Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
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Document / Report #316

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Title	Winter Festival Meeting
Date	24th September 2025

1. Purpose

1. To provide members with a summary of the Winter Festival meeting held on Monday, 8th September 2025 and proposals for the upcoming event.

2. Summary of meeting

1. 4 members of staff, 3 councillors and two members of the public were present.
2. A total of 24 stalls had booked on at the time of the meeting
3. Two quotes received for bands and Christmas tree quotes received.

3. Recommendation

1. Hire Jolly's circus petting zoo at a total cost of £500.
2. Two Christmas trees (18ft for Town Hall and 8ft for Puzzle Square) at £170 delivered.
3. Letters to Santa, responses receive reindeer food. Paper costs - £4.99 per 50 sheets (an estimate of 200 sheets required)
4. Books to be purchased as a gift from Santa to all children who visit the grotto. The Works book deal is £10 for 10 books and £3.99 delivery. An estimated 300 books are required, so the total is £303.99 in total.
5. Band quotations received - Newtown Silver band 2 x 30-minute performances for £400 Salopian Brass band 2 x 40 minute performances for £250
6. Gain quotes for Christmas carolers/stilt walkers
7. The winner of the fancy dress competition at the Halloween parade and party to switch on the Christmas lights with Santa and the Mayor.
8. To hire an M.C. at the cost of £200
9. Due to a lack of participants, no parade will take place this year
10. To obtain quotes for Christmas stilt walkers

11. To hire all long-stay car parks in the town for free parking at the following rates - Church St - £227.58, Berriew St - £209.97, Admin Fee - £82 (Total is £519.55 ex VAT)

4. Extras to consider

1. No storyteller has been found - to change all the stalls to outdoor stalls, leaving the Assembly Room vacant for the annual boxing event to be setup. At the moment we are unable to host both the stalls and the boxing event. Having stalls outdoors will allow us to create a better Christmas market ambience.
2. There are roughly 50 places around the town centre where a flag or miniature Christmas tree could be errected above the street level. To consider if this is something the committee wishes to pursue.
3. In addition to any free parking for the event, to consider and recommend to Council if desired, making all Saturdays (3 dates) leading up to Christmas free parking in Church St car park at the cost of £682.74 plus admin fee of £82 (Total £764.74 ex VAT).

5. Resource

1. The event has a total budget of £2,000 - the Committee is unable to spend above this within its delegated powers.

6. Decision

1. To resolve to adopt the recommendations as above.