



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 FRIDAY, 12 NOVEMBER 2021 AT 11AM**

Present: Councillor Paul Cousin (Chair), Councillor Paul de Kort
and Councillor Lisa Scriven

In Attendance: Harriet Tamke (Events Officer), Faye Sarron (Events
Support Officer), Miriam Allum (Planning and Support
Officer), John Swain (Elder, Bethany Community Church,
Community Representative), Mick Ellis (Honorary
Townsmen, Community Representative), Chris Canfield
(Young Enterprise, Community Representative), Pam
Brown (L&D Hospital, Community Representative) and
Frances Gee (1st Harpenden Brownies, Community
Representative)

17 APOLOGIES

None.

18 DECLARATION OF INTEREST

None.

19 MINUTES

The Minutes of the meeting held on 24 September 2021, previously
circulated, were duly signed as a correct record.

20 CHAIRMAN'S REPORT AND URGENT ITEMS

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

21 OFFICERS' REPORTS

21.1 Areas for discussion

21.1.1 Final Event Update

The final version of the printed event programme was shared with the working party. Harriet confirmed that the wooden games were no longer able to feature. Threefold who were due to appear on stage had cancelled but were replaced with a band called Leader. Harriet also confirmed that all of the Christmas themed workshops were fully booked.

21.1.2 Review Event Map

The event map was shared with the group which confirmed the location of stalls, attractions, entertainment and the procession route.

21.1.3 Member Roles at the Event

The working party confirmed the following roles for members at the event.

- Mick Ellis will monitor Lydekker Car Park and deal with traders licences on the day.
- Cllr Paul Cousin will be involved in the procession, prize giving at the Young Enterprise stalls and with the Light Switch on at the main stage.
- Frances Gee is involved with the brownies taking part in the procession.
- John Swain will coordinate Bethany Community Church managing the grotto.
- Chris Canfield will be organising the Young Enterprise stalls at the event.

21.2.4 Light Switch On

Harriet asked if any members of the Working Party are available to support with the Light Switch On. Harriet asked any volunteers to get in touch with Philip Wright to provide their details.

22 BUDGET - ORAL REPORT

Harriet confirmed that the event is currently due to be £67.31 underspent based on the predicted income from traders and Santa's Grotto.

23 DATE OF NEXT MEETING

TBC. The wash up meeting will be held in mid-January 2022 on a Friday morning.

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CLOSE

The meeting closed at 11.16am.

Chairman

Date

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