



Events Working Group Meeting
19th October 2021, 5pm, Council Chamber

Present:
Cllr Witham
Cllr Turner
Cllr Charlton-Wright
Natalie from Greenhills Coffee Shop
Geoff Jones, Royal British Legion Representative
Mike Barnsley, Vicar and chaplain to the Cinderford RBL Branch
Emma Bennett (Clerk)
Anne Weyman (Admin & Finance Assistant)

1. Appointment of Chair

Cllr Witham was appointed Chair.

2. To receive apologies for absence

Apologies were received from Cllr R Sterry,

3. Declarations of Interest – to receive any declarations of interest in any matter to be discussed at the meeting. Members and Officers are requested to identify the nature of the interest.

None declared

4. Chairman's Urgent Business

None.

5. To discuss the Remembrance Parade with the RBL and Church representatives

Council discussed the arrangements for the civic event noting the RBL briefing paper provided. Attendees discussed the arrangements for the parade. The 100th year event would also be live streamed and a RBL commemorative sheet produced by RBL. Latest Covid guidance would be followed. The event was outside which reduced transmission. The procession would be suitably spaced. The Clerk provided the Risk Assessment and a copy was provided to the RBL. It was confirmed that the after event in the Soldier & Sailors was not run by the Council. The RBL would sort arrangements for the fire engine attendance. The police had been contacted re the informal road closure and marshalling but had advised that they were unable to attend. The timings for the event were noted. The wreaths would be provided by the RBL and the Band would attend.

**6. Christmas - To discuss ideas and arrangements for:
Christmas Craft Market & Light Switch On Event (27/11/2021)**

Council discussed the event and timings.

Actions:

- dates could be given to the Salvation Army Band, Churches together, bands/singers etc so they could do carol singing.

A handwritten signature in blue ink, likely belonging to the Clerk, Emma Bennett.

- Hire lighting
- Natalie to arrange market stalls
- Market Stall details to be advertised on Facebook/www Market stalls & charity do not charge. £10+VAT for residents. £20+VAT for non-residents.
- Licence – operator is CTC. Do not need a street traders licence.
- Santa turn lights on
- Twirlstars part of convoy
- Scouts - ask to do hot dogs & burgers for fundraising
- Get handstamp & ink
- Order selection boxes
- Get road closure for 11 - 8
- Contact Danter's for fair ground rides
- Timings: Light switch on 5pm. Santa in bank – 3pm – 8pm (5 hours)
- Stalls set up from 1pm with opening at 2pm
- Contact Radio re attendance
- Contact Winner Garage re sponsorship of event
- Contact rugby club/FVAF re marshalling
- Organise First Aid
- Father Christmas - Safeguarding/DBS required

Christmas Convoy - CTC entry and any updated arrangements (11/12/2021)

The Committee noted that no further arrangements had been provided since the Council meeting. The Twirlstars will join the convoy at Lidl's and leave at the BVC. Marshalling will be required by Councillors. The Police can help at the event.

Lights competition Idea - best lights East & West (to be judged by Councillors in each area), best street entry (judged by Chairman) & shop window display (judged by Mayor)

The Committee supported the shop entry competition with the entrance closure date to be 27 November 2021 (light switch on date). The Council had a shield. Details of the scheme would be advertised online and leaflets provided to local businesses.

7. To discuss Health & Safety arrangements for agreed events including insurance & risk assessments

Arrangements for events and risk assessments to be undertaken.

8. To discuss events programme for 2022

Council discussed producing a leaflet detailing all events. Events suggested were:

- Cindyfest
- Buskin festival
- Jubilee
- Remembrance Day
- Easter (April)
- Archive events
- Fadle fair
- Themed event - Sheep, Bears, Coal
- Things to do
- Chrysanthemum show
- Victorian market
- French market

Council agreed to hold another Events meeting for Council to bring ideas. The need to start growing events and have resident support at events was highlighted.

9. Free Car Parking

Previously discussed at Council. 7 days requested but FODDC can only provide 6 free parking days. Council agreed to cancel 13th November and for this to be a charged date.

10. Date of next Meeting – TBC

Signed:.....

Date:.....20/01/2022.....

