

## Colchester Christmas Group

Culver Square Management Suite

20<sup>th</sup> October 2015

### Meeting Notes

#### Present:

Michelle Reynolds (MR) CORBA - Chair	Jan Warren (JW) CBC
Rosemary Hill (RH) Culver Square	Karen Turnball (KT) CBC
Els Despriet (ED) W&G	Laura Hardisty (LH) CBC
Sara Henriksson (SH) Halogen	Joanne Parlett (JP) CBC
Linda Welch (LR) Halogen	Louise Jensen (LJ) Lion Walk
John Godfrey (JG) Event Manager (part)	Ted Fey (TF) Lion Walk
Cllr Bill Frame (BT) CBC	Peter Scopes (PS) Lion Walk
Kirsty Rough (KR) Mercury	

**Apologies:** Ron Levy (RL) CORBA, Sara McLellen (SM) Crown Plaza Resort – Five Lakes, Claire Chandler (CC) W&G, Fiona Brunning (FB) Firstsite, Alice Charrington (AC) Tymperlies, Rev Mark Wallace (MW) Town Chaplin, David Robertson (DR) Culver Square

No amendments to previous minutes requested.

<b>Lighting Contract</b> JW advised she had a meeting at 11am to finalise positions of wall mounts/cross streets etc. It is anticipated to install a ceiling of light in Short Wyre Street, but still needs to be confirmed, this would run into a zigzag as in previous years.	<b>JW</b>
<b>4. Activities – turn on day</b>  <b>4.1 running order for High St</b> 2.30 street closure 2.35 Ilaz 3.00 Funky Voices 3.30 W&G unveil 4.00 Latin Rhythm – on flatbed and as a flash mob from the crowd  <b>4.2 W&amp;G</b> – ED briefed out what they had decided, Santa will arrive on the Firstsite golden bus – ED and JG to meet up later in the day to go through details for the event plan  <b>4.3 St Nicholas Sq</b> - PS stated that Rev Wallace was organising the event – which is expected to be low level risk – choirs and a few stalls probably  <b>4.4 Eld Lane/Sir Isaacs Walk</b> – This was all progressing – nothing else to report here  <b>4.5 Event plan</b> – in JGs absence MR briefed out the need for decisions to be made here and now, and the reasons behind this. JG confirmed these details on arrival <b>Control centre</b> – a room in the town hall <b>Truck</b> – supplied by Kent Blaxill will arrive around 11-11.30 to allow sufficient time for W&G to decorate – KR informed the group that the Mercury doesn't have anything for the skirts around the bottom	<b>ED/JG</b>

<p><b>First Aid</b> – KT to send purchase order</p> <p><b>Lost Child</b> – run from the control centre</p> <p><b>Marshalls</b> – MR to send out to CORBA members for marshalls</p> <p>4.6 Mercury – KR confirmed the characters will be mobile between 2.30 and 4.30 and will be self marshalled – they will walk the town.</p> <p>4.7 Lion Walk – Santas post office opening 29.11 with magically post box – every letter sent will receive a reply – all other arrangements being finalised</p> <p>4.8 Culver Sq – Headway Christmas fayre from 10am</p> <p><b>5. Any other business</b></p> <p>Loading bay suspensions – JP to speak to the town hall keepers, JG to speak with Andy Williams (CBC).</p> <p>Passes for entry to town hall – CoRBA will provide these</p> <p>MC for the day – JP to confirm timings with him</p> <p>Radios and PA – KT to issue purchase order</p> <p>Event Manager – KT to issue purchase order</p> <p>JP – Underwoods car promotion with seasonally dresses helpers to be placed at the top end of the High St, probably near Oasis – JP to liaise with JG</p> <p>Celebrity – JP still unable to name although contracts had been signed. They will be appearing FOC to the council. Celebrity will be in the town hall from around 3.30. JP said that she had also secured a celebrity for 2016 if it was required.</p> <p>JG will contact people on a needs basis during the development of the event plan.</p>	<p><b>KT</b></p> <p><b>JG/JP</b></p> <p><b>MR</b></p> <p><b>JP</b></p> <p><b>KT</b></p> <p><b>KT</b></p> <p><b>JP/JG</b></p> <p><b>JG</b></p>
<p><b>Date of next meeting</b></p> <p>In advance of the marketing meeting 10<sup>th</sup> November – 9.30 at Culver</p>	

## Colchester Christmas Group

Culver Square Management Suite

29<sup>th</sup> September 2015

### Meeting Notes

#### Present:

Michelle Reynolds (MR) CORBA - Chair  
David Robertson (DR) Culver Square  
Els Despriet (ED) W&G  
Sara Henriksson (SH) Halogen  
John Godfrey (JG) Event Manager

Jan Warren (JW) CBC  
Karen Turnbull (KT) CBC  
Laura Hardisty (LH) CBC  
Louise Jensen (LJ) Lion Walk  
Ted Fey (TF) Lion Walk

