

MINUTES OF THE CHRISTMAS LIGHTS COMMITTEE MEETING HELD ON TUESDAY, 1st AUGUST 2017, IN ST MARY'S CHURCH ROOM, AT 7.00 PM.

PRESENT: Cllrs Mrs Karen Draper (Chair), Mrs June Davies, Mrs Mary Duncan, Mrs Chris Howley, Cllr Eli Heathfield.

IN ATTENDANCE: Rachel Fitzgerald, Edwina Gladwin, Kerri Greenwold, Emma Haines.

1. Apologies

Cllr Vilnis Vesma.

2. Declaration of interest of items on the agenda

There were none.

3. To sign as a correct record the Minutes of the meeting held on 15th March 2017

RESOLVED: Cllr Heathfield proposed and Cllr Draper seconded that they be signed as a correct record. **RECORD OF VOTING:** Agreed by those who had been present at the meeting.

4. Co-option of community and/or business representatives onto the committee

RESOLVED: Cllr Howley proposed that Edwina Gladwin, Rachel Fitzgerald, Kerri Greenwold and Emma Haines be co-opted onto the committee. This was seconded by Cllr Draper.

RECORD OF VOTING: All in favour.

5. To consider the theme for this year's event

RESOLVED: The theme would be a Victorian Christmas. **RECORD OF VOTING:** All in favour.

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

Cllr Draper advised that the disco had been booked again for this year but E Haines felt that a disco would lose the Victorian theme and suggested the entertainment should be Victorian style. Cllr Draper said she would ask the disco people if they had any suggestions, even if it was just to wear Victorian dress. **Action: Cllr Draper**

RESOLVED: Cllr Draper agreed to contact the disco people to see if they could come up with suggestions which would correspond with the Victorian Theme. **RECORD OF VOTING:** All in favour.

E Haines also said that some of the businesses would like to help this year and she would come back with more information to the next meeting. **Action: E Haines**

E Gladwin said the balloon company would be coming and would be doing a Victorian theme.

The Filthy Casuals, a group of young people, would do Christmas music and play for free.

The Community Choir would perform again this year.

Picklenash School would be asked if their children would do music in the parade.

Action: K Greenwold

It was suggested that an earlier start be made this year and that the music be started earlier.

Cllr Howley said she would source more music.

Action: Cllr Howley

Kerri Greenwold would once again be the MC.

It was agreed it would be nice to have a band to lead the parade though most local ones would be booked up by now.

Several organisations had already expressed the wish to do floats.

Three people had already come forward, asking for stalls K Greenwold to provide contact details to the Town Clerk.

Action: K Greenwold

Information and forms relating to public liability and risk assessments would be sent out early by the Town Clerk to those wishing to be involved.

Action: Town Clerk

A hot chestnut and non-alcoholic punch stand was suggested, K Greenwold to pursue.

Action: K Greenwold

Cllr Draper suggested that the Polish shops be approached to see what they do for Christmas and see if they wish to be involved.

Action: Cllr Draper

E Gladwin had enquired about booking three camels, which come with three costumes for the Three Kings. The age limit is 18 and the weight limit 14 stone, and the 'Kings' must be able to get on and off the camels easily. She suggested that a raffle be organised, the three winners being the Three Kings and Perpetua Press had offered to print 1000 tickets free of charge. Forest of Dean District Council must be informed.

The camels would cost £1700 plus vat and E Gladwin had already been promised £750 from sponsorship. It was agreed that if this were to go ahead, the Town Clerk should be asked to do the booking as the Council can claim back the vat.

Cllr Colin Thomas is keen to get involved with advertising and several businesses were already on board.

E Haines said she would approach the Good News to see if they wished to be involved again this year.

Action: E Haines

Three Bingos had been arranged – 29th September, 27th October, 24th November.

A suggestion that a big raffle on the day with prizes was put forward and the members of the Town Council would be asked to donate to a hamper for the scaffolding people as last year.

K Greenwold said she would enquire if the Young Farmers' Club wish to be involved this year.

Action: K Greenwold

A coconut shy was suggested but it must be the responsibility of whoever ran it.

Times and programme would be discussed at the next meeting.

The budget allocation was discussed. It is £1000 down this year so only a minimal amount available.

RESOLVED: Cllr Davies proposed and Cllr Howley seconded that the budget allocation as circulated be agreed. **RECORD OF VOTING:** all in favour.

The Town Clerk has already booked the First Aiders.

The snow machines would need to be looked after. It was suggested they just be switched on for the parade as the ground became very slippery last year.

The Memorial Hall would be happy to do Santa's Grotto again from 2.00 pm – 4.00 pm and one hour after the parade.

Cllr Davies agreed to ask her husband if he would be willing to be Father Christmas as he already as an outfit. **Action: Cllr Davies**

As a tribute to the late Clive Bryant who had played the part of Father Christmas for many years, it was suggested that a light for the tree be purchased. Cllr Draper to find out costings and get Council permission.

7. To agree expenditure for Christmas Tree

Mr Goulding has agreed to supply a Christmas Tree for £250, delivered and erected, on the same advertising arrangements as last year, the money to be paid in advance.

At this point Cllr Duncan left the meeting – 7.55 pm.

Cllr Vesma had sent Cllr Draper an email saying he felt the barriers around the tree were unsightly and that the advertising by sponsors should be more discreet. It was stressed that for health and safety reasons the barriers have to be heavy duty and if the advertising was not done as last year, the supplier would charge £100 more for the tree. E Haines offered to make a swag to try and make the barriers look more attractive.

Action: E Haines

The possibility of a clothing allowance was raised, a budget of £150, for costumes for K Greenwold and Cllr Draper, as in previous years they have always bought their own. The items could be auctioned off afterwards. Cllr Draper said the matter would need to be put to the Council and be discussed further at a later meeting. It was noted that anything bought by the Council comes from public funds.

Victorian style lanterns were suggested for the parade.

8. To agree installation of additional electricity sockets

New electricity sockets were needed this year and it would cost £300 for four 16 amps to secure the lighting.

RESOLVED: Cllr Draper proposed and Cllr Heathfield seconded that £300 be spent on additional electricity sockets this year. **RECORD OF VOTING:** all in favour.

Cllr Draper said she would like to see more lights, possibly going as far as Naylor Powell and to Culver Street as far as Perpetua Press, but it would depend on cost so could not be considered until prices had been obtained and permission sought. The ones at the Church would need replacing. Until all lights had been tested, it is not known what is needed.

9. Date of next meeting

Tuesday 26th September 2017, at 7.00 pm, venue to be arranged.

With no further business the meeting closed at 8.25 pm.

(Minutes prepared by Cllr Mrs Davies)