

## **NEWENT TOWN COUNCIL**

Minutes of the Christmas Lights Committee meeting held on Thursday 20<sup>th</sup> September 2018 at 7.00 pm in the Market House, Newent.

Present: Cllrs Mrs K Draper (Chair), Mrs Davies and Mrs Duncan

- 1. Apologies for Absence** – None.
- 2. Declarations of Interest** – None.
- 3. Approval of the Minutes of the Christmas Lights Committee meeting held on 13<sup>th</sup> August 2018**

**Resolved:** The Minutes of the Committee meeting held on 13<sup>th</sup> August 2018 were approved. **Record of voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Mrs Davies, All in favour.

- 4. Matters arising from the previous minutes**

Cllr Mrs Duncan agreed to ask the Health Centre if they could leave the lights on for the parade from the car park.

- 5. To review budget update**

Cllr Mrs Draper reported that tall Christmas trees were scarce this year and would cost £450 each. Cllr Mrs Duncan said she would try to source another supplier as it was considered this was a very high price and she would let Cllr Mrs Draper know the following Monday if she was successful. The tree would be erected by Council staff. **Resolved:** Cllr Mrs Duncan would let Cllr Mrs Draper know if she had managed to source a cheaper tree by the following Monday, otherwise £450.00 could be spent on purchasing the tree. **Record of Voting:** Proposed Cllr Mrs Davies, Seconded Cllr Mrs Draper, All in favour.

- 6. To consider what performers and equipment should be booked and agree budget allocation**

Musicians would be performing from midday, still waiting to hear back from the School. The Community Choir would be performing and Mark Goulding would be providing music and the PA system. All performers were free.

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

Stalls - Cats Protection, Clippety Do Da – hair accessories, Celia Cake Baker – cakes, Chill-Out – Tombola.

Overflow of stalls from the Memorial Hall to be set up in Market Square

- 8. To consider purchase of Christmas lights**

Already dealt with above

- 9. To agree timings for the event**

Stalls from 12 noon, Memorial Hall from 1.00 pm, Music 12 noon – 5.00 pm, Procession at 5.00 pm, followed by the Switch-on. Cinderella Carriage had been booked and would start from the big car park.

Cllr Mrs Draper had previously spoken to the Rotary who have agreed we can borrow their sleigh. Road shuts at 3.00 pm. The new man in Creese Butchers to be asked if they would like to do burgers. Danters Fun Fair will come with two children's rides, candy floss and light up canes. They always give a donation.

#### **10. To agree details for raffle for Cinderella Coach**

Raffle books to be purchase from Perpetua Press and sold at 50p a ticket

1<sup>st</sup> prize – a ride in the carriage and switch on the lights

2<sup>nd</sup> prize – a ride in the carriage

3<sup>rd</sup> prize – a ride in the carriage

**Resolved:** £250 to be spent on raffle books. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Mrs Davies, All in favour

The Draw to take place at midday on 10<sup>th</sup> November, under the Market House.

#### **11. To agree advertising and budget allocation**

Colour posters to be posted around the town.

Advertisements on-line with Newent, Highnam and Ledbury Noticeboards.

A leaflet drop to be organised around Oak Park, Meadow Grove and Foley Gardens in mid October. Maybe PCSOs Josh and Tanya could help.

**Resolved:** Posters to be printed to a maximum cost of £75. **Record of Voting:** Proposed Cllr MRs Draper, Seconded Cllr Mrs Davies, All in favour.

The Estates Supervisor would organise scaffolding and stairs and get a price.

#### **12. Date of next meeting**

The next meeting is scheduled for Thursday 11 October 2018 at 7.00 pm in the Market House.

The meeting was closed at 8.00 pm.

(The minutes were prepared by Cllr Mrs Davies)