

NEWENT TOWN COUNCIL

Minutes of the meeting of the Christmas Lights Committee held on Tuesday 26th September 2017 at the Market House, Newent, at 7.00 pm.

Present: Cllrs Mrs K Draper (Chair), E Heathfield, Mrs C Howley, Mrs M Duncan and K Greenwold, E Gladwin, R Fitzgerald, E Haines

Also present: The Clerk and 1 member of the public

1. Apologies for Absence – Cllrs Mrs Davies and Vesma
2. Declarations of Interest – None.
3. Approval of the Minutes of the Christmas Lights Committee meeting held on 1st August 2017

Resolved: The Minutes of the Committee meeting held on 1st August 2017 were approved. **Record of Voting:** Proposed Cllr Mrs Draper, Seconded Cllr Mrs Howley, All in favour.

4. Matters arising from the previous Minutes

Andy Crease has agreed to provide a BBQ.

The band Wake the World have confirmed they will perform.

A Father Christmas has yet to be found. A discussion took place regarding a costume. **Resolved:** A Father Christmas costume is purchased at a maximum cost of £150.00. **Record of Voting:** Proposed Cllr Mrs Draper, Seconded Cllr Mrs Howley, All in Favour.

The Committee agreed that a light should be purchased in memory of Clive Bryant. **Resolved:** A star light is purchased, as shown at the meeting, at a cost of £141.00 and will be taken from the remaining Revive & Thrive competition funds. **Record of Voting:** Proposed Mrs Draper, Seconded Mrs Howley, All in favour.

The additional electricity sockets are being installed next week.

A long discussion took place regarding whether the Victoria theme would be manageable. **Resolved:** It was agreed to keep the Victorian theme for the whole event. **Record of Voting:** All in favour.

(E Haines left the meeting at this juncture)

All outstanding items will be reviewed at the next meeting.

5. To agree timings for the event

Resolved: The following timings for the event were approved;

1145 – 1245	Stalls to be set up
1200 – 1245	Band Wake the World
1300 – 1800	Stalls to be open
1300 – 1345	Band Filthy Casuals
1400 – 1500	Disco set up
1500 – 1630	Disco
1500 – 1800	Road closure
1630 – 1700	Choir singing
1700 – 1725	Christmas parade
	Lights switch on following parade
	Raffle draw
1800	Disco to finish and stalls to pack up

Father Christmas will be in the Memorial Hall between 1400 – 1600 and then again after the parade.

6. To agree performers and equipment to be booked and agree budget allocation

E Gladwin confirmed she has raised £1,870 from donations and bingo etc.

The snow machines have been hired. **Resolved:** 6 bottles of snow liquid is purchased at a maximum cost £150.00. **Record of Voting:** All in favour.

A discussion took place regarding the attendance of the camels. A decision will be required from Full Council, before being discussed further at the next Committee meeting.

The Clerk was asked to contact some Victorian themed entertainers.

Resolved: A maximum of £500 is allocated for Victorian themed entertainment. The act is to be approved by the Committee. **Record of Voting:** Proposed Mrs Draper, Seconded Cllr Mrs Howley, All in favour.

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

An update will be given at the next meeting.

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

The Council staff have repaired the large Merry Christmas illumination. The Committee were shown pictures of the lights that are not fully working.

Resolved: The two broken candle lamppost lights are to be replaced at a maximum cost of £1,000. **Record of Voting:** Proposed Cllr Mrs Draper, Seconded Cllr Mrs Howley, All in favour.

Resolved: £100 is allocated for the purchase of replacement bulbs. **Record of Voting:** Proposed Cllr Mrs Draper, Seconded Cllr Mrs Howley, All in favour.

9. Road closure details and volunteers required

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

Resolved: £50 donation will be made to GW 4x4. **Record of Voting:** Proposed Cllr Mrs Draper, Seconded Cllr Mrs Howley, All in favour.

10. To agree advertising and budget allocation

Resolved: Perpetua Press will be asked to design and print the posters as per last year. 1 quarter page advert is to be inserted in the New Ad. 2 advertising banners will be purchased and 1 banner thanking all the sponsors. The maximum budget allocated is £200. **Record of Voting:** Proposed Cllr Mrs Draper, Seconded Cllr Mrs Howley, All in favour.

11. Date of next meeting

The next meeting will be held on Tuesday 10th October at 7.00 pm in the Market House.

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