TRAWDEN FOREST
PARISH COUNCIL

Events Proposal Form

Title of Event	Christmas Lights Switch on
Date proposed	3rd December 2026
Location	Torchlight Parade from Trawden School to the Christmas Tree – outside Community Centre
Time of proposed event	Start - 6.30pm Finish - 8.30pm latest
Description of event	To celebrate the festive period and switch on the Christmas tree lights
Outcomes sought	Fun, village cohesion
Supplier name and address	Ryan Waine for lights on the trees

Items required

Items	Responsibility	Projected cost
Tree Lights	Adele contacted Ryan Waine to advise of date	£0.00
18 bottles mulled wine	Ordered via shop	FOC – kindly donated by the Trust
?? Cadbury selection boxes for school choir	Adele to purchase once school have advised number of children attending	£45
Packets chocolate digestives	School to potentially arrange all refreshments except mulled wine. D Barritt to confirm	£0
Boxes mince pies/buns	School to potentially arrange all refreshments except mulled wine. D Barritt to confirm	£0
4 plastic containers of chocolates	AW to purchase – give away by Alan	£20.00
Cordial	School to potentially arrange all refreshments except mulled wine. D Barritt to confirm	£0
Paper cups	100 cups needed for each cordial and mulled wine. School to arrange cups for juice, Adele to arrange for mulled wine	Excess from 2025
Parish Council Chains	Adele to arrange collection	
BUDGET £200		

TO DO:

Adele to contact school and see if they would be interested in joining in a torchlight parade and provide refreshments, except mulled wine.	
David Barritt to contact Jean Driver to lead carols in conjunction with school. All carols will be done in front of the Christmas Tree by Jean's crowd and school choir.	
Adele to contact Rev Andy Froud once dates are finalised.	
Barry to ensure tree is up by end of last week of November	JBH
Can David Barritt contact Father Christmas (Alan Hardacre)	
First aiders required.	A Holmes – school staff are also first aid trained.
Need barriers for around bottom of Christmas Tree, once lights are on.	Ryan Wainte to supply
Adele to contact Trawden Arms to inform them of date.	AS
Lounge and kitchen booked from 5.30pm to 8.30pm	DONE AS
David Barritt to contact Darren Shelton to organise sound and background music?	

- Meet at school for setting off at 6.30pm. Everyone must have a torch.
- Walk down Dean Street and along Skipton Road to the Community Centre. This alleviate the issue of having to close the road.
- Rev Canon Andy Froud to open the event at the Community Centre with a speech outside.
- Jean Driver and school choir to follow leading with Carols; everyone is encouraged to sing along
- Switch on of the lights by Ann Holmes, as Chair of the Parish Council.
- Adele has booked lounge and kitchen from 5.30pm. Set up at 6pm.
- School to supply donations containers.
- Copy posters to school for inclusion in newsletter.
- School will serve their refreshments with the PC volunteers serving just the mulled wine from hot flasks in front of the serving hatch in the lounge. Mrs Barritt and Ann Holmes to serve?
- A walk-around risk assessment must be done on Monday 30th November to ensure the route is free of debris and hazards
- All participants must bring their own torch.

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1. Have Risk Assessments been completed? **Yes** **X** No
These must be attached. If these have not been completed, date they will be completed and submitted: _____

2. Has permission been sought if on authority's grounds: **Yes** **X** No
Attach permission forms. If permission has not yet been granted, date it will be submitted: _____

3. Expected attendance numbers _____75_____

4. The event is: **Open to the public X** Invitation only Ticket only

5. Are donations expected at the event? **Yes X** No

6. If ticket event, how many tickets will be available? _____Cost of tickets? _

Projected income £__0_____

Date passed to Trawden Forest Parish Council _____

Date discussed at Parish Council meeting _____

Approved? _____ Minute ref:_____