

CHRISTMAS CARNIVAL CO-ORDINATING GROUP

Venue: Town Hall, Moorgate
Street, Rotherham.

Date: Thursday, 22nd September
2005

Time: 2.00 p.m.

A G E N D A

1. Apologies
2. Minutes of previous meeting held on 10th March, 2005 (copy herewith). (Pages 1 - 3)
3. Matters Arising
4. Budget
5. Christmas Lights - Permanent Wiring
6. Christmas Lights - Contractual Arrangements
7. Christmas Trees
8. Switch On Evening
9. Santa's Grotto
10. Any other Business
11. Date and Time of Next Meeting

**CHRISTMAS CARNIVAL CO-ORDINATING GROUP
THURSDAY, 10TH MARCH, 2005**

Present: Councillor Jack (Deputy Mayor), Marie Hayes, Kate Moreman, Dawn Runciman and Stewart Lister.

Apologies were received from The Mayor (Councillor F. Wright), Julie Roberts, John Wadsworth, Jane Sinclair, Graham Weaver and Colin Scott.

22. MINUTES OF PREVIOUS MEETING

Agreed:- That the minutes of the meeting of this Group held on 13th January, 2005 be received as a correct record.

23. MATTERS ARISING

Christmas Illuminations

Marie Hayes reported on the current position with regard to recent publicity about the Company appointed to install and erect lights last year (Blachere UK).

The Company had appointed a new Project Manager and a different sub-contractor to deal with the wiring this year. As this was a more local Company it was hoped that last year's problems would not be repeated.

24. FESTIVAL & ACTIVITIES MANAGER

The meeting welcomed Kate Moreman, the new Festival and Activities Manager, to her first meeting.

The meeting wished to record their thanks for the work carried out by Pete Coulton on behalf of this Committee. Pete had now left the Authority.

25. CHRISTMAS ILLUMINATIONS - PERMANENT WIRING

Marie Hayes reported that as part of the three year Contract for lighting, it was intended to install permanent wiring in Year 2. This would reduce costs in future years.

The main problem with this is the need to obtain permission from every building owner. Work was taking place with the help of the Chamber of Trade to track the whereabouts of owners prior to letters being sent. Work will not progress without this permission.

Replies would be requested by the end of May for the Company to start the work early Summer.

The meeting discussed the mapping route for the erection of wiring and

banners throughout the town centre and of a need to allow sufficient space between them.

26. DATE OF CHRISTMAS LIGHTS SWITCH ON

The meeting agreed on Thursday, 17th November, 2005 at 6.00 p.m. for the switch on event.

The need to ensure all Christmas events were included in a recent draft accommodation guide and calendar which was presently being prepared by the Rotherham Visitor and Information Centre was emphasised. A copy of this draft would shortly be sent to all concerned.

27. FORMAT OF 2005 EVENT

The meeting discussed the content and format of Christmas events this year.

The following aspects were debated:-

- Whether to have a Parade
- Alternative Companies
- Involvement of Hallam FM
- Christmas Tree in All Saints Square

The main problem this year was due to uncertainties surrounding the introduction of the new Licensing Act 2003 and the impact it could have on outdoor events.

The meeting was informed that the Christmas Carnival would fall into the category of requiring a Licence.

Discussions had taken place with Sheffield, Barnsley and Doncaster Events Officers in order to share information, ideas and concerns.

The meeting was informed of situations where an exemption from requiring a Licence was permissible, for example if exhibits fell into the category of agricultural as in the case of Bakewell Show.

Agreed:- (1) That Hallam FM be asked whether they would be willing to host this year's switch on event free of charge, as in previous years.

(2) That a meeting be arranged with relevant parties to discuss licensing issues.

(3) That a Parade form part of this year's event.

(4) That a meeting be arranged with the new Project Manager (Blachere UK) in order to discuss the various options, as discussed.

28. DATE OF NEXT MEETING

Agreed:- That the next meeting of this Group take place on Thursday, 21st July, 2005 at 2.00 p.m.