**Apologies:** Ron Levy (RL) CORBA, Kirsty Rough (KR) Mercury, Sara McLellen (SM) Crown Plaza Resort  
– Five Lakes, Claire Chandler (CC) W&G, Cllr Bill Frame (BT) CBC, , Joanne Parlett (JP) CBC,  
Fiona Brunning (FB) Firstsite, Alice Charrington (AC) Tymperlies, Peter Scopes (PS) Lion Walk,  
Rev Mark Wallace (MW) Town Chaplin

<p><b>Lighting Contract</b> JW advised that the contract had been signed. Pull testing was in progress, and some wires where in place. She was waiting on a final list of installation points and would circulate this as soon as it was available. Some scaffolding around the town may be an issue but this may be removed by the time the contractor was to carry out the installation. The lights would not be erected until after Remembrance Sunday</p>	<p><b>JW</b></p>
<p><b>4. Activities – turn on day</b></p> <p><b>4.1 choirs</b> – LH to speak with Cllr Frame to find out what was happening with the choirs. <b>4.2 truck</b> – MR fed back that no response was forthcoming from Hamblion so assumed they were not interested. MR to contact Simon Blaxill to see if he had a lorry that would be suitable. <b>4.3 decoration of truck</b> – MR said that EL had sent an email advising that W&amp;G has seasonal decorations and that they would be happy to decorate the truck using some of their display team. <b>4.4 PA</b> – MR had received a price from Marks Tey Radio for this service (complete with operator) of £830 + VAT <b>4.5 First Aid</b> – JG advised that Essex Medics provided a price of £250 for the day <b>4.6 Radios</b> – MR had received a price from Marks Tey Radio for these at £8/handset + £2 for earpieces + VAT – JG estimated that we would need 12 <b>4.7 marshalls</b> – JG advised that High St would need about 8 marshalls, Eld Lane/SIW would need at least 2, St Nicholas Square probably 2 (depending on what activities). LJ/TF said that they would be able to provide somebody to help along Eld Lane, DR said that he would probably be able to supply someone for SIW. MR said that she would ask CORBA members for volunteers as last year, for High St. <b>4.8 other areas - St Nicholas Square</b> LJ had received feedback from Rev Mark Wallace and the churches will take the space, utilising the road closure for ‘something christmasy’. More information to follow. JL/TF to liaise further with Rev Wallace – JG would need to be advised urgently for inclusion in the Event Plan</p>	<p><b>LH</b> <b>MR</b></p> <p><b>DR/JL/ TF/MR</b></p> <p><b>JH/TF/ JG/MW</b></p>

<p><b>Sir Isaacs Walk/Eld Lane</b> DR advised that he had booked entertainers for the route and this had been circulated by email prior to the meeting.</p> <p><b>Trinity Street</b> KT asked if anyone knew if the businesses had anything planned – she would contact AC and ask the question.</p> <p><b>4.9 Event Plan</b> – JG said he would need at least a week to complete this. He would submit it to the SAG team as soon as possible. JG to meet with ED.</p> <p>Deadline for all of these items FRIDAY 2<sup>nd</sup> October to allow JG to complete the plan.</p> <p><b>Road Closure</b> JW advised road closure had been applied for as per timings and locations from last meeting. Road closure should run from 2.30 – 5pm for the High Street, and midday – 5pm for Culver Street East.</p> <p><b>Choirs</b> – LJ has received an approach from Funky Voices volunteering their services for turnon – she will let MR have necessary contact details in case the school choirs cannot be confirmed – the running order would need to be amended if this were the case.</p> <p><b>Running order for turn on (to be confirmed)</b> 2.30 road closed 2.45 choir 1 on platform 3.00 Ilaz School of Dancing 3.15 choir 2 on platform 3.30 W&amp;G unveiling 4.00 Latin Rhythm start Christmas conga 4.30 turn on – celebrity on balcony 5.00 open road</p> <p>Park &amp; Ride – MR to raise at the next town team meeting on Tuesday – can this run on turn on day?</p>	<p><b>KT</b></p> <p><b>ALL</b></p> <p><b>LJ</b></p> <p><b>MR</b></p>
<p><b>Event Budget</b> Financials- MR circulated an spreadsheet to capture costs. KT explained that it was important that the group captured costs to aid future years planning. It may be that this bill of quantities be used to gain sponsors in future years, but would be used as advisory when it comes to future years. MR asked everyone to notify costs so the form could be populated – circulated with the minutes.</p>	<p><b>MR/JG</b></p>
<p><b>Matters brought forward from previous minutes – still outstanding</b> <b>Event budget</b> (<i>Brought forward from 19 May meeting</i>). These were discussed under event budget.</p>	
<p><b>Date of next meeting</b> In advance of the marketing meeting 20<sup>th</sup> October – 9.30 at Culver</p>	

