

NEWENT TOWN COUNCIL

AND BURIAL AUTHORITY

29th September 2023

MINUTES OF THE CHRISTMAS COMMITTEE MEETING HELD ON THURSDAY 28TH SEPTEMBER 2023, Manna House, 6 pm.

Councillors Present:

Cllr Joshua Robertson (Chairman)

Cllr Kay Selwyn

Cllr Sara Hulburt

Cllr Juli Escritt

Cllr Linda Morris

Cllr Samuel Lechford

Also Present:

Neil Sapsed, Steve Brown, Charlie Reynolds (Officers of the Council)

1. Two note apologies for absence.

No apologies for absence were received.

2. Declarations of interest on items on the agenda.

No declarations of interest were given.

3. To approve Minutes of the last Christmas Lights Committee Meeting held Wednesday 13th September 2023.

The Committee agreed on an amendment that needed to be changed on item 7.

4. To agree to Co-opt members of the public onto the Christmas Lights Committee.

No members of the public came forward for Co-option.

5. To agree on road closure.

The Committee resolved by unanimous decision to close the road from the corner of Culver Street on Broad Street to the junction of Croft Road on Gloucester Street, maintaining emergency access throughout.

6. To discuss and agree to hire the staging from Scaffold 2000.

The Committee resolved by unanimous decision to ask Scaffold 2000 if they would be happy with a gift as payment this year.

7. Finance

7.1. Review Current Expenditure

The Committee has spent up to £400 of their budget so far.

7.2. To approve expenditure for Cherry Picker rental to erect and dismantle Christmas display.

The Committee approved by unanimous decision the expenditure of £611+VAT for the rental of a Cherry Picker.

7.3. To approve expenditure for consumables to erect Christmas display.

The Committee approved by unanimous decision the expenditure of £200 for the cost of consumables for the Christmas Lights Event 2023.

7.4. To approve expenditure for First Aid cover for the event.

The Committee approved the expenditure of £184.80+VAT to hire St Johns Ambulance Services for First Aid cover at this year's event.

7.5. To approve expenditure for rental of 2x Snow Machines.

The Committee by unanimous decision approved the expenditure of £315 for Snow Machine hire but to investigate other suppliers.

7.6. To approve any further expenditures.

The Committee by unanimous decision agreed the expenditure of £500 and £130 for carriage for two new lights (Option 3) from the Christmas Lights Motif Costings Report.

The Committee by unanimous decision agreed the expenditure of £200 for the contribution to 4x4 for Marshalling support.

8. To agree the participation of Danter's Fun Fair at the event.

The Committee resolved by majority vote to agree in principle to the participation of Danter's Fun Fair but await feedback from the business meeting for details.

9. To receive an update on the Police Cadets and to agree on the use of GW 4x4.

The Committee resolved by unanimous decision to use GW 4x4 to help Marshal the event with the support of the Police Cadets.

10. To discuss Santa's Grotto.

The Committee resolved by unanimous decision to agree in principle to run Santa's Grotto but to investigate further details.

11. To receive an update and discuss possible market holders.

The Committee discussed possible market holders and local businesses that may be interested in market stalls.

12. To discuss and agree on an entertainment budget.

The Committee discussed the possibility of local businesses donating gifts to entertainment as a thank-you.

13. To confirm the date of next meeting.

The Committee decided to call another meeting once more information has come through.

There being no further business the meeting closed at 7:57 pm.

Signed: 

Dated: 2nd Nov. 23