

## **NEWENT TOWN COUNCIL**

Minutes of the Christmas Lights Committee Meeting held on Monday 22nd July 2019 at 6.00 pm in the Market House, Newent

**PRESENT:** Cllrs Mrs Draper (Chair), Mrs Duncan, Mrs Howley, Mrs Odhiambo, Cllr Heathfield and 1 member of the public

**1. Apologies –** Cllr Mrs Davies.

**2. Declarations of interest –** None.

**3. Minutes of the meeting held on 17<sup>th</sup> June 2019**

**Resolved:** The minutes of the meeting held on 17<sup>th</sup> June 2019 were approved and signed as a correct record. **Record of Voting:** Proposed by Cllr Mrs Draper, Seconded by Cllr Heathfield, All in favour.

**4. Co-option of community representatives onto the Committee**

**Resolved:** Sam Letchfield was welcomed and co-opted onto the Committee. **Record of Voting:** Proposed Cllr Mrs Howley, Seconded Cllr Heathfield, All in favour.

It was confirmed that Sam would be able to participate in the meeting, but not have voting powers.

**5. Matters Arising from previous Minutes and update on actions**

**Stalls** The Chair updated the Committee that the Town Clerk had emailed several people. Cllr Mrs Howley also updated Members, noting that she was yet to receive a response.

**Tree and Lights** The Christmas lights will have to be tested at the same time. The flashing globe and snow machine have already been ordered.

**6. To agree theme for event**

The Chair proposed the shops do their own themed decorations. It was agreed that the Business Club could be asked to be involved. A letter to be sent to them in this regard.

**7. To approve equipment orders expenditure**

**Resolved:** The following payments were approved: Snow machine and 2 fluid bottles - £250.00 + VAT. First Aid cover - £70.00 + VAT. **Record of Voting:** Proposed Cllr Mrs Draper, Seconded Cllr Mrs Duncan, All in favour

**8. To agree purchase of Christmas lights**

The Christmas lights purchase and choice were debated in detail. **Resolved:** The Reindeer, Dancing Star and Snowflake are to be purchased. **Record of Voting:** Proposed Cllr Mrs Draper, Seconded Cllr Mrs Howley. All in favour.

## 9. To agree advertising and budget allocation

All businesses in the town will receive a letter with details regarding this year's event.

The cost of advertising and its budget was debated with an agreement to put up posters in local shops, on Facebook and on the Council website. An advert will also be put in the New Ad magazine.

## 10. To consider budget allocation

**Resolved:** The following budget allocations were agreed;

Cherry Picker - £700.00

Light Bulbs - £100.00

Christmas Lights - £1000.00

Christmas Tree - £500.00

Misc - £100.00 (ropes, cable ties etc)

Donation of £100.00 for GW 4X4. **Record of Voting:** Proposed Cllr Mrs Draper, Seconded Cllr Mrs Howley, All in favour.

**Other Information –** Sam raised the idea of asking for a specific fanfare item which is the doughnut themed one.

Hot chocolate will be available from the Bar and Kitchen

## 11. Date of next meeting

The next meeting is scheduled for 9 September 2019 at 6.15 pm.

With no further business, the meeting closed at 7.00 pm.

(Minutes were prepared by Cllr Mrs Odhiambo)