

NEWENT TOWN COUNCIL

Minutes of the meeting of the Christmas Lights Committee held on Wednesday 21st September 2016 at the Market House, Newent, at 6.30 pm.

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

Also present: The Clerk and R Fitzgerald

4.0 Apologies for Absence – Cllr Mrs Davies and E Haines

4.1 Declarations of Interest – None.

4.2 Approval of the Minutes of the Christmas Lights Committee meeting held on 31st August 2016.

T Heathfield stated that the Christmas tree would have cost £300.00 before the discount.

Resolved: The Minutes of the Committee meeting held on 31st August 2016 were approved. **Record of Voting:** Proposed Cllr Miss Shere, Seconded Cllr Heathfield, 3 in favour, 1 abstention.

4.3 Matters arising from the previous Minutes

Mulled wine cannot be served in the Market Square due to the Byelaw.

The Co-op has agreed that the car park can be used for the floats to park at the end of the procession. The Co-op have been notified of the road restrictions.

(K Greenwold joined the meeting at this juncture)

4.4 To agree list of local businesses and charities to be invited to have a stall at the event

E Gladwin and R Fitzgerald agreed to liaise with the local traders, requesting confirmation by Monday 3rd October. Stalls will then be offered to other local businesses.

Highfields will hold a cake stand and Maggie's Kitchen is confirmed. Cllr Moseley agreed to contact the Charity Card Shop to enquire if they would like a stall. The Clerk was asked to contact the School and Brownies to offer a stall.

4.5 To agree performers and equipment to be booked and agree budget allocation

E Gladwin had contacted a Magician who unfortunately is unable to attend.

Cllr Mrs Draper confirmed she had made a request to UK Garrison to enquire if the Storm Troopers could attend. An update will be given at the next meeting.

The Community Choir have confirmed.

It was suggested that a disco could be hired for the afternoon and Cllr Mrs Draper agreed to arrange. **Resolved:** A disco is hired at a maximum cost £150.00. **Record of Voting:** All in favour.

Cllr Mrs Moseley suggested that Newent Classical Brass Group could be invited to perform. The Clerk was asked to contact the Group.

The Committee were asked to bring any further ideas to the next meeting and will confirm costings at the next meeting.

The scaffolding company have agreed to provide the scaffolding this year at no charge, but a hamper is to be provided as a gesture of appreciation.

E Gladwin and R Fitzgerald showed an example of the Christmas tree message cards.

Danters had been contacted and a response is awaited.

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

Resolved: A star is purchased for the top of the Christmas tree at a maximum cost of £120.00. **Record of Voting:** All in favour.

Cllr Mrs Draper explained that she has been able to source some festoon lights for the Christmas tree. **Resolved:** Festoon lights are purchased for the Christmas tree from the fundraised money at a maximum cost of £800.00. **Record of Voting:** All in favour.

Resolved: No further lights will be purchased this year. Any unallocated budget should be earmarked for the provision of a further PowerPoint in the town. **Record of Voting:** Proposed Cllr Mrs Moseley, Seconded Cllr Heathfield, All in favour.

A Father Christmas light should be purchased next year.

4.7 Road closure details and volunteers required

The Onion Fayre Committee have agreed that the Council can use their road closure signs for the event.

The Road Closure Order has been issued. GW 4x4 will organise the road closure on the day.

The Air Cadets will help with crowd control on the night.

The Rotary Club have offered use of the Sledge for the event and are happy to help with the rolling road closure.

4.8 To agree advertising and budget allocation

The Clerk was asked to contact Naylor Powell to enquire if they would cover the cost of advertising of the event.

Advertisements could be placed in the Newent Magazine and the other local town magazines, the Parochial Church Council newsletters and the New Ad. Posters could be printed and leaflets distributed in the School. The event will also be advertised on the Council's website and K Greenwold agreed to promote it on Newent Noticeboard.

E Gladwin will confirm if her son is able to produce the artwork.

A discussion took place regarding a window display competition and it was agreed that a 'spot the superhero' competition could take place from 26th November until Christmas Eve. E Gladwin agreed that the winners draw could be held in Sweet Memories on Christmas Eve and Cllr Mrs Draper and K Greenwold agreed to mark the entries. Cllr Mrs Moseley agreed to produce the competition entry form.

E Gladwin will liaise with the business in the town and confirm at the next meeting who would be happy to take part and if any shops would like to sign the forms.

4.9 To delegate areas of responsibility

As described above.

4.10 Date of next meeting

The next meeting will be held on Wednesday 5th October 2016 at 7.00 pm in the Market House.

This concluded the business of the meeting and it was declared closed at 8.10 pm.