

## NEWENT TOWN COUNCIL

Minutes of the meeting of the Christmas Lights Committee held on Tuesday 10<sup>th</sup> October 2017, at the Market House, Newent, at 6.30pm.

**Present:** Cllrs Mrs K Draper (Chair), Mrs J Davies, Mrs M Duncan, E Heathfield, Mrs C Howley, V Vesma and E Gladwin, R Fitzgerald.  
K Greenwold arrived at 7.00 pm.

Also present: Cllr L Lawton and 1 member of the public.

**1. Apologies for Absence** – E Haines.

**2. Declarations of Interest** – None.

**3. Approval of the Minutes** of the Christmas Lights Committee meeting held on 26<sup>th</sup> September 2017.

**Resolved:** The Minutes of the Committee meeting held on 26<sup>th</sup> September were approved. **Record of voting:** Proposed Cllr Heathfield, seconded Cllr Mrs Howley. Motion carried with two abstentions.

**4. Matters arising** – there were no matters arising which did not appear elsewhere on the agenda.

**5. Update on entertainment and performers and to agree any further bookings and budget allocation.**

The Community Choir would be performing, time to be confirmed.

Wake the World would perform from 12.00 noon to 12.45 and may share their time with another couple.

**Action: Cllr Howley to confirm.**

The Disco would be set up at 2.00 pm to start at 3.00 pm.

The Filthy Casuals would be playing from 1.00 pm to 1.45 pm.

There would be stalls in the Memorial Hall and a small animal farm.

Danters' Funfair would be bringing three rides.

It was unanimously agreed not to have the Victorian street entertainment and the Memorial Hall had kindly agreed to pay for the Father Christmas outfit. These items could therefore be removed from the budget expenditure allocated.

**Resolved:** The allocation for the Victorian street entertainment and the Father Christmas outfit, could be removed from the budget expenditure allocated. Otherwise the budget allocation was agreed. **Record of voting:** Proposed by Cllr Mrs Howley, seconded by Cllr Mrs Davies, all in favour.

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

Good News Centre and Glebe Chapel

Colin Rook – will do what he can.

Mandy from Pippins will have the cart she had for the Open Day.

Maggie's Kitchen

MKM sponsoring  
 Last year's list to be checked.  
 Town Clerk to be notified of any others.

**Action: KD/Town Clerk**

The Terms and Conditions for stallholders are the same as last year, except the timings are different. It was agreed that "a low volume" generator should be added. **Resolved:** Proposed Cllr Mrs Draper, seconded Cllr Mrs Howley, all in favour.

**7 & 8. To consider request from Café 83 to bring a retro coffee bar to the event and to consider stall request from mad Mamma's Mexican Meals.**

It was unanimously agreed that neither should be accepted as we should use our own local businesses. **Resolved:** Proposed by Cllr Mrs Howley and seconded by Cllr Mrs Davies that neither be considered. **Record of voting:** All in favour.

**9. To consider formally inviting Mark Harper MP to the event.**

The invitation to Mark Harper was in hand through the Mayor. Cllr Heathfield suggested Mark be invited to switch on the lights. Cllr Mrs Draper said that, as he had already done the switch on a few years ago, someone else would be asked to do it this year.

**10. Parade update.**

Entry rules were exactly the same, except for the date, timings and theme.

Points 1 – 3: the times were changed "the switch on would be straight after the parade". **Resolved:** Proposed by Cllr Mrs Draper that the entry rules be accepted with the changes. **Record of voting:** All in favour.

**11. To agree advertising design and additional budget allocation**

A draft poster had been prepared which was accepted, although it was agreed the sponsor names should be removed as there could be more coming forward prior to the event and we would not wish to miss anyone off. "Kindly supported by local businesses" to be added instead.

A separate flyer would be done with advertisers and times. Perpetua Press would charge £156.50 for the posters and two banners. **Resolved:** Cllr Mrs Draper proposed this money be spent out of the advertising budget. **Record of voting:** All in favour.

The cost of advertising in the New-Ad was £90 for a full page, £45 for half, £30 for a quarter. Cllr Vesma proposed we advertise a quarter page in the next three editions. **Resolved:** Cllr Vesma proposed and Cllr Mrs Howley seconded that a quarter page be advertised in the next three editions of the New Ad. **Record of voting:** All in favour.

It was agreed the Town Clerk should pursue the advertising. **Action: Town Clerk**

A sponsorship banner would go around the Christmas Tree with E Haines' swags. To be confirmed. **Action: Cllr Draper/E Haines**

K Greenwold to advertise on social media as last year and advertise the raffle tickets for riding the camels.

Budget allocations – **Resolved:** Cllr Mrs Draper proposed we agree £150 for light fittings, cable ties, etc. **Record of voting:** All in favour.

Father Christmas would be in the Memorial Hall from 2.00 – 4.00 pm and again at the end of the procession.

It was confirmed that the camels have their own insurance and risk assessment.

## **12. Update on Christmas Lights**

Cllr Mrs Draper confirmed that a star had now been purchased in memory of the late Clive Bryant and that she had spoken to Mrs Bryant who said the family was very touched by the thought. Cllr Mrs Draper would confirm with her where the light would be placed. **Action: Cllr Mrs Draper.**

Two new lights had been purchased to replace the candles, all in budget.

Build Base would provide a cherry picker at 50% discount.

Scaffolding and stairs booked.

No response had been received from the Polish shops.

K Greenwold was meeting the Head of Picklenash next week and would let the Town Clerk know the outcome.

More man hours would be required this year.

Electric sockets were being fitted next week.

Cllr Mrs Draper had confirmed with the owners that the camels would work in all weathers.

E Gladwin had arranged a Bingo for Friday 3<sup>rd</sup> November.

## **13. Date of next meeting**

Wednesday 1<sup>st</sup> November, at 7.00 pm.

With no further business the meeting closed at 19.37

(Minutes prepared by Cllr Mrs Davies)