

Christmas 2026 Working Group Meeting Notes Update

Tuesday 6th October 2026

Point	Action	Update
The Switch-on event would take place on Sunday 22nd November at 4.30pm		Date confirmed
The budget for the event is to be confirmed	Action: LW to confirm	Budget £
This year is the final year of a three-year contract with Blachere who supply and install lights and decorations. Blachere confirmed a refund had been granted in light of damaged baubles last year.	Action: LW to contact Blachere to confirm dates and details of this year's light/decoration installation.	LW confirmed refund had been received in March. Blachere meeting held 29.9.26-see separate notes
Cllr Wadsworth said a real Christmas Tree had been donated from C S Ellis in return for an advertisement placed nearby. There may be costs involved in installing the tree. Size and format of advert to be confirmed.	Action: LW to contact to confirm	CS Ellis confirmed 20ft fresh tree. LW to confirm what size advert they may have. Delivery to be arranged from 14 th Nov onwards LW yet to find someone to erect tree.
All day road closure required for High Street.	Action: LW to contact RCC	Emailed and chased up. Completed application form. LW to submit asap
All day road closure required for Market Place.	Action: LW to contact RCC/Hanbury	Not done yet. Unable to find contact for this.
Entertainment such as Xmas themed bouncy castles, snow dome, fairground rides, bungee trampolines, hook-a-duck etc. at the event has been supplied in past years by Dan Cavner.	Action: LW to contact and get itemised quotes for this year.	Confirmed FOC attractions: Tea cups ride Soft play lorry Bungee trampolines Hook a duck stall Shooting range Light up toys stand Mulled wine & cider stall
Paid Attraction: Dan Cavner offered: A snow globe inflatable similar to last year.	Action: To be confirmed	LW to find alternative quotes for similar

A new snowman bouncy castle with staff members to run the inflatables for the duration of the event. £1500.00 all inclusive with no VAT		
Rutland Lions will bring the Santa Sledge to the Market Place, during the event.	Action LW to confirm	Allan Gray confirmed that the Lions will bring sledge
Public Liability Insurance and Risk Assessment doc required from all contractors Local non-food Stall holders to be charged £15 Food stall holders to be charged £25	Action LW / S-AW to request	Stand holder application form has been completed. LW to send to committee
100 x Hot chocolate vouchers to be given away at the event to be accounted for within the budget.	Action: MB to organise	
First Aid/Lost child at past events have been supplied by Steve Tummon. S-AW suggested Confidence2care as an alternative provider	Action: LW to contact	Steve said he can provide first aid for a donation of £150 to his 'first aid in schools' charity. Confirmation needed.
S-AW suggested using Amber Event Traffic Management for road closure management and maybe putting up of the tree	Action: LW to contact	Emailed on 22.9.26 – yet to reply.
The Grainstore Brewery will be invited to have a bar.	Action S-AW	
Advertising on Facebook	Action S-AW	
Advertising on Website, OTC Notice boards and Banners.	Action LW	Advert being designed – to be completed this week.
A full risk assessment for the event will be required.	Action LW	Risk Assessment has been created
Rutland & Stamford Sound to be invited	Action LW	To be contacted