside and 1 guide. No response on request for volunteers to wear costumes 8 needed	Nathan Burley to approach helpers and contact Clerk with details Wem ADOS to hold committee meeting in near future
Jubilee Square activities	Inflatables Booked Rodeo Reindeer and Snow Globe booked - both items can go indoors – Church Hall provisionally reserved. Other activities – Methodist trailer MeMo booked Acoustic stage.	 No update
Wet Weather venue	Town Clerk has reserved use of following wet weather venues Youth Club – permission given Church Hall – permission given United Services Club Senior Club	Town Room and Baptist Church also available.
Santa	Rotary to organise. Santa to be asked to park sleigh in Church Layby then walk down High Street with Wem Rotary Elf to Library. Approximate timings 14.15 before the entertainment starts on main stage. Sleigh will then be parked on High Street near Library Helen Arrowsmith / Wem Library / rotary to liaise to progress decoration of grotto.	Due to Wem Library being closed. Peter Broomhall to approach owner of R and R Memorials to see if the shop could be used as an alternative location May need to rejig the entrance of santa dependant on where the grotto is located
Town Blessing		Agreed this will be on a rota system with Baptists to carry out Town Blessing in 2025 and Methodists 2026
Compere	Darren Harper	
Light Switch on	Mayor and star logo competition winner. Parents of winner have been briefed on start times etc	
Christmas Boards	Currently stored in Wem library to be used again.	Location of boards outside Jay's Place or by Scrivens
Msc. Infrastructure		
Road Closure	Signage purchased for Traffic management plan for Chapel Street / Drawwell	Extra A3 signs purchased for exit of car park on from Leek Street and for Noble Street junction of Crown Street

	Lane developed with Shropshire Council, Road Closure application approved Large early closure notification signs ordered and to be in place by 14.11.25 Formal road closure signs up by 14.11.25	Security steward to be located by Leek Street Car Park Exit
First Aid	Booked request made to locate them in Wem Town Hall	
Security	Security booked	Town Clerk to meet with Security Lead to discuss requirements
Barriers	50 Barriers reserved.	
Market	25 outdoor stalls and 1 pedlar stall booked to be located on High Street, Leek Street and Jubilee Square (3) with any overspill on car park. Traders cars to be parked across Chapel Street, Leek Street and Market Street Prevention of parking in Kings Layby.	Groundsman's trailer to be parked across Leek Street Members of the committee to try and park in Kings Layby from evening of 28.11.25. Signs warning of layby closure to go up on 28.11.25
Risk Assessments EMP	Underway and provisional EMP sent to Safety Advisory Group	Final version to go to full council on 27.11.25
Parking	Shropshire Council contacted.	Agreed free parking from 11.00
Bus Transport	Not to be progressed 12/6/25	
Volunteer Stewards	More stewards are needed at the end of the evening between 18.30 and 21.00 to help with litter picking and re-opening the road/ removal of barriers .	Volunteer list being compiled
Large Christmas trees	Cllr Broomhall agreed to organise the supply and installation of 2 trees for the town.	Cllr Broomhall updated that tree will be delivered on 22 nd decoration to be booked from 24 th
Trees at end of High Street	Helen to provide lights, Matt to provide power source	3 trees required for end of High Street at the junction with Mill Steet