

MINUTES OF THE MEETING OF THE
CHRISTMAS ARRANGEMENTS WORKING PARTY

HELD ON MONDAY 27TH NOVEMBER 2017 AT 1 PM

AT ALVECHURCH PARISH COUNCIL OFFICE, GEORGE ROAD,
ALVECHURCH, B48 7PB

Present: Councillors S Lambert (Chairman), A Humphries, N Wise
In attendance: Tammy Williams (Clerk), Wendy Carney (Assistant Clerk),
Debbie Satchell, Lifestyle Co-ordinator at The Lawns, Residential Care Home

1. **Apologies for absence:** Cllr A Willetts (accepted) and Cheryl Welsh Bromsgrove Centres Manager, North Worcestershire Economic Development and Regeneration (accepted)
2. **Declarations of Interest:** None
3. **To sign the minutes for the previous meetings dated 19th October & 9th November**
Minutes were agreed and signed.

4. To consider the final arrangements as detailed in the Christmas Light Switch on Project list:

- a. **When are the lights going up?** - The committee was advised that this would be Wednesday 29th November at the latest.
- b. **Joanne Malin**
 - i. Where will Joanne stand? Joanne will be asked to stand by the door of The Lounge where the PA system will be located.
 - ii. Who will greet her on the day – APC Chairman Andy Humphries will make the initial introductions then pass the mike to Joanne.
 - iii. Thanks to be given to Thomas Brothers Funeral Directors, Cheryl Walsh, Shopkeepers/business owners in the village who have entered the best dressed window competition and helped Alvechurch feel Christmassy.

Other events within the village to be acknowledged:

Christmas Bazaar at the Lawns
Midland Sinfonia at St Laurence
Baptist Church Fete
Guides fete at the Village Hall.

APC wishes local business every success over the Festive period and all residents a very Merry Christmas

c. Best Dressed Window - Reverend Fiona Lee

- i. Will Joanne or Fiona be presenting the Best Dressed Window Competition?
Fiona will let the owner know 1 hour before the ceremony and will present the prize before the switch on.
- ii. The trophy is ready to be picked up by the Clerk
- iii. To be presented after the Switch on.

d. Traffic management – road closure

- i. The traffic management is being carried out by Headway – it had been established that the original costs did not include Marshalls, the meeting was advised that Marshalls will cost £80.00 extra, all agreed that it was a necessary cost.
- ii. The Parish Lengthsman has been asked if he would ensure that cones are placed at the parking spaces by the precinct at 4 pm to allow any cars already parked there to be moved.
- iv. Councillors S Lambert and A Helmore had been asked if they would add additional marshalling with the Clerk to ensure the safety of pedestrians.

e. PA system

- i. Councillor N Wise to pick up the PA system to be plugged in at The Lounge (extension lead required).

f. Village Magazine

The Clerk had arranged for the Village Magazine to be in attendance

g. Check list

- i. Posters up in school - Yes
- ii. Facebook update - Yes
- iii. Event insurance - Yes
- iv. Road closure in place - Yes

5. To consider a timeline of arrangements for the Find Santa and his Reindeer Competition, Best dressed window Competition and Christmas Light Switch on.

a. Finding Santa and his reindeer

- i. The collection boxes had been placed in The Lounge and the Library on 24th November
- ii. The draw is to take place at the APC meeting of the 11th
- iii. The winner to be announced on Facebook

b. Best dressed Window

See minute number 6.c. above

This meeting ended at 1.55pm

Signed.....
Chairman