## Colchester Christmas Group

Culver Square Management Suite

7<sup>th</sup> September 2015

### Meeting Notes

#### Present:

Michelle Reynolds (MR) CORBA - Chair  
 Ron Levy (RL) CORBA  
 David Robertson (DR) Culver Square  
 Els Despriet (ED) W&G (part)

Peter Scopes (PS) Lion Walk  
 Rev Mark Wallace (MW) Town Chaplin  
 Jan Warren (JW) CBC  
 Karen Turnball (KT) CBC  
 Laura Hardisty (LH) CBC

**Apologies:** Ron Levy (RL) CORBA, Kirsty Rough (KR) Mercury, Sara Henriksson (SH) Halogen, Sara McLellen (SM) Crown Plaza Resort – Five Lakes, Claire Chandler (CC) W&G, Cllr Bill Frame (BT) CBC, John Godfrey (JG) Event Manager, Louise Jensen (LJ) Lion Walk, Joanne Parlett (JP) CBC, Fiona Brunning (FB) Firstsite, Alice Charrington (AC) Tymperlies

<b>Lighting Contract</b> JW advised that this was progressing with Gala, the colour of the lights had changed from pink to silver as the pink was more purple. JW was asked for a new visual of the High Street and would send this via mail. Arrangements for actual positioning were being finalised and will be available, hopefully for the next meeting.	JW
<b>Activities –</b> <b>Road Closure</b> After discussion, the meeting decided the road closure should run from 2.30 – 5pm for the High Street, and midday – 5pm for Culver Street East to accommodate something at St Nicholas Square. JW to action.	JW
<b>St Nicholas Square</b> MW would like to use this space for something with a religious theme to reflect the season, but would need to speak to other people before being able to say what any event might look like. MW to send information to MR within 10 days for consideration by the wider group and to allow JG to have an input. Proposed time of this event 1.30 – 4.	MW
<b>Sir Isaacs Walk/Eld Lane</b> DR advised that he had been successful in securing some sponsorships and that he was seeking entertainers to perform in the area. He has a combined budget of around £2000. JG will need to be involved when these are known.	DR
<b>High Street</b> <ol style="list-style-type: none"> <li>1. The flatbed truck/platform will be located in the layby outside the Town Hall. JG/MR to approach companies to secure this.</li> <li>2. ED offered Christmas items to decorate the platform, and would ask if W&amp;G would be able to provide the people to decorate the platform.</li> <li>3. The sound system will need to be secured – JG/MR</li> <li>4. Radios for the marshalls to be secured – JG/MR</li> <li>5. First aid for the event to be secured – JG/MR</li> <li>6. The meeting discussed the W&amp;G unveiling and how this will work as it will be</li> </ol>	JG/MR ED JG/MR JG/MR JG/MR

<p>incorporated in the CBC road closure. MR to speak to JG about how this aspect should be managed.</p> <p>7. CoRBA to arrange marshalls for High Street only – JG to advise how many. JG to advise what other marshalls will be required.</p> <p>8. As the Mercury were now only providing the pantomime characters to walk around the town MR to speak to KR to see what times these will be available. The meeting thought that perhaps a route could be prepared so the whole of the town could be covered.</p> <p>The group decided a running order for entertainment on the High Street which will need to be confirmed.</p> <p>2.30 road closed 2.45 choir 1 on platform 3.00 Ilaz School of Dancing 3.15 choir 2 on platform 3.30 W&amp;G unveiling 4.00 Latin Rhythm start Christmas conga 4.30 turn on – celebrity on balcony 5.00 open road</p> <p>PS offered the use of Lion Walks steel barriers if they were needed.</p>	<p>MR</p> <p>MR/RL</p> <p>MR</p>
<p><b>Event Budget</b></p> <p>Discussions took place around this. MR tabled a spreadsheet detailing some costs on JG's behalf, which KT had already had prior to the meeting. KT stated that JG was to be paid, and that a full itemised breakdown of costings will need to be given to her. The idea behind this is that the costs associated with the turn on event can be quantified, even though some items (entertainments) are being donated free of charge. MR to speak to JG to prepare a full break down ASAP.</p>	<p>MR/JG</p>
<p><b>Matters brought forward from previous minutes – still outstanding</b></p> <p><b>Event budget</b> (<i>Brought forward from 19 May meeting</i>) MR requested that these items be looked at next meeting.</p> <ul style="list-style-type: none"> <li>• CORBA will support the event too (possibly in kind not financially)</li> <li>• Need a plan to talk to national chains about supporting</li> <li>• CBC to discuss what they can do</li> <li>• Agreed to set up a series of meetings around sponsorship</li> </ul>	<p>Ron Jo Jo/Karen Jo</p>
<p><b>Date of next meeting</b></p> <p>The next joint meeting with the marketing team is scheduled for 20<sup>th</sup> October, MR unhappy with the next Christmas meeting being that late, so a new date was set just for the Christmas Group</p> <p>Tuesday 29<sup>th</sup> September, Culver Square, 9.30am</p>	