

Christmas Event 2025 - Report 1

Report: Christmas Event '25 Working Party Meeting held on the 18th of June 2025 attended by Cllr A Griffin, Cllr J Griffin, Cllr Clarke, 2 Members of the Public, the Senior Administrator, and the Clerk

Purpose of the Meeting: To outline the initial proposal for the 2025 event to be put forward to the Council.

1. Appoint a spokesperson for the Christmas Event Working Party

- Cllr A Griffin was proposed as the Spokesperson, all present in favour.

2. Trees and Tree Lights

- Cornish Lithium to be approached to confirm if they are happy to organise and donate a tree again from Tregothnan Estate. 15ft.
- Cornish Lithium to be approached to see if they will also donate a second smaller tree for Freda's Triangle. 8ft
- Working Party to determine location of potential tree for Freda's Triangle.
- Office to approach Imerys re CAT and Genny testing at Freda's Triangle.
- 2-3 more sets of Festoon lights required for main tree plus additional battery packs and larger battery box.
- 30-40 Festoon lights will be required for smaller tree and additional battery packs. Original battery box can be used.
- Lights we already have to be tested.

Actions:

- **Cllr A Griffin** – To confirm lights/batteries wanted and costs.
- **Cllr J Griffin** - To test/charge lights
- **Office** – To contact Cornish Lithium regarding Tree donations.
- **Cllr A Griffin, Cllr J Griffin and Office** – To determine location for potential tree at Freda's Triangle.

3. Village Lights

- **It was proposed to offer residents the opportunity to borrow Parish Council owned Icicle lights to be displayed on the exterior of their properties for the festive period.**
- Survey of residents to be conducted to establish level of interest
- Cost of lights to be obtained
- Disclaimer forms to be drafted.

Actions:

- **Cllr Griffin** – To obtain costs for Icicle lights

4. Banners

- Cost for date update on 4 existing banners to be obtained.
- Cost for 2 x larger banners
- Banner Locations:
 - Trelavour Prazey – Large
 - Hendra Road/Gothers Road Junction - Large
 - Claytawc - Small
 - St Dennis Primary Academy - Small
 - Public Toilets – Small
 - Last location – TBC

Actions:

- **Office** – To obtain costs for date update
- **Office** – To obtain costs for 2 x large banners
- **Working Party** – To agree location for 4th small banner

3. Proposed Schedule

- **Date:** Saturday 29th of November 2025
- **Time:** 5pm to 9pm
- **Location:** The Pitch/Trelavour Prazey
- **Itinerary:**
 - 5.00pm – Gather at the Pitch (TBC when football fixtures known)
 - 5.30pm – Father Christmas Arrives by Stockton Lorry
 - 7.45pm – Lantern Parade from The Pitch to Trelavour Prazey
 - 8.00pm – Tree lights Switch On & Carols
 - 8.30pm - Return to The Pitch (Singer already performing) or Disperse

4. Santa's Grotto

- The Pitch to erect dome.
- Minimum 2 volunteer elves required
- Costs for gifts (sweets/reindeer food) to be obtained.

Actions:

- **Office** – To obtain costs for Father Christmas gifts

6. Lantern Parade

- **Road Closure:**
 - Clerk to prepare application for closure of Whitegate (from The Pitch to Robartes Road Junction) from 7pm to 9pm.
 - Cllr A Griffin holds the certificate.
 - Cost for Road Closure to be obtained.
 - Cost for amending Advance Warning Signs to be obtained.
 - The Pitch to loan radios.
 - Number of Stewards needed to be confirmed
 - First Aider to be confirmed
- **Lantern Parade Participants:**
 - St Dennis Primary Academy - TBC.
 - St Dennis Band – TBC
 - Other organisations to be approached.
- **Lanterns:**
 - To be made by school – Parish Council to provide tea lights/string lights. Costs to be obtained (contact church to see if last year's string lights saved)
 - Other Groups to be approached such as The Art Group and The Craft Group.
 - ClayTAWC to be approached to see if interested in holding Lantern Making Workshops.

Actions:

- **Clerk** – To prepare road closure application
- **Clerk** – To confirm cost of road closure
- **Office** – To obtain cost for amending Advance Warning sign
- **Cllr Griffin** – To confirm number of Stewards required for road closure
- **Office** – To confirm First Aiders (named and reserve)
- **Office** – To contact St Dennis Academy
- **Office** – To contact St Dennis Band
- **Office** – To contact other organisations – re attending and/or lantern making
- **Office** - To obtain costs for lantern materials
- **Office** – To approach ClayTAWC re lantern making workshops

6. Refreshments

- The Pitch will supply free Fruit Shoots for children attending the event.
- Other refreshments will be available to purchase from The Pitch.

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.