

## NEWENT TOWN COUNCIL

Minutes of the meeting of the Christmas Lights Committee held on Wednesday 2<sup>nd</sup> November 2016 at the Market House, Newent, at 7.00 pm.

Present: Cllrs Mrs K Draper (Chair), E Heathfield, Miss M Shere and T Heathfield, E Gladwin and E Haines

Also present: Town Clerk, R Fitzgerald and 1 member of the public

6.0 Apologies for Absence – Cllrs Mrs Davies, Mrs Moseley and K Greenwold.

6.1 Declarations of Interest – None.

6.2 Approval of the Minutes of the Christmas Lights Committee meeting held on 21<sup>st</sup> September 2016.

Cllr Heathfield stated that under item 5.4 he was suggesting a video is taken of this year's event.

**Resolved:** The Minutes of the Committee meeting held on 5<sup>th</sup> October 2016 were approved. **Record of Voting:** Proposed Cllr Mrs Draper, Seconded Cllr Heathfield, All in favour.

6.3 Matters arising from the previous Minutes and review of action list

UK Garrisons are hoping to attend. The George Hotel has kindly agreed to provide a room.

E Haines agreed to contact the Fire Service this week.

6.4 Update on confirmed stall holders and floats for parade and to agree any further actions

Maggies Kitchen has enquired if they could hold their stall under the Market House. It was agreed that unfortunately there will not be sufficient space available.

A & J Entertain have enquired if they can have a stall to sell stocking fillers etc. The Good News would also like a stall to provide soup and pieces of cake etc.

**Resolved:** A & J Entertain and The Good News stalls are approved. **Record of Voting:** All in favour.

The Clerk was asked to contact Highfields and the School asking for the forms to be returned by Friday or the stall space may be reallocated.

The Clerk has been contacted by Pearman Briggs Caravans offering use of a vehicle and trailer for the event. It was agreed this would be offered to Snippets.

Cllr Mrs Draper agreed to promote the procession again on Facebook.

6.5 Update on performers and to agree any further bookings and equipment purchases

The Community Choir will be attending at 5 pm.

E Haines had made contact with the Scottish Singers and will contact them again to see if they would be able to perform at 3 pm.

Cllr Miss Shere suggested that the disco idea is considered again. T Heathfield agreed to contact the Spring Centre disco to see if he would be available.

E Gladwin stated that Sweet Memories will be selling Santa letters. Children can post a letter to Santa in a box in Sweet Memories and they will then receive a reply.

E Gladwin has organised another Bingo night on 11<sup>th</sup> November at 7 pm at the Circle Club, to raise funds towards the hiring of the Reindeers.

A Sweet Hamper is also being raffled from now until the 26th, with the draw taking place at the event.

A discussion took place with regards to the involvement of the Community School and Chill Out Zone and it was agreed to encourage more involvement next year. Cllr Heathfield agreed to contact the Chill Out Zone to see if they can be involved this year.

E Gladwin confirmed that some shops will be opening late and E Haines agreed to ask if the Crusty Loaf will stay open.

6.6 Update on window display competition

K Greenwold is organising and will update at the next meeting. Mrs K Draper will liaise with K Greenwold regarding which shops are participating.

E Haines will confirm to the businesses the theme for the window displays.

6.7 To agree date for meeting with Council staff regarding erection of lights

Cllr Mrs Draper will confirm a date to the Clerk by Friday.

#### 6.8 To agree advertising and budget allocation

Cllr Heathfield suggested an events Facebook page is open. It was agreed this could be explored for next year.

Naylor Powell did not respond to the request.

Pearman Briggs Caravans have offered to help with the cost of advertising. The Committee would be very grateful for any contribution received.

It was agreed that advertising banners should be purchased, which make more of an impact.

**Resolved:** £300 is allocated towards the advertising costs. **Record of Voting:** Proposed Cllr Miss Shere, Seconded Cllr Heathfield, All in favour.

#### 6.9 To delegate areas of responsibility

T Heathfield agreed to provide refreshments for those working at the event.

Cllr Heathfield will man the Information Point in the Market House.

Cllr Mrs Draper will contact the Rotary Club to confirm that the 2 Elves can ride on the Sleigh in the procession.

Cllrs Mrs Davies and Heathfield will judge the fancy dress competition to nominate the King and Queen. K Greenwold will arrange advertising of the competition in the book bags.

Cllr Mrs Draper confirmed that Clive can be Santa at the Memorial Hall.

#### 6.10 Date of next meeting

The next meeting will be held on Thursday 10<sup>th</sup> November 2016 at 7.00 pm in the Market House.

This concluded the business of the meeting and it was declared closed at 8.30 pm.