**NAILSEA COMMUNITY CHRISTMAS FAIR 2017**Minutes of annual meeting 7pm Friday, January 20, Garden Room, Trinity Centre, Nailsea

**Apologies:** Sharon Brown, Sharon Colley, Jacqui Nelson, Hayley Watson, Alan Tromans – although Rotary, Tesco, Waitrose and town centre management have already confirmed their support and involvement for 2017

**Present:** Deb Bear, Carol and Rob Deacon, Geof Delmege, Lynda Dicks, Clare Elswood, Jo Hopkinson, Clare Hunt, John Hunter, Julie Petford

**Chairman’s report:** An awesome event slightly overwhelmed by sheer numbers and lack of marshalls – see general discussion. Need to chase percentage cash contribution from the helter-skelter man…

**Acting secretary’s report:** circulated previously with agenda

**Treasurer’s report:** attached. Bank balance at December 2016 of £1,928. It cost more than £8,000 to stage and with a projected need to raise a further £5,160.16 to put on an event in 2017. A grant request for £2,000 has been submitted to Nailsea Town Council and application for Waitrose Community Matters green token slot. Potential fundraisers include another grand raffle and more programme sales – please email if you would like a full copy of the treasurer’s report

**Discussion on 2016 highs and lows:** Although the feedback was generally positive there were some lessons learned. Among the positives were many of the stallholders (especially charities) who reported raising lots of money for their causes and shops like Costa and other food/drink stalls which had to shut early because they ‘sold out’. It was agreed that Friday, December 1, was the favoured date for 2017 as likely to include many more people to help

There was some concern expressed by school(s) on the ‘lack of purpose’ of the lantern parade which experienced a late large influx on numbers causing some safety concerns. Ideas to address this for 2017 include limiting number of schools and/or children taking part but is was agreed this event needs more thought…an inter school lantern competition was floated with winners only in parade

Only the Card Shop and Café 119 complained all other retailers reported brisk trade and more promised to stay open late and get involved for 2017

People came from Bristol, Clevedon, Portishead and Yatton thanks both to the churches spreading the word and a Radio Bristol broadcast. Closing the whole of the High Street was perhaps over ambitious and the bands at the Royal Oak didn’t happen

The Somerset Square stage also didn’t happen and the microphones didn’t work so there were problems both seeing and hearing what was going on – more coordination and positioning of acts with Crown Glass management team for 2017 should resolve some of the issues

The password for [nailseacommunitychristmasfair@gmail.com](mailto:nailseacommunitychristmasfair@gmail.com) is ‘go nailsea’ and Deb, Carol, Clare and Lynda have been made ‘admins’ for the Facebook page. All enquires and press releases should be sent from official email address and/or referred to FB page

Backwell Camera Club photographs are spectacular and with other photo images could be used in a pre-2017 showcase exhibition for publicity and promotional purposes – see <https://www.nailseapeople.com/nailsea-community-christmas-fair>

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| **JOB** | **TEAM LEADER** | **TEAM** |
| Chairman | Lynda Dicks | Not applicable |
| vice chairman | Deb Bear | Not applicable |
| minute secretary | TBC |  |
| Treasurer | Clare Elswood |  |
| stall booking secretary | Deb Bear |  |
| fundraiser/sponsorship | TBC |  |
| Entertainment | Rob Stokell  Julie Petford | Crown Glass Shopping Centre  Local schools, dancing troupes and/or choirs etc  Lantern parade |
| Attractions | Rob Stokell  TBC another | Crown Glass Shopping Centre  Skate rink, reindeers etc |
| Risk management  (including all legal forms and booking first aiders) | John Hunter |  |
| Security | John Hunter | Marshall teams:  Rob Stokell and staff  TBC Nailsea ATC  TBC Nailsea Bikers  TBC Nailsea Army Cadets |
| Publicity | TBC |  |
| Programme | Publishing: Julie Petford  Editorial: Carol Deacon | Sales: All |

Only one raffle prize to deliver – carvery for two at Ring O’Bells

The resolution was to get more key personal in place – see chart – hopefully before the next meeting on **Monday, February 27,** 7.30pm, when people would attend with their ideas. Holy Trinity has kindly offered free use for the year of a room at the Trinity Centre which was gratefully accepted