

**Hednesford Town Centre Christmas Event
Meeting**

**23rd September 2015
6pm**

Treeway Fencing	Christmas Tree	Ordered
Steve Schofield	Electricity Supply for Christmas Tree	Confirmed
Steve Schofield	Street and Christmas Tree Lights, plus extra lighting columns	Confirmed
Dave Collins Roadshow	Compere	Confirmed
Lions	Marshalling	Confirmed
XS Events	Lorry/ stage / lights / sound system	Confirmed
Road Closure Order	Cannock Chase Council	Applied for from 1pm
Residents letters	Hednesford Town Council will post beginning of November	HTC
Letters to Traders	Hednesford Town Council will write & refer to the Best dressed window competition	Cindy Faulkner will hand deliver
Application to use Licensed Land	Application sent to Cannock Chase Council	Forms have been returned
Street Trading Consent	Application sent to Cannock Chase Council	Forms have been returned
Application for Street Collection	Application sent to Cannock Chase Council	Forms have been returned
St John Ambulance	First Aid Control Post	Confirmed Cover Between 3-7pm
Staffordshire Fire Brigade	Fire & Rescue 'Kelly.McCulloch@staffordshirefire.gov.uk'	Emailed awaiting response
Police	Security	Emailed awaiting response
Insurance & Risk Assessment	Health & Safety	Completed
G Dobson	Fair	Confirmed
Burntwood Rotary	Santa	Confirmed
Salvation Army	Entertainment	Cannot attend
Hednesford Cadets	matty126@hotmail.co.uk	Cannot attend

Entertainment	Lynn Evans – Friends of Hednesford Park	Schools have not been approached yet letters to be sent week commencing 28/09/15
Programme	Lynn Evans – Friends of Hednesford Park	To be finalised
Parade	Katie from Heart of Hednesford will coordinate the parade	To be planned
Stalls	David Wisehall – Heart of Hednesford	Stalls are all in hand, all Traders will be approached week commencing 28/09/15
Location List	David Wisehall	To be finalised
School Competitions	Lynn Evans - Tree Decoration Colouring in a Poster	To be coordinated Lynn Evans to design and distribute
Prizes	Cindy Faulkner	To be sourced
Best dressed window prize	Cindy will ask Bev Chase Locks to do trophies	
Traders Involvement	To be notified.....	
Posters	ES Print update last years	HTC
Banner	“ “	HTC
Leaflet	“ “	
Refreshment Vouchers	Cindy Faulkner	Will contact the small cafes and negotiated the best price, vouchers to be laminated
Push Button for lights	Cllr Alan Pearson	To make enquiries
Barriers	Cindy Faulkner	To be ordered, Volunteers required to help remove at the end of the event
Tesco, Weatherspoon's Pure Gym etc.	Notify of the Event	Cindy Faulkner and Katie from Heart of Hednesford to liaise in the next few weeks
Co-ordination of future events	Agreed that this group would be ideal to coordinate all town centre events	

Any other Suggestions		
Lost Child Point	Could this be the Lions Stall? With back up from the mobile police station on Tesco Car Park if possible	and control point?
Toilets	Cindy to ask if Lightworks can be opened	
Advertising general	Use of radio and social media	
Sweets for Santa	HTC will purchase	Sheila Cartwright will arrange for goody bags to be made up
Marshalling	Lions Air Cadets have offered their services (Lynn Evans)	Wendy Yates
	Next Meeting – 6:00 pm 3 November	