

**CONGLETON TOWN COUNCIL  
COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Community Committee</b>		
<b>MEETING DATE AND TIME</b>	<b>18<sup>th</sup> September 2025 7 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Rachel McCarthy, Town Centre and Events Manager</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>14 Christmas Lights Switch On Event 2025</b>		
<b>Background</b>	This paper has been written to update members about the details of the Christmas Lights Switch On, which is taking place on Friday, 28 <sup>th</sup> November.		
<b>Information</b>	<p><b>Friday 28<sup>th</sup> November 4 pm – 8 pm</b></p> <p><b>Event Locations</b></p> <ul style="list-style-type: none"> <li>• <b>Main Stage:</b> Near Moody Street</li> <li>• <b>Community Stage:</b> Top of Swan Bank (acts TBC)</li> <li>• <b>Santa's Grotto &amp; Info Point:</b> Town Hall (in the CIC)</li> <li>• <b>Craft and Food Stalls:</b> Pedestrian area, High Street, and Swan Bank</li> <li>• <b>Fairground (TBC):</b> Bottom of Mill Street</li> <li>• <b>Children's Zone:</b> Mark Bailey arranging Town Hall</li> </ul> <p><b>Entertainment &amp; Activities</b></p> <ul style="list-style-type: none"> <li>• <b>Main Stage:</b> <ul style="list-style-type: none"> <li>○ Booked music acts</li> <li>○ Comedy elves</li> <li>○ Inclusivity live stream for accessibility to Town Hall screen</li> </ul> </li> <li>• <b>Walkabout Entertainment:</b> <ul style="list-style-type: none"> <li>○ Stilt walkers</li> <li>○ Giant Elf on the Shelf</li> <li>○ Stormtroopers</li> </ul> </li> <li>• <b>Community Stage:</b> <ul style="list-style-type: none"> <li>○ Performances from schools and local dance groups (TBC, schools contacted)</li> </ul> </li> <li>• <b>Parade:</b> <ul style="list-style-type: none"> <li>○ Lantern procession with Congleton Rugby Club pulling the sleigh</li> <li>○ No reindeer this year due to Blue Tongue livestock travel restrictions</li> </ul> </li> <li>• <b>Santa's Grotto: Town Hall</b> <ul style="list-style-type: none"> <li>○ Professional Santa (volunteer, collects for charity – no cost to CTC) in the Town Hall</li> </ul> </li> <li>• <b>Children's Zone: Town Hall</b> <ul style="list-style-type: none"> <li>○ Face painting</li> <li>○ Additional children's activities arranged by Mark Bailey</li> </ul> </li> </ul>		

	<p><b>Street food and Craft Stalls</b></p> <ul style="list-style-type: none"> <li>• <b>Street Food Vendors</b></li> <li>• <b>Craft Stalls</b></li> <li>• <b>Set up along pedestrian areas</b> (High Street and Swan Bank)</li> </ul> <p>33 stalls booked to date.</p> <p><b>Communications &amp; Information</b></p> <ul style="list-style-type: none"> <li>• <b>Information Point:</b> In the CIC at the Town Hall — includes: <ul style="list-style-type: none"> <li>○ Event maps</li> <li>○ Timetables (in multiple formats)</li> <li>○ Lost child protocol</li> <li>○ Accessibility info</li> <li>○ Emergency contacts</li> <li>○ Radio communication</li> <li>○ Volunteer check-in and rotas</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Finalise community stage acts</li> <li>• Confirm fairground attendance and layout</li> <li>• Share event map &amp; accessibility features with the public</li> <li>• Risk assessments (weather, crowd control, safeguarding)</li> <li>• Emergency contact &amp; lost child policy review</li> <li>• Volunteer/steward briefing (including equality &amp; environmental responsibilities)</li> <li>• Organise quiet zone.</li> </ul> <p>Volunteers will be required to help steward the event. Councillors, please contact Rachel if you can help.</p>
<b>FINANCIAL CONSIDERATIONS</b>	<p>CTC budget for Christmas is £6000</p> <p>Sponsorship letters sent out, target of another 6 sponsors required @ £500 to bring in more income for this event. Sponsorship secured to date is £1800.00</p>
<b>EQUALITY CONSIDERATIONS</b>	<p>This event is designed to be inclusive and accessible to all members of the community. We are committed to promoting diversity by involving participants and performers from a wide range of cultural, ethnic, age, disability, gender, and socio-economic backgrounds. The event will ensure physical and sensory accessibility, provide information in accessible formats, and take account of transport, safety, and family-friendly timings. We will uphold a zero-tolerance approach to discrimination and ensure free access so that everyone can take part, feel welcome, and be represented.</p>
<b>Environmental Consideration</b>	<p>We will aim to minimise waste by:</p> <p><b>Avoid Single-Use Plastics:</b> Ban or reduce the use of single-use plastics in food packaging, decorations, and giveaways.</p> <p><b>Recyclable/Compostable Materials:</b> Use compostable or recyclable materials for</p>

	<p>food containers, cutlery, and promotional materials.</p> <p><b>Encourage Reusables:</b> Encourage attendees to bring reusable cups, water bottles, and bags.</p> <p>Transport and Travel impact:</p> <p><b>Promote Public Transport:</b> Provide clear information about buses, trains, car share</p> <p><b>Encourage Walking &amp; Cycling:</b> Offer bike racks and pedestrian-friendly access.</p> <p><b>Minimise Car Use:</b> Discourage unnecessary car use.</p>
<b>Decision Required</b>	Councillors note the report.