

## CHRISTMAS CARNIVAL CO-ORDINATING GROUP

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

**Date:** Thursday, 28 October 2004

**Time:** 2.00 p.m.

### A G E N D A

1. Apologies
2. Minutes of previous meeting held on 23rd September, 2004.(copy herewith).  
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3. Matters Arising
4. Christmas Illuminations
5. Arrangements for Switch On Evening
6. Santa's Grotto
7. Update on Town Centre Events
8. Any Other Business
9. Date and Time of Next Meeting

**CHRISTMAS CARNIVAL CO-ORDINATING GROUP**  
**Thursday, 23rd September, 2004**

Present: Peter Coulton (in the Chair); Jack and The Mayor (Councillor F. Wright); Councillor Jack; Dave Harris (RMBC), Stewart Lister (South Yorkshire Police), Julie Roberts, Town Centre & Markets Manager (RMBC), Marie Hayes, Commercial and Promotional Manager (RMBC), Colin Scott (Rotherham Chamber of Trade), Wendy Shepherd (Boots The Chemist) and J. Sinclair (All Saints Church)

Apologies were received from Sarah Crossland (Rotherham Parish Church), Kevin Phillips (Building Works) and John Wadsworth (Chamber of Trade).

**1. MINUTES OF PREVIOUS MEETING HELD ON 15TH JULY, 2004**

Agreed- That the minutes of the meeting of this Group held on 15th July, 2004 be received as a correct record.

**2. MATTERS ARISING**

(a) Carols from the Church

Julie Roberts reported that due to structural difficulties it was not possible to have a giant LED screen for the Christmas music this year.

Enquiries were to be made about the possibility of installing speakers on columns, provided wiring to them could be satisfactorily provided.

Agreed:- That a representative from Sound Services liaise with Jane Sinclair on the possible provision of carols from the Church.

(b) Funding/Sponsorship

Julie Roberts confirmed that she was in a position to make a contribution towards the funding of the Christmas Carnival.

(c) Hallam FM

Peter Coulton was to meet with Hallam FM to finalise the arrangements for their involvement on the evening.

(d) Town Centre Fair Carousel

The Group was informed that this idea would not be progressed due to the lack of space in the area concerned, All Saints Square, bearing in mind the other items being provided in the area.

(e) Christmas Trees

The location of trees Borough wide could not be finalised for the coming

year, but that details would be available prior to Christmas 2005.

(f) Santa's Grotto

Agreed:- That the siting of Santa's Grotto be finalised at the next meeting.

### **3. CHRISTMAS LIGHTS**

The Group was informed of the tender situation for the Christmas lights. Of five tenders returned, two were considered to be not up to the specification required. The remaining three were above the allocated budget but additional funding had been found to ensure that there will be new Christmas lights for 2004.

Reference was made to the programme for their installation and to the disposal or possible re-use of the existing lights.

Agreed:- That consideration be given to ways of disposing/re-using the existing lights.

### **4. PARADE ROUTE**

Details of the route of the Electrical Christmas Parade were distributed along with an information pack.

The pack set out what was included in the parade, a suggested timetable for the parade along with the contractor's requirements.

Discussion took place on the route for the parade, possible problems and how many times it would go along the route.

The direction of the parade along the route was clarified as was its commencement having regard to the time for the switch on of the lights.

It was felt that there was insufficient room for the parade to go into All Saints Square but it would be looked at again.

Agreed:- That the information be received.

### **5. TOWN CENTRE EVENTS UPDATE**

Julie Roberts informed the Group of how the Christmas events would be advertised/promoted. Particular reference was made to :-

- Frostie the Snowman for All Saints Square from 11<sup>th</sup> December
- Santa's Grotto and its positioning
- Christmas Markets, 10<sup>th</sup> and 11<sup>th</sup> December
- Entertainment (Bands & Choirs) every Saturday
- Opening Times for the Market Hall
- Effingham Street decorated as Winter Wonderland during

December

There was a need to work on a strong advertising campaign, bearing in mind the difficulties in competing with Meadowhall.

With regard to Market Hall late night opening, it was acknowledged that there needed to be sufficient interest from the traders, which would be dependent upon the cost involved for having a late night market. This was to be pursued, with a view to having the co-operation of the larger firms, agreeing opening times for a late night and on a regular basis, in order to encourage other traders.

Julie Roberts mentioned that the Rotherham Partnership wished to sponsor the Christmas tree but in view of the contractual situation, this was not possible.

Julie was to contact the Partnership which would be given other possible options for sponsorship.

Agreed:- That the information be received and the action being taken be noted.

**6. ANY OTHER BUSINESS**

(a) Switch On Ceremony

The Mayor reported that he would be carrying out the "task" of switching on the Christmas lights.

(b) Christmas Advertising

Julie Roberts reported that the campaign to promote all Christmas events was being progressed.

**7. DATE AND TIME OF NEXT MEETING**

Agreed:- That the next meeting of this Group take place on Thursday 28th October, 2004 at 2.00 p.m.