

CHRISTMAS CARNIVAL CO-ORDINATING GROUP

Venue: Town Hall,
Moorgate Street,
Rotherham.

Date: Thursday, 23 September
2004

Time: 3.00 p.m.

A G E N D A

1. Apologies
2. Minutes of previous meeting held on 15th July, 2004 (copy herewith). (Pages 1 - 4)
3. Matters Arising
4. Christmas Lights - Progress Report
5. Parade Route
6. Town Centre Events Update
7. Any other Business
8. Date and Time of Next Meeting

CHRISTMAS CARNIVAL CO-ORDINATING GROUP
Thursday, 15th July, 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
Sarah Crossland	Rotherham Parish Church
Stewart Lister	South Yorkshire Police
Julie Roberts	Town Centre Manager

Apologies for Absence :-

Councillor F. Wright	Mayor of Rotherham
Councillor H. Jack	Deputy Mayor of Rotherham
John Wadsworth	Chamber of Trade

1. MINUTES OF MEETING HELD ON 17TH MARCH, 2004

Agreed:- That the minutes of the meeting of this Group held on the 17th March, 2004 be received as a correct record.

2. MATTERS ARISING

(a) Carols from the Church

The meeting discussed the provision of carols from the church.

It was felt the new giant LED screen could better provide Christmas music, which would include video music.

Agreed:- That Julie Roberts make the necessary arrangements.

(b) Sponsorship

The meeting discussed the need for long term planning in relation to sponsorship.

Agreed:- That Julie Roberts confirm whether the £10,000 funding from Economic and Development Services would be made available this year.

(c) Budget Report

Marie Hayes reported that the Cabinet Member, Education, Culture and Leisure Services had agreed an inflationary increase (year on year) for the Christmas Carnival budget.

3. HALLAM FM

Pete Coulton reported that Hallam FM had offered to present the roadshow free of charge on switch on evening.

Sarah Crossland confirmed that scaffolding would shortly be moved from around the church.

Agreed:- That a letter of acceptance be sent to Hallam FM.

4. CHRISTMAS LIGHTS UPDATE

Pete Coulton reported that tenders would shortly be sent to nine Companies (including Building Works) for the provision of new lights.

The specification was on a rental basis of three years, the Company to be responsible for the installation, storage, replacement and maintenance.

New ideas included:-

- themed street
- new design for Town Hall
- new lighting for tree in Square

Marie Hayes pointed out that the bulk of the Christmas Carnival budget had been used as a guide price for this scheme, leaving very little funding available for the Christmas Carnival evening.

5. PARADE ROUTE

Work and planning was required in order to map out a suitable route. This would include liaison with Mainline Bus Company.

The use of pedestrianised areas and lorry parking was discussed.

6. TOWN CENTRE FAIR/CAROUSEL

The idea of creating a one festival show throughout November and December, with the switch on being the major launch event, was being explored.

One idea was to have an old-fashioned carousel in All Saints Square.

The meeting discussed the advantages and disadvantages of this in view of the space required for the inflatable snowman and the Christmas tree in the square, and the need to consider other sites for the carousel.

Agreed:- (1) That Julie Roberts and Pete Coulton look into this idea further and walk the routes, as discussed.

(2) That Julie Roberts compile a report to be submitted to Cabinet Member, Economic and Development Services in the event of the need to site the tree

away from the town centre and if it was felt necessary to replace the live tree with an artificial one.

7. CHRISTMAS TREES

Marie Hayes referred to a list of sites within the Borough which were usually provided with a tree.

Agreed:- That a report be submitted to Cabinet Member, Education, Culture and Leisure Services on the location of borough-wide Christmas trees.

8. ONE FESTIVAL – ADVERTISING

Julie Roberts reported that a Christmas postcard was being designed to promote all Christmas events (including markets) – the theme being “Town Centre Winter Festival”.

9. CHAMBER OF COMMERCE

Sponsorship ideas had been requested by the Chamber of Commerce.

These included:-

- Banners on street lamp-posts
- Children’s Christmas Drawings
- Ice Sculpture/Artificial Snow

Funding had also been set aside for the Winter Wonderland blue and white ice sculptures on Effingham Street.

Agreed:- That Julie Roberts explore the idea of a Laser Light Show/Parade.

10. STREET MARKETS

Julie Roberts reported that Thursday evening street markets would take place throughout the Christmas activity period.

11. SANTA’S GROTTO

The meeting discussed the siting of Santa’s Grotto.

The site used last year had not been suitable.

Agreed:- That this be discussed at a later date.

12. DATE AND TIME OF NEXT MEETINGS

Agreed:- That the next two meetings take place as follows:-

- Thursday 23rd September, 2004 at 3.00 p.m.
- Thursday, 28th October, 2004 at 2.00 p.m.