

**Community, Leisure & Recreation Committee**

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<b>Date:</b>	<b>7 October 2014</b>
<b>Title:</b>	<b>Christmas Event Update</b>
<b>Contact Officer:</b>	<b>Cassie Pinnells, Community Services Manager</b>

**Purpose of the Report**

1. To provide an outline of the event

**Action Required**

2. To note the Christmas Event update

**Background**

3. This year's Christmas event will be held on Friday 5 December 2014. As chosen by Councillors earlier in the year, the theme will be 'Santa Convention' and will encourage as many visitors as possible to attend in Santa hats and costumes. Investigations are being made into a donation of hats from a local costume supplier that will be handed out to visitors free of charge.
4. The main attraction will be a family of reindeer who will be housed in a 12ft pen in the High Street. The public will not be able to enter the pen but can stroke the deer through the picket fencing. Due to its popularity in 2013, the miniature steam engine will also be returning for another year offering rides up and down the High Street.
5. Subject to funding, the Council will be organising another lantern parade as it proved to be a great success last year. Contact has been made with the three primary schools and all have expressed an interest in taking part once again. A meeting will be arranged in the coming weeks with all parties to arrange funding and a workshop schedule. It is hoped that the Council will obtain financial support from the district to cover the cost of the artists who will support the delivery of the workshops.
6. This year the Town Council will be working closely with Florence Nightingale Hospice and Thame Lions as they will be hosting a 3km Santa Dash on the Sunday that will complement the event. Both organisations will have a stall at the Santa Convention to recruit participants. Free Santa hats will be given to all those who sign up, further reinforcing the event's theme.
7. Selected shops will be invited to take part in another town trail in the same format as last year and prizes will be requested from certain retailers. Invitations will also be extended to shop owners to stay open late and businesses that are not located within the road closure area will be given the opportunity to have a free stall nearer the action.
8. Stage events will commence at 6pm and last approximately 60 minutes. Local groups as well the primary schools have been invited to take part. The draft programme is as follows:

5.30pm	Lantern Parade
6.00pm	Mayor's welcome
6.05pm	Community/Schools singing
6.20pm	Thame Players
6.25pm	Stagecoach Thame
6.30pm	Romey Louise Dance Academy
6.35pm	Thame Youth Theatre
6.40pm	Pauline Quirke Academy
6.45pm	Arrival of Santa
6.50pm	Christmas Trail winner
6.55pm	Thame Chamber Choir
7.00pm	Switch on lights

### Risk Assessment

9. A full risk assessment attached to this report as Appendix 1.

### Resource Appraisal

10. The event budget is £2000 with an additional £685 for the Christmas tree. Extra revenue is expected from stallholders, charged at £25 per pitch, sponsorship and donations.

Current income/expenditure is as follows:

<b>Expenditure</b>	<b>Estimate</b>	<b>Actual</b>
Railway Hire	700.00	700.00
Reindeer Hire	800.00	800.00
Tree	800.00	
Lantern Parade Materials	800.00	
Workshop Artists	700.00	
Printing/Publicity	375.00	
Thame Concert Band	150.00	
<b>TOTAL</b>		<b>£1500.00</b>

<b>Income</b>	<b>Estimate</b>	<b>Actual</b>
Stalls	750.00	100.00
Sponsorship	1000.00	800.00
Donations	1000.00	200.00
Event Budget	2000.00	2000.00
Tree Budget	685.00	685.00
<b>TOTAL</b>		<b>£3785.00</b>

**Legal Powers:** The Local Government Act 1972 s145 and s144

**Recommendation:**

***The Committee is asked:***

- i) ***To note the report.***