

NEWENT TOWN COUNCIL

Minutes of the Christmas Lights Committee Meeting held on Tuesday 15th October 2019 at 3.30 pm in the Market House, Newent

PRESENT: Cllrs Mrs Duncan, Mrs Howley, Heathfield, Mrs Odhiambo, Town Clerk, 1 co-opted member and 1 member of public.

(In the absence of Cllr Mrs Draper, Cllr Mrs Howley chaired the meeting).

1. Apologies – Cllrs Mrs Davies and Mrs Draper

2. Declarations of interest – None.

3. Minutes of the meeting held on 9th September 2019

Resolved: The minutes of the meeting held on 9th September 2019 were approved and signed as a correct record. **Record of Voting:** Proposed by Cllr Mrs Duncan, Seconded by Cllr Mrs Odhiambo, 3 in favour, 1 abstention.

4. Matters arising from the previous Minutes and update on actions

Picklenash have provisionally agreed to sing. The Community Choir will sing between 4 pm- 4.30 pm.

A number of organisations and businesses have expressed an interest in having a stall. The Police will be in attendance.

The sleigh is confirmed.

5. To consider correspondence received

5.1 The Natural Christmas Tree Company – Offer of 4ft/5ft Christmas trees

A discussion took place and it was felt that it would be difficult for the Town Council to arrange this on behalf of the businesses. It was agreed to invite the company to sell the trees at the event.

5.2 Picklenash & Glebe PTA – Colouring competition request

The Committee was in favour of this and the two first prize winners, one junior and one infant, would join Father Christmas on the Sleigh in the procession and then switch-on the lights. The Clerk will contact the Memorial Hall to see if the pictures can be displayed. **Resolved:** The Committee approves the request for a colouring competition, with the following conditions applying; the colouring competition picture theme is 'Traditional Christmas', only hand coloured entries are accepted, no larger than A4, the deadline for entries is 8th November and pictures must be delivered to the Town Council Office by 4 pm. **Record of Voting:** Proposed Cllr Heathfield, Seconded Cllr Mrs Duncan, All in favour.

6. To agree theme for event

The Business Club was contacted for suggestions. **Resolved:** It has been agreed that this year's theme will be 'Traditional Christmas'.

7. To consider stalls/entertainment suggestions

The Dolphin Club will have a cake stall.

Two musical acts have kindly agreed to perform at the event. The Chair thanked the co-opted member for arranging this.

8. To review advert design and agree advert quotation

Resolved: The advert design is approved. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Mrs Odhiambo, All in favour.

Resolved: Printing costs for posters and banners is approved at £130.22 + VAT. A maximum of £80.00 is allocated for adverts in the New Ad. **Record of Voting:** Proposed Cllr Mrs Howley, Seconded Cllr Mrs Duncan, All in favour.

Other advertising will be - Facebook, website, through FODDC, So Glos, Wye Valley Tourism and Radio Gloucester. Cllr Mrs Odhiambo will contact The Citizen.

9. To agree expenditure for temporary event notice

Resolved: A temporary event notice is being applied for at a cost of £21.00.

Record of Voting: Proposed Cllr Heathfield, Seconded Cllr Mrs Odhiambo. All in favour.

10. To consider purchase of replacement lights for the Market House

Resolved: Replacement icicle lights are purchased at a cost of £327.91 + VAT.

Record of Voting: Proposed Cllr Mrs Odhiambo, Seconded Cllr Heathfield, All in favour.

11. To review budget update and agree any further expenditure

The budget is going to be tight, but should balance.

12. To consider organising a Christmas home decoration competition

Residents will be able to enter a competition for the best decorated house.

Resolved: A home decoration competition is organised and will be promoted at the Christmas Lights event. The deadline for entries will be 16th December.

Businesses will be asked to donate a prize. **Record of Voting:** Proposed Cllr Mrs Howley, Seconded Cllr Mrs Duncan, All in favour.

13. Date of next meeting

The proposed date of the next meeting is 4th November 2019, which is subject to agreement by Cllr Mrs Draper. Time to be confirmed.

With no further business, the meeting closed at 4.19 pm.