

NEWENT TOWN COUNCIL

Minutes of the meeting of the Christmas Lights Committee held on Wednesday 31st 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.

Co-opted members: Kerri Greenwold, Tracy Heathfield, Emma Haines, Edwina Gladwin, D Maller (Kerri asked for it to be noted that her she spells Kerri with an 'i' at the end and not a 'y'.)

Also present: Rachel Fitzgerald.

Darren Maller arrived at 6.35 pm and Cllr Miss Shere arrived at 6.45 pm.

3.0 Apologies for Absence – None.

3.1 Declarations of Interest – None.

3.2 Approval of the Minutes of the Christmas Light Committee meeting held on 3rd August 2016

Resolved: The Minutes of the previous meeting held on 3rd August, were approved as a correct record. **Record of Voting:** All in favour.

3.3 Matters arising from the previous Minutes

Jamie McDonald, whilst honoured to be asked, was unable to attend, so Plan B would be put into operation.

Resolved: The King and Queen be asked to switch on the lights. Cllr Heathfield and Kerri Greenwold to judge the contestants and choose the winners on the evening. **Record of Voting:** Proposed by Cllr Mrs Draper, seconded by Cllr Mrs Davies, all in favour.

Tracy Heathfield had sourced a Christmas Tree from a local grower (Mr Goulding) in Dymock, who would provide, deliver and erect for £350. However, if he could put up a sponsorship notice, he would do everything for £250. It was suggested he liaise with the Council workforce.

Resolved: The tree is purchased at a cost of £250 and Gouldings Event Hire can advertise under the tree. **Record of Voting:** Proposed by Cllr Mrs Draper, seconded by Cllr Heathfield, all in favour.

Two Snow Machines had been ordered at a cost of £200. There were enough bottles in stock for this year.

Memorial Hall will organise Santa's Grotto from 2.00 – 4.00pm and 5.30pm onwards.

Cllr Mrs Davies had spoken to Steve Pine (GW4x4) and he was happy to assist.

Cllr Mrs Draper to speak with the Estates Supervisor about DanTERS.

Cllr Mrs Davies's husband would be driving the vehicle with Santa. He would liaise with the Town Clerk. **Resolved:** Insurance would be paid out of the budget, cost to be confirmed. **Resolved:** 3 in favour, 1 abstention.

3.4. To consider purchasing Christmas Tree lights from the Rotary Club

The Rotary want £350 for the lights and are not open to negotiation. This was not agreed. Mrs Gladwin confirmed she was happy for the money she had raised to be used to buy tree lights.

Mrs Gladwin suggested selling, for a small fee, snowflakes made of card for people to write messages and hang on the tree and agreed to cost for the next meeting.

3.5 To agree a theme for the shop window displays

Mrs Haines said she had contacted local traders who felt the Twelve Days of Christmas as suggested would be too complicated.

Resolved: Superhero Winter Wonderland should be the theme, with traders being encouraged to have a Superhero figure incorporated into the display. Emma Haines to confirm to shopkeepers. **Record of Voting:** All in favour.

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

Highfields Residential Care Home had already expressed an interest to have a cake stall.

The Red Lion would do mulled wine and offered help in any way they can.

Pippins – wreaths, wooden items under the Market Square.

Sweet Memories would remain open.

Kerri Greenwold to check if her friend would like a stall selling Christmas plaques.

It was agreed there would be 5 charities and 5 retail stalls.

Suggested maybe Gouldings may like to have a stall with trees to order.

Young Farmers do mistletoe and wreaths.

Notices to be put on Facebook and everything must go through the Town Clerk.

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

Estate Supervisor to be asked to speak to Ermin Plant Hire about the possibility of sponsorship for scaffolding. Sponsors' names would be put on flyers.

Darren Maller to contact Persimmon Homes to see if they would be willing to assist.

Still waiting for last year's money from the Co-op.

Budget allocation to be confirmed at next meeting.

3.8 Review of current lights and agree any further purchases

Two of the candles were no longer working properly. Cllr Mrs Draper would meet with the Estates Supervisor the following week to check on the full extent of the lights before decisions were made on further purchases.

3.9 To agree advertising and budget allocation

These matters to be discussed and confirmed at the next meeting.

Cllr Heathfield suggested advertising on Newent Notice Board, after consulting the Town Clerk.

3.10 To delegate areas of responsibility

Float forms to be obtained from and returned to the Town Clerk.

Four people will be needed to walk by the floats.

Newent Community School to be asked if the car park can be used for the floats to depart from.

Walkers will leave from the Library Car Park. More adults needed to accompany the walkers.

A rolling road closure will be in operation.

There had never been any complaints from residents with regard to timing etc.

3.11 Date of next meeting

Wednesday 21st September at 6.30 pm. Cllr Mrs Davies agreed to contact the Clerk to check if the Market House was free.

With no further business the meeting closed at 8.06 pm.

(Minutes were prepared by Cllr Mrs Davies)