



HARPENDEN TOWN COUNCIL

CLOSER TO THE COMMUNITY

**HARPENDEN TOWN COUNCIL
MINUTES OF THE MEETING OF
THE CHRISTMAS CARNIVAL WORKING PARTY**

**HELD AT THE COUNCIL CHAMBER, TOWN HALL,
LEYTON ROAD, HARPENDEN AL5 2LX
ON MONDAY, 28 OCTOBER 2019 AT 2.30PM**

Present: Councillor Brian Ellis (Chair), Councillor Mrs Nicola Linacre and Councillor Pip Liver

In Attendance: Chris Canfield, Pam Brown, Miriam Allum, Frances Gee Harriet Tamke (Events Officer)

Apologies: Mick Ellis, John Swain, Hayley Geurts, Faye Sarron, Jane Parker

25 APOLOGIES

Apologies for absence were received from Mick Ellis, Faye Sarron, Hayley Guerts, John Swain and Jane Parker.

26 DECLARATION OF INTEREST

None.

27 MINUTES

The Minutes of the meeting held on the 23rd September 2019, previously circulated, were duly signed as a correct record.

28 CHAIRMAN'S REPORT AND URGENT ITEMS

There was no Chairman's report or urgent items put forward for consideration.

29 PUBLIC QUESTIONS IN ACCORDANCE WITH STANDING ORDER 22

There were no public questions.

30 OFFICERS' REPORTS

30.1 Areas for discussion:

30.1.1 Event Publicity and Signage

Harriet confirmed that the gateway signs and event banners had gone up for the event. Larger maps have been printed for the day along with the grotto location sign, stage sign and the emergency services open day signs. 500 programmes were printed and distributed.

30.1.2 Retailers' Engagement

The Working Party agreed to distribute the retailers' engagement letters and posters as follows:

- Lower High Street – Pam Brown
- High Street – Faye Sarron
- Leyton Road – Frances Gee
- Station Road – Chris Canfield
- Vaughan Road – Faye Sarron
- Thompson Close – Faye Sarron
- Church Green – Frances Gee

30.1.3 Final Event Update

Harriet confirmed that the schedule remained as planned for the day. All workshops were fully booked and a stand-by line will be running on the day in case anyone does not attend. The procession is a similar size to 2018.

30.1.4 Members' Roles

Chris Canfield confirmed that he would be coordinating the Young Enterprise stalls. Pam Brown confirmed that she would coordinate the charity stalls. Mick Ellis will charge traders and will monitor car park and road closures.

Harriet confirmed that Working Party members will have a badge available to collect from event HQ on the day and they will be able to get refreshments at Cornelias Café in St Nicholas Church.

30.1.5 Lights Switch On

Chris Canfield and Mick Ellis have volunteered to help with the switch on and Harriet confirmed that Philip Wright will be in contact with a briefing for the lights switch on.

30.2 Budget - Oral Report

Harriet confirmed that the budget for the event is £14,500 plus income and the event is predicted to be £1 underspent.

31 DATE OF NEXT MEETING - TBC

The date for the wash up meeting will be circulated by email separately.

32 CLOSE

Councillor Brian Ellis thanked all the members of the Working Party for their attendance.

The meeting closed at 3.15pm.

Chairman

Date

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