

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 ordered by the office.
- **Banner Locations:**
 - Trelavour Prazey
 - Outside Claytawc
 - Fredas Triangle
 - Outside the public toilets
 - **Additional Location:** Imerys needs to be contacted to confirm that banner placement near the crossroads by Penwyn Garage is acceptable.
- **Posters:** To be drafted and posted on social media and in public locations to promote the event.
- **Resident Communication:** Letters have been drafted and will be hand delivered 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 and mince pies to be donated by Morrisons—order required.
 - Candy canes and Haribo donations to be ordered from Asda.
 - The Pitch will approach Jollys and Bookers for additional supplies: satsumas, children's drinks, napkins, and cups.

- **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 been contacted about borrowing a lorry for Santa's arrival.
- **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.
- **Personnel:** Santa and elves have been appointed.
- **Safety:** Children will not be left unattended in the grotto.
- **Supplies:**
 - Decorations and lighting for the grotto.
 - Candy canes, Haribo (to be donated by Asda), and satsumas to be arranged.

5. Carol Singing

- **Song Sheets:** Already sourced. Copies of the songs to be provided to the school for the children to learn prior to the event.
- **Details:** Time and location on the green for carol singing to be confirmed.

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.
 - **Radios:** Radios for event and road closure available, courtesy of Donna.
 - **Advance Warning:** Advance Warning signs have been ordered from Wisdom Signs.

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 will be considered 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:** Consider whether any notable persons should receive a personal invitation.

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. Further approvals and cost estimates will be retrospectively approved at the next full council meeting.