

Christmas 2026 Working Group Meeting Notes

Thursday 17th September 2026 1pm-3pm

Present:

Cllr Sally-Anne Wadsworth

Cllr Martin Brookes

Liz Wackett – Admin Assistant

Meeting to discuss the Christmas Lights Switch-on Event.

1. The Switch-on event would take place on **Sunday 22nd November at 4.30pm**
2. The budget for the event is to be confirmed but is part of the overall budget allocated to Christmas lights, which includes supply and installation of lights and decorations around the town. **Action: LW to confirm**
3. 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.**
4. 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.**
5. All day road closure required for High Street. **Action: LW to contact RCC**
6. All day road closure required for Market Place. **Action: LW to contact RCC/Hanbury**
7. 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 Carver. **Action: LW to contact and get itemised quotes for this year.**
8. OTC require three quotes - so two further quotes will need to be sought. **Action LW**
9. Dan Carver can supply a Trailer as a stage. Contact Stamford and Rutland Sounds to come to the event. **Action LW**
10. Rutland Lions will bring the Santa Sledge to the Market Place, during the event. **Action LW to confirm**
11. Policy for Events in Parks and Open spaces to be sent to entertainment provider. **Action LW**
12. Public Liability Insurance and Risk Assessment doc required from all contractors. **Action LW / S-AW to request**

13. 100 x Hot chocolate vouchers to be given away at the event to be accounted for within the budget. **Action: MB to organise**
14. 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**
15. S-AW suggested using Amber Event Traffic Management for road closure management and maybe putting up of the tree. **Action LW: to contact**
16. Local non-food Stall holders to be charged £15
17. Food stall holders to be charged £25
18. The Grainstore Brewery will be invited to have a bar. **Action S-AW**
19. Advertising on Facebook. **Action S-AW**
20. Advertising on Website, OTC Notice boards and Banners. **Action LW**
21. Flyers/letter will be delivered to all shops in Oakham inviting them to have a stall.
Action LW to compose flyer/letter. Action S-AW to deliver letters.
22. Martyn's Law was discussed. As a free access and non-ticketed event without specific entry or exit points, it falls outside the scope of requirements.
23. A full risk assessment for the event will be required. **Action EW**