

2024 Christmas Tree Project Update

Report: Meeting Between Cllr Griffin, Senior Office Administrator, Donna Mills-Bird (caterer), 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

- **Date Scheduled:** The delivery and erection of the Christmas tree have been confirmed for **1st December**.
- **Action:** Cllr Griffin and the Office Administrator will coordinate with Cornish Lithium and Tregothanan Estate and the Maintenance operatives to ensure smooth delivery and erecting on the scheduled date.
- **Risk Assessment:** A risk assessment has been 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:** Tree decoration confirmed to use lights only. Clear cable ties have been purchased

2. Posters and Banners Advertising

- **Banners:** Have been placed out by the school, Trelavour Prazey, by the fire station and outside Claytawc.
- **Posters:** Have been drafted and placed out in various locations as well as being placed on FB and our website. Press releases have been sent to the St Austell Voice and the Community website.
- **Resident Communication:** Letters have been delivered by hand by Cllr Griffin.

3. Refreshments

- **Catering:** Refreshments will now be provided by The Pitch, offering complimentary hot chocolate and mince pies. Additional food and beverages will be available for purchase.
- **Insurance and Risk Assessment:** The Pitch is required to provide copies of their liability insurance and risk assessment.
- **Location:** Catering stand will be set up on the left side of the green, opposite the Christmas tree.
- **Supplies:**
 - Hot chocolate has been donated by Morrisons and a £10 voucher towards mince pies. Due to amounts of hot chocolate not being confirmed and the requirement for more to cover the potential 100 people, it has been decided to spend the voucher on hot chocolate and for the Parish Council to look at supplying the mince pies.
 - The Candy canes and Haribo donations from Asda are not what was anticipated, they have offered to provide £10 towards the cost of Haribo. We have revised this and received a generous donation of £40 to be spent on sweets and these will be made into sweet cones for the event. Additionally reindeer food cones will also be supplied for the children.

- The Pitch have sourced fruit shoots for the event as an alternative to hot chocolate for the children.
- **Water Supply:** Large container with a tap will be provided, courtesy of Cllr J Griffin and Cllr A Griffin.

4. Santa's Arrival and Grotto

- **Santa's Arrival:** Stocks and Sons have agreed to deliver Santa in one of their lorries
- **Setup:** A horse box will serve as Santa's grotto. Cllr Griffin to confirm delivery and collection date.
- **Decorating the Grotto:** The Clerk to provide decorations for the event. Cllr Griffin to provide lights for the horse box and a powerful torch to be used for backlighting. Seat to be provided and a covering for this will be required
- **Personnel:** Santa and elves have been appointed but one elf has resigned due to ill health and saving himself for Christmas so we are now in need of a replacement.
- **Safety:** Children will not be left unattended in the grotto.
- **Supplies:**
 - Satsumas to be donated by the Clerk.

5. Carol Singing

- **Song Sheets:** Already sourced. Copies of the songs have been provided to the school for the children to learn.
- **Details:** The carols will be sung following the light switch on and then a break will be taken for refreshments before another 15 minute set.

6. Road Closure

- **Current Status:** Road closure application has been submitted with the amended route.
- **Lantern Parade:** Parade will start at the top of Wellington Road and travel down to the green at Trelavour Prazey.
- **Additional Resources:**
 - **Volunteers:** Approximately 6 volunteers required to assist with road closure and event operations and advert has been placed on FB
 - **Radios:** Radios for event and road closure available, courtesy of Donna.
 - **Advance Warning:** Signage is in position.

7. Barrier Control

- **Requirements:** Area around the green has been measured and Suez have agreed to order crowd barriers and fence stakes for the event.
- **Design Consideration:** Posts may be painted in a candy cane design for potential reuse at future events.

8. Toilet Facilities

- **Availability:** Public toilets will be closed, but a councillor or staff member will unlock them if they are reasonably clean.

- **Responsibility:** Facilities will be left clean by the Council or, if possible, cleaned the following morning by the cleaner.

9. Refuse Collection and Facilities

- **Bins:** Additional bins to be provided. Black bags from Parish Council stock will be used (with Council approval).
- **Clean-Up:** Organizers responsible for maintaining cleanliness 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 first aid-trained staff may assist, pending approval.
- **First Aid Kit:** Located in the public toilets will be bought to Trelavour Prazey for the event.
- **Volunteer Call:** Facebook post has been put out to seek additional first aiders.

11. Other Considerations

- **Liability Insurance:** All external organizations and bands must provide proof of liability insurance.
- **PA System:** Donna from The Pitch will provide a PA system for the event.
- **Speech:** Cllr Clarke will provide a speech at the event
- **Light Switch-On:** A resident has been approved to switch on the lights.
- **Invitees:** Invitations have been sent out to local organisations and business.

12. Costs Incurred

- Additional lights and batteries £24.41.
- Mince Pies (approximate cost) £45.
- Napkins & Cups (approximate cost) £15
- Equipment cable ties and sundry items £28.45

Conclusion: This report outlines the updated action items and responsibilities for the Christmas tree event. Costs above to be approved at the next full council meeting.