



CITY OF ELY COUNCIL
CHRISTMAS LIGHTS COMMITTEE
MINUTES OF A MEETING
HELD ON MONDAY 11TH JUNE 2018 AT 6.30PM

PRESENT: Mrs S Jay – Deputy Clerk to the Council

The Mayor - Cllr M Rouse	Cllr A Arnold	Cllr R Hobbs	Cllr I Lindsay
<i>Mr M Chinery-Colyer</i>	<i>Mr J Dennick</i>	<i>Mr P Eden</i>	<i>Mr I Newstead</i>
<i>Miss L Newstead</i>			

1. APOLOGIES

Apologies were received from Cllrs Pearson, Yates & Every.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. TO ELECT CHAIRMAN

The Mayor requested nominations for the position of Chairman, he then proposed Cllr Arnold which was seconded by Cllr Hobbs and unanimously agreed by members. Cllr Arnold then chaired the meeting.

4. TO ELECT VICE CHAIRMAN

Cllr Arnold proposed Cllr Hobbs and this was seconded by the Mayor and unanimously agreed by members.

5. MINUTES OF THE LAST MEETING (HELD ON 30TH APRIL 2018) & MATTERS ARISING

Minutes of the Christmas Lights Committee meeting held on the 30th April 2018, were agreed and signed as a true record after the headings for items 6 and 7 were changed around. CL 159 refers.

CL 159 - Item 3, Cllr Arnold asked Mr Newstead if he had received confir

mation from Spotted in Ely that they would not be in a position to work with the Council for this year's Switch on Event. Mr Newstead confirmed this was correct.

The Deputy Clerk reported a quote is still awaited from Balfour Beatty for the sockets on the lamp posts.

CL 159 - Item 7, The Deputy Clerk reported that Cllr Yates had confirmed the Hereward Rotary Club will run the Grotto. She also advised Cllr Pearson is happy to arrange the location of the grotto required. However, Mr Newstead advised that Hereward Rotary Club may relocate this to a more prominent position.

6. CO-OPTION OF MEMBERS (NO MORE THAN 5 AS PER TERMS OF REFERENCE)

Cllr Hobbs proposed Mr M Chinery-Colyer, Mr J Dennick, Mr P Eden, Mr I Newstead & Miss L Newstead be co-opted on to the committee for the year 2018/19. This was seconded by The Mayor and unanimously agreed by members.

7. BUDGET UPDATE

Members noted the budget update, dated 5th June 2018. There were no significant variances.

The Mayor requested clarification on the cost of the Switch on Event. The Deputy clerk reported for 2017/18 the cost for this was £9192. If in the future the budget from the City of Ely Council was removed or reduced then sponsorship of around £10,000 would be required. Although for a while any carry forward may reduce the total income required. Should this be the case in the future, the Council will need to consider underwriting the event, should insufficient sponsorship be obtained.

8. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report.

9. TO DISCUSS THEME FOR BEST DRESSED WINDOW COMPETITION

After a lengthy discussion member agreed to have the theme of “Christmases Past”. This can include any era i.e Edwardian, Victorian, Post War, 60’s etc.

A press release for this will go out at a later date and the Tourism and Town Centre manager will be asked to promote this to the businesses.

10. TO RECEIVE UPDATE FROM LIGHTING GROUP

Mr Chinery-Colyer reported the team will get together to carry out an inventory of the lights. Catenary wire will be purchased once the new storage facility has been erected. Lights for this year’s display were ordered in February.

11. TO RECEIVE UPDATE FROM SWITCH ON GROUP

Mr Newstead circulated Zack Fm’s proposal for this year’s coverage of the Switch on Event. The Deputy Clerk asked for clarification on how the Sponsorship monies were split between Zack Fm and the Council, as in previous year’s sponsorship from one main sponsor being £500, had come direct to the Council. Mr Newstead confirmed this was not the case and that it had always been split and an equal amount had been paid to the radio station. The Deputy Clerk requested that sponsors are made aware of how sponsorship that they give is split. The Deputy Clerk will contact Ely Markets at ECDC to confirm the Market Place will be available for the event.

12. ANY OTHER BUSINESS.

Mr Chinery-Colyer asked what happened to the thank you letters to volunteers that were being sent out. The Deputy Clerk will check with the Senior Administration Officer to see what has happened with these. He also asked if anything had been heard regarding the presentation of certificates to the USAF personnel. The Deputy Clerk reported that she had tried to arrange a date but had not heard anything back. Mr Chinery-Colyer agreed to chase this with the USAF representative.

It was confirmed the Council will have a stall at the Switch on Event, the Maltings and TIC will also be offered one. Mr Chinery-Colyer advised he will arrange to change the lights at the Maltings this year.

13. DATE OF NEXT MEETING: Monday 3rd September @ 6.30pm, Monday 12th November @ 6.30pm, Monday 26th November @ 6.30pm, Monday 4th February 2019 @ 6.30pm, Monday 1st April @ 6.30pm and Tuesday 11th June @ 6.30pm. Additional meetings will be arranged if required.