

RECORD OF CHRISTMAS EVENT TASK & FINISH GROUP MEETING: 30.06.26

Present: Cllrs Dignam-Gill and Nikki Ruscoe

In attendance: Chief Officer, C&E Manager and Community Engagement Officer

CHRISTMAS EVENT TASK & FINISH GROUP: TERMS OF REFERENCE

Background and Purpose

Following the Council resolution not to replace the Assets and Events Manager role in 2018, it was decided that the Town Council no longer had the resources necessary to directly manage events. From 2018, Neston Town Council provided annual donations to a local community organisation to create and manage Christmas lights switch-on events in the town; an arrangement which continued until 2023.

Whilst Town Council officers stepped in to create and manage Christmas events in 2024 and 2025, this is not sustainable in the long-term and so a more resource-efficient and cost-effective solution needs to be found.

The purpose of the Christmas event task and finish group is to create and implement a resource-efficient and cost-effective event.

Scope and Objectives

- Assess budget allocation.
- Investigate event options.
- Design a workable event plan for consideration by C&E Committee.
- Estimate and allocate resources to the necessary preparatory tasks.
- Undertake all risk assessments.
- Co-ordinate on the day event implementation.

Group Membership

- Cllrs Dignam-Gill and Nikki Ruscoe
- The C&E Manager will be an ex-officio member to provide administrative support and guidance.

Timeline/Milestones

To be agreed at the first meeting.

It was reported that the possibility of holding the Christmas lights switch-on in Market Square had been thoroughly investigated but that unanticipated logistical issues had been encountered which had reduced the viability of this option.

It was acknowledged that the Town Council had insufficient staff resources to run large-scale events.

Cllrs Dignam-Gill and Nikki Ruscoe decided to begin the process of engaging with the community to agree an event programme and to establish a “Christmas in Neston” group (a constituted group that would take responsibility for organising Christmas events).

Actions:

- Cllr Nikki Ruscoe to begin the process of engaging with the community.
- Officers to check market provider availability for 28.11.26 and arrange a provisional booking.
- Officers to provide admin support for initial community engagement if required, including collating details of groups that had previously received grant support.