Christmas Working Group
Minutes

Fulford Parish Council

Thursday 30th October 2025
Parish Office
1200hrs

Present:
Cllr Carol Baskin
Cllr Karen Deeth
Cllr Angela Noblett
Cllr Janet Crossley
Cllr Sue White
Cllr Anthony Meredith
Cllr Derek Brindley
Cllr Gareth Brunt
Cllr Andrew Lovatt

Mrs Gemma Keiher Knapper (Clerk)
Mr Waite

1. **Christmas Event at St Francis Meir Heath – Friday 5th December 1600-1800hrs**
   a) Councillor Responsibilities:

Room Decoration

It was agreed that Cllr Deeth and the Clerk will purchase:
Table runners, garage door covers, paper plates, napkins, crackers & a backdrop for a photo with Santa.
Cllr Lovatt will provide table centre pieces.
Cllr Brunt will provide a Christmas arch.

The Clerk made everyone aware that we will now require cups and saucers.

Santa

Cllr Brunt to find out whether he has access to a Santa suit; if not, Cllr Lovatt will source one for Mr Waite and pass the bill to the Clerk.
Cllr Lovatt will also source a chair and a stool for Santa.

Clerk has an in-date DBS and Chaperone Lisence, so will remain with Santa throughout the event.

Gift Wrapping

Volunteers are required to take the selection boxes and wrapping paper away to wrap.

Risk Assessment

The Clerk to carry out a Risk Assessment of the Event and share with the Councillors ahead of the Event.

Advertising

The Clerk is to create a poster and share it with the schools, Public Houses, Churches, Facebook and noticeboards. Possible banners made.

Refreshments

It was agreed to provide tea, coffee, hot chocolate with cream and marshmallows and squash.

Then a selection of mince pies, gingerbread men, chocolate brownies, shortbread, Christmas puddings and Christmas cakes, some shop-bought to keep costs down and some professionally made to look nice. Numbers approx. 100 and an estimated budget of £300. Cllr S White to investigate costs for professionally made items.

Entertainment

Cllr S White will see if members of the choir are available.
The Clerk will source a quote for the entertainer used for VE Day Event.

Raffle

Changed to a tombola and Cllr Meredith will supply the tombola box, and all Councillors are asked to bring prizes to the November meeting. All monies raised on the Tombola will go to the Gingerbread House. A volunteer is required to set it up and run it at the event.

Any other duties

Bin bags and toilet rolls are also required on the day.

b) Working party on the day

As many Councillors as possible
Friday 5th December
2-4 Set up
4-6 Event
6-7 Pack away.

2. Parish Christmas Trees – Planted in November

a) Discuss and decide locations, councillors to inform nearby residents.

1. Meir Heath – Usual Location
2. Rough Close – Usual location
3. Blythe Bridge – Change location to before the Creda Roundabout and Cllr Deeth to inform Mr Drew and see if they still wish to decorate the tree.
4. Blythe Bridge – By the notice board at the flats.
5. Stallington – By the mini Island
6. Saverley Green – Cllr S White agreed location with residents.
7. Moss Gate – Residents have agreed on the location.
8. Fulford – Cllr Meredith & Cllr Green have agreed on the location with the residents.

b) Ward Councillors to arrange decorations and dates to decorate and invite their community to help and provide refreshments. Inform the Clerk who will advertise.
Saverley Green – 29th November at 11 am

3. **Fulford Church Christmas Tree Festival**

Cllr Meredith gave an update and requested an A4 write-up to go with the tree about the Parish Council.

4. **Any Other Christmas Business**

Full Council is required to discuss and approve the budget for the Christmas event and a budget to decorate the trees, including refreshments for the community dressing of the trees.

Meeting Closed at 1250 hours