

## NEWENT TOWN COUNCIL

Minutes of the meeting of the Christmas Lights Committee held on Wednesday 3<sup>rd</sup> August 2016, at the Market House, Newent, at 6.30 pm.

Present: Cllrs Mrs K Draper (Chair), Mrs J Davies, E Heathfield, Miss M Shere.

Also present: The Clerk and 3 members of the public

2.0 Apologies for Absence – None.

2.1 Declarations of Interest

Cllr Heathfield declared an interest in the co-option of community and business representatives.

2.2 Approval of the Minutes of the Christmas Lights Committee meeting held on 22<sup>nd</sup> June 2016.

**Resolved:** The Minutes of the Committee meeting held on 22<sup>nd</sup> June 2016 were approved. **Record of Voting:** All in favour.

2.3 Matters arising from the previous Minutes

Cllr Mrs Draper confirmed the date of the event is Saturday 26<sup>th</sup> November 2016.

2.4 Co-option of community and business representatives onto the Committee

**Resolved:** Emma Haines, Tracy Heathfield, Edwina Gladwin, Kerry Greenwold and Darren Mallar are co-opted on to the Committee. Co-opted members are not able to vote. **Record of Voting:** Proposed Cllr Mrs Draper, All in favour.

2.5 To agree theme for this year's event and any special guests to be invited

**Resolved:** 'Superheroes' is the agreed theme for this year's event.  
**Record of Voting:** All in favour.

(K Greenwold joined the meeting at this juncture)

Twelve Days of Christmas was proposed for the shop windows theme. It was agreed that E Haines will liaise with traders regarding the proposal, before making a decision at the next meeting.

T Heathfield suggested that Jamie McDonald, who is from Gloucester and has raised thousands of pounds for charity by undertaking some remarkable journeys dressed as a superhero, should be invited to lead the parade and switch on the lights. K Greenwold agreed to make

contact with Mr McDonald. If Mr McDonald is not available, the lights will be switched on by the School's King and Queen.

- 2.6 To consider if any new lights should be purchased and agree budget allocation

Cllr Heathfield informed the Committee that he had entered a competition to try and win some Christmas lights for the town.

E Gladwin had raised approximately £1,000 for the purchase of Christmas lights and further fundraising will be held at the Onion Fayre. It was agreed that bauble lights should be purchased for the large Christmas Tree in the Market Square with the money raised. Cllr Mrs Draper agreed to confirm to the Clerk what lights are to be ordered.

T Heathfield agreed to confirm to the Clerk if a local Christmas Tree grower would be able to supply the tree.

- 2.7 To discuss stall requirements and agree list of local businesses to be invited to participate

A long discussion took place regarding who should be invited to hold a stall and it was agreed that the local shop owners who could provide food and drink would be given the first option. E Haines agreed to liaise with the traders and anyone interested in having a stall will be asked to contact the Clerk by the end of August. Cllr Mrs Draper stated that stall holders would need to provide their own marquees and electricity.

- 2.8 To agree performers and equipment to be booked and agree budget allocation

The Committee agreed that the stilt walker should not be booked again this year. The Community Choir will be performing and E Gladwin offered to enquire if the cast of 'Timeless' would consider performing. The Committee was asked to consider other entertainment ideas for discussion at the next meeting.

**Resolved:** Two snow machines are hired at a maximum cost of £350.

**Record of Voting:** All in favour.

- 2.9 To agree budget allocation and requirements for purchase of the Christmas Tree for the Market Square

**Resolved:** A 20-25ft tree is purchased at a maximum cost of £350.

**Record of Voting:** All in favour.

2.10 To agree if Santa's Grotto will be held in the Memorial Hall and agree arrangements

**Resolved:** Santa's Grotto will be held in the Memorial Hall and the Memorial Committee will be responsible for all the arrangements.

**Record of Voting:** All in favour.

2.11 To delegate areas of responsibility

E Haines & E Gladwin will lead on promoting the stalls and liaising with the businesses within the town

K Greenwold will distribute leaflets to the schools and will advertise the event on Newent Noticeboard asking for organisations to contact the Clerk with expressions of interest in having a float and for anyone who is able to volunteer to help. K Greenwold will also contact the Fire Service regarding a vehicle for the parade.

The Clerk was asked to contact the School to ask permission to use the School's car park and to contact the District Council to confirm if the main car park will be free for the event. The Clerk will apply for the road closure.

Cllr Mrs Davies agreed to contact GW4x4 to request assistance with the road closure and first aid cover between 3pm and 7pm. **Resolved:** A donation of £100 will be given to GW4x4. **Record of Voting:** All in favour.

Mr M Davies has agreed to drive the Council vehicle to pull the sledge.

Mrs K Draper agreed to arrange to use a trailer and to arrange for Santa to take part. Mrs K Draper will also contact the Rotary Club to ask for assistance.

Mrs K Draper agreed to notify DanTERS that the funfair cannot be sited or to set up until the afternoon.

Concerns were raised regarding complaints received from traders last year. It was agreed that letters will be delivered to businesses on the High Street confirming the arrangements of the event.

2.12 Date of next meeting

The next meeting will be held on Wednesday 31st August 2016 at 6.30 pm in the Market House.

This concluded the business of the meeting and it was declared closed at 8.20 pm.