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|-------------|--------------------------|
|             | <b>Full Council</b>      |
| Date        | <b>14 September 2026</b> |
| Agenda Item | <b>9</b>                 |

**To confirm the decisions made at the Events committee meeting**

**Councillors should note that the following reports are relevant to these decisions:**

- 9a Event management plan for Light procession**
- 9b Event planning risk assessment**
- 9c Event safety management report**
- 9d Safety Advisory group meeting Clerk's minutes**
- 9e To select food vans for procession and Public gardens open evenings**
- 9f Halstead combined Lasers 7 flames RAMS**

**28/26 To consider recommending the adoption of the Event management plan, risk assessment, and safety management report for the Light Procession.**  
**Cllr Bond proposed, seconded by Cllr Fincken, that the Events committee recommends that HTC adopts the Event management plan, risk assessment, and safety management report for the Light Procession, with the Town Clerk as the Event manager, and using a traffic management company, with no lit torches, on clear safety grounds. It was agreed that there would be a review in early 2027. This was agreed with 3 in favour.**

**29/26 To note the Minutes of the Safety Advisory group meeting of 10 August.**  
**Cllr Fincken proposed, seconded by Cllr Hilton, that the Minutes of the Safety Advisory group be noted, and that the recommended safety measures be carried out before the event. This was unanimously agreed.**

**30/26 Cllr Fincken proposed, seconded by Cllr Hilton, that food vans be selected to attend the Light procession event, and to attend the opening of the public gardens on 5 and 19 December. This was unanimously agreed.**

**31/26 Cllr Bond proposed, seconded by Cllr Fincken, that the Laser display proposal, pyrotechnics and snow machine plan be noted, the entire process to be managed by the laser display company. This was unanimously agreed.**

**32/26 To agree the timetable and costs for 28 November.**

**Suggested Timetable for the day**

|                      |                                                                      |
|----------------------|----------------------------------------------------------------------|
| <b>13.00</b>         | <b>Set up of Christmas roundabout on High Street and free to use</b> |
| <b>14.00 – 15.00</b> | <b>Santa in grotto at Retroformers – cost of presents</b>            |

|               |                                                                                                                                             |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------|
|               | Halstead Community Choir and Exaltation Choir sing in the High Street<br>Bamboo to provide power                                            |
| 15.00 – 15.45 | Santa having tea with children                                                                                                              |
| 15.45         | Santa in sleigh at Causeway, to be pulled by Templars members in rugby kit                                                                  |
| 16.00         | Switch on of lights in public gardens                                                                                                       |
| 16.00 – 16.20 | Photos of children with Santa                                                                                                               |
| 16.30 – 18.30 | Santa in grotto at Retroformers<br>Roundabout on High Street<br>Stalls in The Centre<br>Jazz band Ollie Wyatt at the top of the High Street |

### **Costs**

Roundabout £850

Presents from Santa £400

Jazz band of 4 £750

**Cllr Bond explained that he and Cllr Hilton had visited all the shops in the High Street, in order to engage their interest in the events in the High Street. The aim this year was to move the events away from the pedestrian area at the bottom of the town and into the High Street, and particularly The Centre, which has been neglected.**

**Cllr Fincken proposed, seconded by Cllr Bond, that the event programme suggested for 28 November and the costs it would incur be approved. This was unanimously agreed.**

### **Recommendation:**

1. that HTC confirms the decisions made by the Events Committee.
2. That HTC approves the Minutes of the Events Committee meeting of 24 August 2026

*Sarah Greateorex*

**S Greateorex  
Town Clerk**