

FULL COUNCIL AGENDA ITEM 17 – HORAM CHRISTMAS FUN NIGHT

Please see separately circulated spreadsheet where costs are detailed

The overall budget for Christmas was £3,150 and the final costs were £25 over budget.

17.1. TOTAL COST OF THE CHRISTMAS TREE – TREE, INSTALLATION & REMOVAL, NEW LIGHTS & INSTALLATION AND REMOVAL

£2,066.54

17.2. TOTAL COST OF HOSTING THE HORAM CHRISTMAS FUN NIGHT

£1,108.23

17.3. STAFF COSTS FOR THE ABOVE

The finance committee recommended that the council noted the staff costs associated with the tree and event. Unfortunately, I cannot be accurate as neither Hilary or I were asked to account for hours at the beginning of the project so this is an estimate.

Admin Assistant	18 hours	£300
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Clerk	18 hours	£400
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This does not include the day of the event – both staff arrived at 11.30am and left at 8.15pm.

Staff costs are deducted from the staff budget line not the Christmas budget line.

Contact details of all the shops, performers and landowners have been obtained and will be kept on file. Contacts from ESCC signage have also been obtained. This year was a hand-over and the first time the pc had organised the event. So, time should be saved next year if the council intend to go ahead. The Admin Assistant should be able to do the majority of the work. The working group would also be able to help more now the organisational process is in place.

I would recommend that a detailed time sheet monitoring hours spent should be completed by both staff if they organise Christmas again.

17.4. COUNCILLOR AND STAFF FEEDBACK

All councillors have been contacted regarding feedback of the event.

All groups and shops involved have also been contacted and feedback requested.

Hilary and I both enjoyed doing the event and worked well as a team. I felt it was a great community event and despite the weather lots of people attended. We had face-to-face conversations with the shop keepers on several occasions and 14 shops took part in the treasure hunt many of them providing nibbles or children's activities. They were very positive about the Christmas night and I felt the relationship between the pc and shop keepers strengthened as a result.

Although the Christmas lights above the shops were not the pc responsibility it was a shame they had not been turned on for the Christmas night. I can obtain details for the person responsible for this so this can be rectified next year.

The Horam Club Rooms Charity handed out 70 santa bags.

The Scouts made £150 from their raffle in the Horam Centre.

Only one person left a comment at the office which was to request toilets for the recreation ground.

It was disappointing that one choir cancelled with 3 hours' notice.

Further feedback to be discussed on the night.

17.5. TO NOTE THE RECOMMENDED BUDGET SET FOR 2025/26

£4,000.00

17.6. TO RESOLVE THAT THE PARISH COUNCIL WILL HOST A HORAM CHRISTMAS FUN NIGHT IN 2025

The Clerk recommendation would be the pc should agree to host the event. There is already a budget in place, it does take time to organise, but it is well attended by the local people. It is the only community event that the parish council organises and in a parish which will grow in size a sense of community is very important. It is also something visual that the community sees that the parish council is doing. It has also already strengthened the relationship between the local shop keepers and the council.