

Report: Meeting Between Cllr Griffin, Senior Office Administrator, and the Clerk

Purpose of the Meeting: To review progress on the project and establish the necessary actions for successful delivery.

1. Delivery and Erection of the Tree

- **Action:** Cllr Griffin will contact Cornish Lithium to confirm the date and time for tree delivery.
- **Risk Assessment:** A risk assessment will be drafted for the tree's erection.
- **Assistance:** Volunteers or staff will assist with setting up the tree.
- **Materials:** Wooden wedges will be available to secure the tree in place.
- **Decorating tree:** Clear Cable ties required for attaching the lights to the tree.

2. Posters and Banners Advertising

- **Wording:** Approved for the posters and banners.
- **Banner Locations:**
 - Trelavour Prazey
 - Outside Claytawc
 - Fredas Triangle
 - Outside the public toilets
 - Permission to be sought for a location near the fire station.
- **Posters:** To be drafted and placed on social media and public locations to promote the event.
- **Resident Communication:** Letters will be sent to all residents along Trelavour Prazey to inform them about the event and request cooperation regarding road access.

3. Refreshments

- **Location:** The refreshment stand will be set up in a lane close to a power source, positioned near the rear garden wall to avoid trip hazards.
- **Requirements:** Small gazebo and tables to ensure safety around the hot water area.
- **Food Hygiene:** Certificates are required for those serving, and food allergy information will be provided and clearly visible.
- **Supplies:**
 - Cups, napkins, water, and squash to be sourced.
 - Mince pies and hot chocolate to be ordered from Morrisons.
- **Attendees:** Provisions are based on an estimated 100 participants.

4. Santa's Grotto

- **Setup:** A horse box will serve as the grotto.
- **Personnel:** Santa and elves have been appointed.
- **Safety:** Children will not be left unattended in the grotto.

- **Supplies:**
 - Decorations and lighting for the grotto.
 - Haribo/Candy canes to be ordered from Asda.
 - Satsumas to be sourced, possibly via donations from Asda or Morrisons.

5. Carol Singing

- **Song Sheets:** Already sourced.
- **Details:** The time and location on the green for the carol singing to be confirmed.

6. Road Closure

- **Current Status:** The road closure application has not been submitted due to unforeseen circumstances, and the proposed route has changed.
- **Agreed Action:** If feasible, the closure will cover Wellington Road for the procession from the top of the hill to Trelavour Prazey. After the main event starts, the road will partially reopen, with the section below the car park remaining closed.
- **Alternative Plan:** If a road closure is not possible, the event will be held on the green, and the band will be positioned on the verge opposite the green.
- **Lantern Parade:** This will be cancelled and consideration should be given to providing the school with the nightlights so that the children can still attend carrying them. An additional pack of night lights would be required and any that are left over could be bought to the event in case children that are attending from other schools require them.
- **Clerk's Action:** Contact Cormac to confirm the feasibility of the closure prior to the meeting with the school on the 24th.
- **Additional Considerations:**
 - Advance warning signs and radio hire costs to be sought and approved at the next full council meeting.
 - Staff or volunteers will help manage the event, subject to council approval.

7. Barrier Control

- **Requirements:** The area adjacent to the road will be measured for barriers. Costs for orange barriers and metal posts will be sought. Consideration of painting the posts in a candy cane design for reuse in future events.

8. Toilet Facilities

- **Availability:** Public toilets will be closed during the event, but a councillor or staff member could unlock them if reasonably clean.
- **Responsibility:** Council will ensure the facilities are left clean. Alternatively, the cleaner may be asked to clean the following morning if available.

9. Refuse Collection and Facilities

- **Bins:** Additional bins are available, and black bags from the Parish Council stock will be used (with Council permission).

- **Clean-Up:** Organisers are responsible for cleaning during and after the event. Waste will be removed to the Playing Field.

10. First Aid

- **First Aid Lead:** Julia has agreed to be the designated first-aider. Additional staff with first aid training may assist if approved.
- **First Aid Kit:** Located in the public toilets, subject to checking expiration dates.
- **Call for Volunteers:** A Facebook post will be considered to seek additional first aiders.

11. Other Considerations

- **Liability Insurance:** Any bands or external organisations participating must provide proof of liability insurance.
- **PA System:** A battery-operated PA system is needed, and cost estimates will be obtained.
- **Speech:** Identify who will deliver the event speech.
- **Light Switch on:** Identify who will be switching on the lights.
- **Invitees:** Are there any notable persons who require a personal invitation.
- **Tree Decorations:** Costs for tree decorations must be approved.

This report outlines the key points of discussion and the actions agreed upon during the meeting. Further approvals and cost estimates will be discussed at the next full council meeting.