

## CHRISTMAS CARNIVAL CO-ORDINATING GROUP

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

**Date:** Thursday, 26th October  
2006

**Time:** 2.00 p.m.

### A G E N D A

1. Apologies for Absence
2. Minutes of previous meeting held on 21st September, 2006 (copy herewith)  
(Pages 1 - 5)
3. Matters Arising
4. All Saints Square - Programme of Events
5. Lights Installation
6. Format - Switch On Evening
7. Town Centre Activities Update
8. Any Other Business
9. Date and Time of Next Meeting

**CHRISTMAS CARNIVAL CO-ORDINATING GROUP  
THURSDAY, 21ST SEPTEMBER, 2006**

Present: The Mayor (Councillor Wootton), Councillor P. Burke (Deputy Mayor), Marie Hayes (in the Chair), Kate Moreman, Dawn Runciman, Julie Roberts and Donna Aitchison.

**60. WELCOME AND INTRODUCTIONS**

The Chair welcomed Donna Aitchison to her first meeting and introductions were made.

**61. APOLOGIES FOR ABSENCE**

Apologies for absence were received from John Lewis, Malcolm Wilkinson, Stuart Price and Jane Sinclair.

**62. MINUTES OF PREVIOUS MEETING HELD ON 8TH JUNE, 2006**

Agreed:- That, with the exception of a correction on page 4 (Minute No. 56) which should read the Craft Market be held on 1<sup>st</sup> and 2<sup>nd</sup> December, the minutes of the meeting of this Group held on 8<sup>th</sup> June, 2006 be received as a correct record.

**63. MATTERS ARISING**

Premises Licence

It was clarified that the Premises Licence which had now been obtained was a permanent licence.

Christmas Carols

The Chair explained that she had been asked to ensure that Carols are played from the Church yard via a loud speaker system this year.

A lengthy debate ensued covering the following issues:-

- Big Screen
  - Pilot partnership with BBC – events/music/entertainment -
  - conflict of noise – pilot review period during December
  - Activities include - count down to Christmas – Pantomime –
  - Involvement with Schools (including the showing of one
  - Nativity)
  
- Carols
  - Repetitiveness for businesses in the vicinity
  - No licensing issue – classed as “incidental” music
  - Public criticism if Carols are not transmitted

### Pre-booked Live Bands and conflict with Carols/Big Screen

- The importance of Carols – encouraging children and families, and links with economy
- Other sites/locations for Carols
- Cost implication if Carols are to be switched on/off to avoid clash with Big Screen
- Suitable times for Carols in considering the needs of Brass Band instrumentalists

The meeting was informed of the views of Jane Sinclair with regard to the use of All Saints' Church and Health and Safety issues. Jane had given permission for the use of the church yard but understood that speakers could not be attached to the church for health and safety reasons. Jane had requested a letter from RMBC setting out these terms of agreement, which should make the point that it was the Council's event and not the responsibility of All Saints' Church.

Similarly, Jane had asked for a letter of confirmation from the Council if the Carols were not to be transmitted.

Agreed:- That Julie Roberts, Town Centre and Markets Manager, be asked to consider a two hour slot per day for Carols to be transmitted in All Saints' Square during the two week lead-in to Christmas.

### Santa's Grotto

Santa's Grotto would be sited near Boots Chemist on switch on evening and the following Friday and Saturday.

It would then move to the Outdoor Market.

### Salvation Army

The Salvation Army band would be playing on switch on evening at the site of Santa's grotto near Boots.

The Mayor agreed to write to the Lions Club in order to seek their commitment to the Christmas parade.

### Representation on Group

The meeting recognised the difficulty for traders attending this meeting during the day and felt it was more appropriate for information regarding the Christmas Carnival to be fed into the meetings of the zone representatives.

### Budget 2006/2007

The Deputy Mayor commented on the small budget for Christmas

Carnival activities.

The Chair reported that, as a result of a call-in request regarding Minute No. 33 of a meeting of the Cabinet Member, Lifelong Learning, Culture and Leisure held on 9<sup>th</sup> August, 2006, a Scrutiny Review was presently being carried out into a whole range of issues regarding town centre and borough-wide activities. This would include future provision of district trees, town centre lighting scheme, Health and Safety and maintenance issues, contracting arrangements, and activities. At the conclusion of the review, officers would have a clear view in terms of future work and with regard to the Christmas Carnival budget. In the interim, district Christmas trees would be provided this year.

### Town Centre Activities

#### German Market

The meeting was informed that, due to the lengthy erection process and the fact that the German Markets will only trade for a minimum six weeks period, a German Market would not be held in Rotherham.

However, discussions were taking place with a separate Company into the possibility of a Continental Market next year.

#### Frostie the Snowman

Frostie will not be in All Saints' Square this year. However, alternative attractions were being explored.

#### Farmers' Market

Negotiations were presently taking place in an attempt to host this event on a regular basis.

The attraction will be advertised at Christmas and would form part of this year's festivities.

The Mayor suggested a Victorian Christmas market. It was pointed out that it was planned to capture the Victorian theme within the Craft Market. A number of traders were presently being encouraged to dress in Victorian clothes.

#### Lantern Parade

A discussion took place regarding ideas for the Lantern Parade and its route into town.

It was reported that with funding from the Town Centre Management budget, it would be possible to do work led by the Community Arts

Service. Therefore, from October onwards, a company called Swamp Circus would be visiting targeted schools to do workshops on lantern making and circus skills. It was suggested that any art work undertaken by school children could be filmed and shown on the Big Screen during the festive season.

The meeting discussed suitable sites within the town centre for the Circus to perform.

#### Storage site for Christmas lights Company

A suitable site to use as storage space had now been identified in the town centre.

#### **64. SWITCH ON EVENING 2006**

Discussion took place with regard to a number of arrangements for Switch On Evening on Thursday, 16<sup>th</sup> November, 2006.

The discussion included:-

- The role of Hallam FM – presently awaiting the name of celebrity group/s
- Santa – to be sited in the grotto outside Boots and close to the Salvation Army Band
- Stewarding
- Staffing requirements

#### **65. DISTRICT TREES**

The Chair referred to the Scrutiny Review, as reported earlier in the meeting and stated that the provision of district trees in future years would not be known until the Review had been completed.

#### **66. ANY OTHER BUSINESS**

##### Christmas Events Programme

The Deputy Mayor pointed out the need for extensive publicity of all Christmas activities.

The Chair reported that the programme of events for switch on evening was widely distributed three weeks before. This was done with the aid of leaflets, fliers, Council Matters, Unite, Council's website, Rotherham Town Talk, local press and Hallam FM.

In addition, advantage would be taken of the use of the Big Screen for the purpose of advertising this year.

Kate Moreman

The meeting noted that Kate would shortly be commencing Maternity Leave.

The meeting thanked Kate for her work on this Co-ordinating Group, and particularly during the recent Rotherham Show event, and wished her and her family every happiness for the future.

The Mayor wished to record his thanks to all staff involved in this year's Rotherham Show which he felt had been an excellent event for the town.

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

Agreed:- That the next meeting of this Group take place on Thursday, 26<sup>th</sup> October, 2006 at 2.00 p.m.