ACTION PLAN

Fulford Parish Council
Christmas Events Working Group

Thursday 7th August 2025
Meir Heath and Rough Close Village Hall
1300hrs

Present:
Cllr Carol Baskin
Cllr Gareth Brunt
Cllr Angela Noblett
Cllr Anthony Meredith
Cllr Janet Crossley
Cllr Susan White

In attendance:
Mrs Gemma Keiher-Knapper (Clerk/RFO)

- **Friday 5th December at Meir Heath and Rough Close Village Hall**
  1500hrs – Set up
  1600-1800 – Event
  1630-1730 – Entertainment
  1800-1900 – Pack up

  Saturday 13th December at Fulford Village Hall
  9-10 – set up
  10-12 Event
  1030-1130 – Entertainment
  12-1300 – Pack up

- **Santas Grotto and Santa**
  Cllr Brunt is going to investigate if the Windmill's previous **Santa** is available and still holds a DBS and still has the Santa suit. If not, Cllr Lovatt has a willing volunteer. Cllr Brunt to have a response by 31st August.

  Mrs Brunt has kindly volunteered to **decorate the Santa's grotto** at both venues. Mrs Brunt is to inform the Clerk what decorations are required, and the Clerk will purchase them.

  Cllr Baskin will source **x**200 **selection boxes** and an additional x20 dairy-free selection boxes, wrapping paper, and tape**.** Then pass the details on to the Clerk, who will make the payment. Wrapping will be divided between Councillors.

- **Main Room**
  Refreshments – The Clerk will source quotes for mince pies, gingerbread men, and Christmas cakes.
  Room Decoration – Cllr Deeth to coordinate all room decoration, including plates and napkins, possibly crackers if the budget allows for both venues, and notify the Clerk to purchase.
  Entertainment – Cllr S White to investigate possibilities for entertainment for 1 hr at each event. It was agreed to make a donation to whichever organisation agrees to provide entertainment.

- **Raffle**
  It was agreed that Councillors would donate raffle prizes to run a raffle at both events, and proceeds would be donated to a local charity/village hall to be confirmed.

- **Advert for the Newsletter/Social Media/Notice Boards**
  A volunteer is required to create an advert to be used to invite the Parish residents to the Parish Christmas Events.

- **Christmas Trees**
  Rooted Christmas Trees were discussed for:
  Flats at Blythe Bridge
  Bottom on Grindley Lane (instead of Spring Croft)
  Saverley Green (tbc)
  Stallington (tbc)
  Moss Gate (tbc)
  Meir Heath (carwash)
  Fulford (The Green)
  Rough Close (Leadendale)

  Cllr S White and Cllr A Lovatt to get quotes for discussion and decision at the September Parish Council meeting. Councillors to ensure locations are approved by local residents. Wardens to ensure they do not block any highway or dig too deep, also ensure that they do not grow above 10ft.

  It was suggested that Christmas Tree decorating dates are to be decided by the Wards and advertised in the Parish Newsletter so that it can be a community occasion.

- **Next Meeting**
  To be confirmed approx. 18th September

  Closed 1355hrs


Fulford Parish Council
- Fulford - Blythe Bridge- Meir Heath - Rough Close -