

Events Agenda Recommendations from RL and KJ 15.09.26

E0926/06 Infrastructure

RL and KJ reviewed quotes received for security and radios.

Phoenix Security and Tripleguard quotes received however, Phoenix have automatically added a sponsorship discount to their quote, as given in previous years. As we are not offering sponsorship packages this year, we have emailed them to request that they resend the quote without the sponsorship on, which would then make their quote cheaper than Tripleguard.

Our recommendation: Once we receive Phoenix's revised quote, we would opt for their services for this year.

RL and KJ reviewed quotes received for traffic cones to block off Market Place before the road closure.

Core Highways have quoted £240 including delivery & collection of 40 cones for the event.
TMO Highways have quoted £130 including delivery and collection of 40 cones for the event.

Our recommendation: We would opt for TMO Highways.

RL and KJ discussed the staging, lights and sound provider for this event.

We have an email from James Grint (dated 24th July) with estimated costs for £1,000 (staging, lights and sound) and £300 for Park Radio to host. We need a proper quote in order to make a decision. Lost Children's Point DBS needs to be included on quote.

Our recommendation: If James can send an official quote via email by the next meeting on 13th October, we would be happy to go with his company. James – please also confirm in writing that Matt can be Santa again this year along with any costs for this.

E0926/07 Stalls

RL and KJ reviewed stalls for the event.

Harris Hog Roast has cancelled due to other commitments. We have 5 food vendors confirmed. Admin will continue to chase all for paperwork and payment as we are past the deadline (18th Sept).

Our recommendation: We think 5 vendors is sufficient for the reduced timings of this event.

RL and KJ reviewed the bar tender applications and agreed the bar for this event. We have received tender forms from Wonky Donkey Mobile Bar and Azure Bars.

Our recommendation: Both bars have attended various events of ours. We have a good relationship with Wonky Donkey as have used them most without any complaints. Committee to make final decision on who to go with.

E0926/08 Entertainment

RL and KJ reviewed entertainment for the event.

Salvation Army will struggle to accompany 5 carols at 5 due to another event they're attending on the same evening.

Our recommendation: If ok with Park Radio, could they play the backing music to accompany the carols chosen on the night? James to confirm please.

Carla Balls has suggested a fee of £150 for a stage performance (20 minutes) and possibly her performance group students involved in parade. We paid her the same fee for a 25 minute performance in 2025.

Our recommendation: We would recommend booking Carla at this suggested fee. Committee to approve and admin will arrange booking.

E0926/09 Event Management Plan

Members reviewed and discussed the draft Event Management Plan.

Our recommendation: EMP is almost complete. Just waiting on finalised details of infrastructure services and bar vendor. RL will continue to complete and send off once received all information.

E0926/10 Committee Tasks

RL and KJ reviewed the committee task list.

Our recommendation: Tasks listed are mostly for DTC admin and staff to complete. We are aware of timescales for completion and will continue to update progress.

E0926/11 Member Updates

Note for committee: RL said Rotary Club can bring their sleigh for the parade but have requested that they are allowed to bring their own charity buckets to collect along route. Is this ok? Also, would committee approve a small donation of £40-£50 for use of the sleigh at the event.

E0926/12 Date of Future Meetings

Members noted the next meeting of this committee is scheduled for Tuesday 13th October 2026.