

CHRISTMAS CARNIVAL CO-ORDINATING GROUP

**Venue: Town Hall, Moorgate
Street, Rotherham.**

Date: Thursday, 15 July 2004

Time: 2.00 p.m.

A G E N D A

1. Minutes of previous meeting held on 17th March, 2004 (copy attached). (Pages 1 - 4)
2. Matters Arising
3. Hallam FM
4. Christmas Lights Update
5. Parade Route
6. Town Centre Fair/Carousel
7. Christmas Trees
8. Any Other Business
9. Date and Time of Next Meeting

CHRISTMAS CARNIVAL CO-ORDINATING GROUP
Wednesday, 17th March, 2004

Present:- Peter Coulton (in the Chair)	Culture, Leisure and Lifelong Learning
Colin Scott	Rotherham Chamber of Trade
Christine Snaith	South Yorkshire Police
Marie Hayes	Culture, Leisure and Lifelong Learning
Kevin Phillip	RMBC
Peter Sanderson	Town Centre Markets
Dave Harris	Building Works
Councillor R. S. Russell	Mayor of Rotherham
Councillor F. Wright	Deputy Mayor of Rotherham
Sarah Crossland	Rotherham Parish Church

Apologies for Absence :-

Jane Sinclair	Rotherham Parish Church
John Lewis	Rotherham Chamber of Commerce
John Wadsworth	Chamber of Trade
Gill Maw	South Yorkshire Police

1. MINUTES OF MEETING HELD ON 14TH JANUARY, 2004

Agreed:- That the minutes of the meeting of this Group held on the 14th January, 2004 be received as a correct record.

2. MATTERS ARISING

(a) Carols from the Church

Julie Roberts was presently responding to a complaint regarding the absence of the Christmas Carols last year.

Sarah Crossland pointed out that the scaffolding around the church would still be in place this Christmas. This meant that the same health and safety conditions will apply this Christmas.

It was acknowledged that planning must start earlier this year.

Discussion took place regarding alternative sites for the carols to be relayed, the question of whether this could be done via the All Saints Buildings again being raised.

It was pointed out that every premise in the building had to be consulted and that if there was one objector, it could not go ahead.

Another suggestion was to relay the music from the Tourist Office.

Various options for the siting of speakers within the church yard were being explored.

(b) Sponsorship

It was reported that Julie Roberts was presently awaiting clarification of how much SRB funding had been awarded.

Once this was known, calculations on spend could be carried out.

Marie Hayes reported on a recent meeting with the Chamber of Commerce at which several options had been explored. Some ideas had included:-

- themed street – “Winter Wonderland”
- memory tree – sponsored by Chamber of Trade
- involvement of schools in banner designs

3. CHRISTMAS LIGHTS PROVIDERS

Discussions had taken place about the process used last year.

Due to the need to adhere to Standing Orders, it was necessary to send out invitations to tender.

A full specification was presently being compiled with Economic and Development Services in terms of what is required to suit Rotherham’s needs.

It was suggested that the world wide web site would have useful information on this matter in order for specifications to be tailored to suit Rotherham.

Another suggestion was to involve local artists, which would then attract external funding.

The point was again made that some Local Authorities, in particular Leeds and Bradford, made their own decorations.

4. ILLUMINATED PARADE

Peter Coulton reported that due to the time of year, weather conditions and health and safety issues, it would not be practicable to involve children.

It was therefore suggested that the Company be asked to perform the illuminated parade.

South Yorkshire Police would then be involved in working out a suitable route.

It was pointed out that a crane would shortly be sited on High Street. This would take up most of the street.

Agreed:- That a provisional booking made with the Company to carry out the illuminated parade be confirmed.

5. 2003 BUDGET REPORT

Dave Harris confirmed the final tender figure from Building Works for the erection and dismantling of decorations.

This had been slightly reduced by £1,500.00.

Marie Hayes reported a potential slight overspend in the Christmas Carnival budget this year in view of the fact that it had only been granted an inflationary rise.

Thanks were formally recorded to Julie Roberts, Economic and Development Services for a £10,000 contribution from the Town Centre Initiative budget.

6. OTHER TOWN CENTRE CHRISTMAS CARNIVAL EVENTS

Peter Sanderson reported that a Victorian Market was to take place on Effingham Street on 4th and 5th December, 2004.

In view of lessons learned last year, the format would be slightly different, and the form of entertainment reviewed.

This would be constantly reviewed.

Sarah Crossland commented that the Victorian Fayre in All Saints' Church would coincide with the Victorian Market.

Initiatives of neighbouring Authorities had also been considered in order to avoid a conflict of interest. Other ideas included:-

- extra street markets on late night shopping evenings
- late night shopping on switch on evening
- ice sculpture event – sponsorship from local businesses

Discussion took place regarding town centre events during the December period.

A copy of a proposed Events Programme for 2004/2005 (compiled by Julie Roberts) was provided for information. The schedule highlighted lead organisers.

A short discussion took place on a suggestion to join meetings such as the Christmas Carnival with other Town Centre meetings with common

themes. It was felt this would combine ideas into one forum and give a bigger picture of the work of external partners

7. CAROLS GALORE

Sarah Crossland confirmed that the Carols Galore Event would take place from Monday, 20th December, 2004 (12.30-1.30 p.m.) and asked that this be included in the Rotherham Town Centre Events 2004/2005 programme and Christmas publicity.

Colin Scott asked that the Santa's Grotto also be included in the Events Calendar.

8. DATE AND TIME OF NEXT MEETING

This was arranged for Thursday 15th July, 2004 at 2.00 p.m.