

CHRISTMAS CARNIVAL CO-ORDINATING GROUP

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

**Date: Thursday, 15th December
2005**

Time: 2.00 p.m.

A G E N D A

1. Minutes of previous meeting held on 27th October, 2005 (copy herewith).
(Pages 1 - 4)
2. Matters Arising
3. Switch On Evening - Debriefing
4. Any other Business
5. Date and Time of Next Meeting

**CHRISTMAS CARNIVAL CO-ORDINATING GROUP
THURSDAY, 27TH OCTOBER, 2005**

Present: The Mayor (Councillor Jack), Marie Hayes (in the Chair), Deputy Mayor (Councillor Wootton), Stewart Lister, Kate Moreman, Dawn Runciman, Amy Ward (Hallam FM).

An apology for absence was received from Julie Roberts.

38. MINUTES OF PREVIOUS MEETING

Agreed:- That the minutes of the meeting of this Group held on 22nd September, 2005 be received as a correct record.

39. MATTERS ARISING

(a) Christmas Trees

A request had been made for an adjustment to be made to the tree in All Saints' Square in order to accommodate "Frostie the Snowman".

(b) Decorative Banners

This was still being pursued.

(c) Premises Licence

An application for a Premises Licence is shortly to be submitted for town centre activities.

(d) Snow Machines

There could be a staffing issue with respect to the snow machines as each one has to be supervised.

(e) Christmas Craft Market – Town Centre

It was confirmed that in the event of there being spaces available, the event is open to Charities. The aim of the initiative was to encourage people to sell handmade crafts.

Agreed:- That Dawn Runciman provide The Mayor (Councillor Jack) with an application form for the Mayor's Charity.

(f) Late Night Opening

Shops had confirmed late night opening on switch on evening.

In addition, car parks are to be free admission from 4.00 p.m. on

Thursday, 17th December and every Thursday leading up to Christmas.

Agreed:- That the free parking on Thursday evenings be suitably advertised to the public.

(g) Reindeers

An appropriate holding place had been identified for the reindeers.

(h) Christmas Carols

Carols would not be played from the Church this year due to insufficient funding. However, it is hoped to be in a position to play these through the LCD screen in the Square.

In addition, there will be a presence of carol singers in the town centre leading up to Christmas.

40. BUDGET

Corporate Management Team had refused a request for additional funding in order to erect permanent wiring and had suggested an Invest to Save bid be submitted.

Efficiencies would now have to be made on other areas of work.

An alternative way of sourcing this funding was currently being explored by the Town Centre and Markets Manager.

Permanent wiring is being installed via lighting columns. The only temporary wiring will be on High Street.

41. SWITCH ON EVENING

Switch On

As the lights would be on timers on switch on night and may not all come on together, lights that are visible from the square will be switched manually. Other town centre lights would then switch on automatically.

A child from Orchard House to assist The Mayor (Councillor Hilda Jack) had been chosen.

Hallam FM

The stage would be erected on top of the toilet block in the square.

A local band called Twin would be performing but the main celebrities will be Friday Hill, currently with a record in the charts. Extra security and health and safety arrangements were required and had been arranged.

An offer was made to the staff of Hallam FM to use the Town Centre Manager's office on switch on evening.

Agreed:- That Kate Moreman provide Amy Ward (Hallam FM) with a direction map indicating parking area for the bands.

Snow Machines

Snow machines will be placed in Effingham Street.

The meeting discussed the role of motorcyclists/outriders in relation to the use of artificial snow.

Pantomime Characters

Due to more pressing contractual arrangements to carry out public appearances, cast members will not be present on switch on evening.

Illuminated Parade

Discussion took place on the route, traffic control and timing of the parade. Dependent upon crowd dispersal on the evening, two parades may take place this year. A timetable for the parade had yet to be finalised.

The Theatre's mascot (Leroy the Lion) would follow the parade.

Volunteers are being sought to steward the route.

Parade Vehicles

Discussion took place on the appropriate siting of articulated lorries, and use of parking cones, prior to their use on switch on evening for the illuminated parade.

42. SANTA' S GROTTTO

The meeting was informed that the Town Centre management budget was unable to fund Santa's Grotto this year. Five locations had been considered but all had knock-on effects if used.

A decision by the town centre management group to resource the facility for switch on night only was being considered.

Some members emphasised the need for the Grotto, particularly on switch on evening, and argued that it was a very well used attraction.

It was noted that the situation with regard to Rotherham Chamber of Trade is yet unresolved.

Agreed:- That the Town Centre and Markets Manager be asked to re-consider a request from the Christmas Carnival Co-ordinating Group for funding of Santa's Grotto.

43. DATE AND TIME OF NEXT MEETING

Agreed:- That the next meeting of this group take place on Thursday, 15th December, 2005 at 2.00 p.m.