



# Coleford Town Council

---

## Events & Marketing Committee Tuesday 5 September 2017 Minutes

Attendees: Cllrs Penny, Holloway, C Elsmore, e Elsmore, Baird, Lusty, Drury & Thompson

1. Apologies were noted from Cllr Kay
2. Cllrs Penny & Baird declared a personal interest in items 10
3. There were no dispensation requests
4. The minutes of 1 August 17 were noted

**5. To receive an update and agree next actions re marketing of Town Council assets**

The Clerk was asked to produce a grid representation of the buildings usage. This would then be reviewed at the next committee meeting

It was noted that no charge was being made for the use of the Clock Tower area

**Recommendation**

That organisations which benefit the community and the Country market should not be charged but commercial organisations which use the Clock Tower to promote their business should be asked for a donation to the Mayors charity.

**6. To receive an update regarding Coleford Christmas Lights Switch On event**

All was on target. The lights may be erected starting a few weeks early in October to allow for the re wiring necessary. The new brackets for the walled Xmas trees will be installed over the next few weeks.

The Switch on event will be led by the Council it will run from noon till the early evening. A schedule of varied acts will be on a town centre stage during the afternoon. The procession will start at 5.15 with the switch on at 5.45.

A Xmas market will be provided. The community stalls held by Taurus Crafts have been requested but refused. Cllr Penny has approached FoDDC to seek the reason why as community use should supersede commercial use.

Some old style fairground attractions (eg coconut shies) will also be provided.

Cllr Thompson & Baird proposed that the parish schools are upskilled to provide handmade lanterns for the procession. It was agreed that the surrounding schools of Clearwell, Berry Hill & English Bicknor are asked to participate. This is at a cost of £1500.00 (proposal attached). Cllr Allaway Martin said that GCC funding may be available

**Recommendation**

That the project with the schools is actioned

**7. To recommend sign off of the Coleford Town promotional video (if final version available)**

**Recommendation**

That the promo video is launched and the payment is made

**8. To make recommendation re town centre wifi and webcams**

**Recommendation**

That the quote with the webcam is agreed at the system is installed.

An additional 5 mins was proposed by Cllr Holloway



# Coleford Town Council

---

**9. To make recommendations regarding events for 2018 in relation to the centenary of the end of WW1**

A brief explanation of the programme was given. Poppies would be need for the Mushet walk railings. An appeal had been put out. This is a trial run for next year when a display from the Clock Tower is planned. It was suggested that the Quakers be contacted for white poppies to be included in the display

Cllr Holloway is to resurrect the WWI splinter group to plan the events for the centenary of the end of WW1

**10. To make recommendation re funding towards the visit of representatives from Saint Hilaire de Riez in October**

This item was deferred to Full Council



# Coleford Town Council

---

## Coleford Christmas Lights Switch-On Sat 2<sup>nd</sup> Dec

All the Forest towns have events and work completely separately- often importing performers/displays etc which provide an experience but do not have a lasting contribution to local participation. Stroud, Gloucester, Bristol, Lake District, Notting Hill Rio etc....all have well established lantern/Carnival processions which include groups of all ages and abilities creating their lanterns, floats, music, dances, songs over a number of months toward a community celebration drawing on skills and imagination. This proposal forms part of a new Carnival project and is a growing partnership between a number of groups including SOUNDWORK Community Project, Art of Libraries, Barnwood Trust, Two Rivers Housing, Forest Pulse, Coleford Festival of Words wanting to build connections between members of the local community through a cohesive empowering activity and beginning in Coleford and surrounding communities within the parish as a pilot that could eventually become a series of toured and shared celebrations.

So it is planned to run a programme of workshops to engage and develop skills within the creation of Carnival arts and their use in outdoor settings.

This Proposal is an arts Project involving Coalway and St Johns Schools, as well engaging with families and the wider parish directly through community workshops.

Training workshops would be provided in each school, with follow up sessions, by local artists. The workshops will provide training for teachers/Parents that will help them to provide support for pupils to construct lanterns for the Christmas Switch-On event on Saturday December 2<sup>nd</sup> 2017.

The children will design and construct original paper lanterns using willow 'withies' and tissue paper lit by battery powered LEDS.

These will then be part of a choreographed procession with a soundtrack by local composer 'Chris Kaye' on the evening of the Switch-On.

The theme for the lanterns will be based on astronomical bodies, such as stars and moons.

It is envisaged that the teacher workshops will take place in October and that the construction workshops will take place during autumn Half term and after school sessions in November.

Teacher training workshop. 3:30 to 5:30 pm	Coalway Jun	120
(2 artists per session= 2 x £25hr)	St John's	120
*Materials		200
Follow-up sessions with pupils	Coalway Jun	120
(1.5 hr x 3= £40)	St John's	120
Community Workshops (4 sessions)		240
*Materials		100
Hire of Main Place for Community (plus insurance)		100
*Contingency for extra materials		100
Coordination Oct- Dec 20 hrs x £10		200
<b>Total</b>		<b>£1420</b>

*There is a range of input/ research time/meetings donated by partner orgs to make this proposal possible.*

*\*Materials include Willow Cane, Tissue, Masking tape, Glue, Canes/Poles/ Paint*

*Leds/Batteries est £1-50 per Lantern-with contribution from makers/Schools..*