

Rogerstone Community Council

Community Events Team

Minutes of Meeting held on Wednesday 8th October 2025, 7pm

1. Present: CL, LL, JW, PM, YF, SD. Apologies: SB
2. Committee Members and rules: At next RCC meeting ask for members who wish to attend the Community Events Team Meetings regularly and for volunteers who would be prepared to help with events 'on the day'. Anyone joining the Community Events Team should be nominated at a RCC meeting. **Action: YF to raise at next RCC meeting**
3. Christmas Fayre – Sunday 30th November 11am – 3pm
 - a. Main Hall – Craft tables & stalls: 12 people have been requested stalls. **Action: JW to co-ordinate stall bookings and payments. Need to ensure stall holders are not crossing with lights switch-on and Christmas songs.**
 - b. Kitchen room – Craft corner for kids. **Action: JW to gather materials needed.**
 - c. Meeting room – raffle & repair café engagement **Action: YF to co-ordinate**
 - d. Characters – Grinch 11am – 12noon, Naughty Elf 12.30 – 1.30pm, Mickey and Minnie 2.30 – 3.30pm. Characters have been paid for.
 - e. Cricket Club – suggest that they offer mulled wine and mince pies. **Action: SD to ask Cricket Club if they are happy to do this.**
 - f. Risk Assessment. JW has some useful notes. **Action: YF & JW**
 - g. Music Licence. Do we need a music licence for Christmas Songs: **Action: SB**
4. Christmas Lights Switch on – Sunday 30th November, 3pm with Mickey and Minnie.
 - a. Christmas Carols. Requested Jingle Bells, 12 Days of Christmas, O come all ye faithful, Away in a manger, We wish you a merry Christmas. **Action: YF to produce a song sheet**
 - b. Encore Singers. To lead singing and perform extra songs. **Action: PM to contact**
 - c. Need to block off parking spaces near to hall. **Action: SD**
5. Promotion of events, co-ordinated approach.
 - a. Standard Poster to be used for all events **Action: all**
 - b. Printed Posters for shops, schools, Notice Boards. **Action: all**
6. Clearing up from Festival Cancellation. Many thanks to Tracey for helping with the refunds, 20 stalls have been refunded, 3 have rolled over to next year, 1 no reply, 1 unknown.
7. Finance update / bank account arrangements. Need to see July statement to identify all payments. **Action: SB to get a copy of the July statement, transfer £1000 to RCC account for further event expenses.**
8. SPF funding report. This needs to be prepared in October for submission on 1st December. Roll over to next meeting.
9. Date of next meeting: **Wednesday 12th November, 7pm**