



CITY OF ELY COUNCIL  
CHRISTMAS LIGHTS COMMITTEE  
MINUTES OF A MEETING  
HELD ON TUESDAY 11TH JUNE 2019 AT 6.30PM

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PRESENT: Mrs S Jay – Deputy Clerk to the Council  
The Mayor - Cllr M Rouse (left at 6.55pm)      Cllr E Every (left at 6.55pm)      Cllr K Wilkins  
Cllr A Arnold      Cllr S Bellow      Cllr A Whelan      Cllr R Denness  
Cllr C Whelan      Cllr M Downey      Mr J Dennick      Mr P Eden  
Mr M Chinery-Colyer      Mr I Newstead      Miss L Newstead

1. APOLOGIES

Apologies were received from Cllr I Lindsay and Cllr Austen.

2. TO RECEIVE DECLARATIONS OF INTEREST

No declarations of interest were received.

3. TO ELECT VICE CHAIRMAN

Cllr Wilkins requested nominations for the Vice Chairman of the committee. Cllr Every proposed Cllr Bellow, this was seconded by Cllr Denness and unanimously agreed by members.

4. CO-OPTION OF MEMBERS (5 AS PER THE TERMS OF REFERENCE)

Cllr Every 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 2019/20. This was seconded by Cllr Bellow and unanimously agreed by members.

5. TO REVIEW TERMS OF REFERENCE

Members noted and accepted the terms of reference that had been circulated with the agenda.

6. MINUTES OF THE LAST MEETING (HELD ON 4<sup>th</sup> & 26<sup>th</sup> FEBRUARY 2019) & MATTERS ARISING

Minutes of the meetings held on the 4<sup>th</sup> and 26<sup>th</sup> February 2019 were agreed by members and signed as true record. Pages CL167, CL168, CL169 & CL170 refer.

Matters arising: Page CL170: - The Deputy Clerk confirmed Full Council had approved the proposal to keep the switch on event to a Friday evening.

7. BUDGET UPDATE

Members noted the budget update dated the 10<sup>th</sup> June 2019. There were no variances.

8. TO DISCUSS PURCHASE OF CHRISTMAS TREE.

The Deputy Clerk reported she had received a quotation from Elveden Trees for a 30ft slim tree at a cost of £1945.00 plus VAT including delivery and erection. She had also requested a quote from Rougham Estates for a 'collection' only tree, this had not yet been received. Mr Chinery-Colyer confirmed he had spoken to Rougham Estates and they could only provide a tree that would be around 23ft in height. It was agreed this would be too short, as around 4ft goes into the ground socket. Therefore, members agreed to purchase the tree from Elveden Trees.

9. TO DISCUSS THEME FOR BEST DRESSED WINDOW COMPETITION

The Mayor proposed a theme of 'Wartime Christmas' which was agreed by members.

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Chairman  
19<sup>th</sup> August 2019

#### 10. TO ALLOCATE RESPONSIBILITY TO A COUNCILLOR FOR OBTAINING DONATIONS AND RUNNING OF THE TOMBOLA STALL

Cllr Wilkins asked if any Councillors would like to take on the responsibility for running the Tombola stall. The Deputy Clerk reported this requires obtaining donations from local individuals and businesses and generates around £400 which then goes into the Christmas Lights budget.

As there were not any Councillors that volunteered forward for this role, it was agreed to keep this item on the agenda to see if anyone comes forward. However, if this situation remains the same, there will not be a City of Ely Council tombola stall present at the Switch On Event for this year.

#### 11. TO DISCUSS USE OF MARKET PLACE AND ISSUES WITH ERECTING LIGHTS AND TREE

The Deputy Clerk reported there had been several issues over the years with Ely markets and ECDC regarding the Market Place and erecting the lights. She advised she had contacted the ECDC officer responsible for the Market Place regarding various issues, including the possibility of them relocating the tree socket and is waiting to hear back. The tree will not be ordered until confirmation of the location of the socket has been received.

#### 12. HEALTH AND SAFETY ISSUES - To discuss traffic management training and how to access this.

The Deputy Clerk reported that although this training could be purchased, the Council does not have a hard standing large enough to accommodate it. Mr Newstead advised that by updating the road closure letter and being legally able to refuse access as there is a road closure in place, it may not be necessary to have the training. Mr Newstead will keep the committee informed.

#### 13. TO RECEIVE AN UPDATE FROM THE LIGHTING GROUP

Mr Chinery-Colyer reported the team will be meeting soon at the cemetery. There is a good stock of lights and therefore it will not be necessary to purchase any this year. The Deputy Clerk reported that it may be necessary to find an alternative supply of electric for Forehill. Mr Chinery-Colyer will look into this.

#### 14. TO RECEIVE AN UPDATE FROM THE SWITCH ON GROUP

Miss Newstead reported that it will be necessary to find a voluntary group to provide a grotto and Father Christmas. The switch on team will possibly look at approaching different organisations, including play groups, who might be interested. She reported that the idea for Forehill for this year, is to have an interactive zone for children and could include emergency service vehicles. Mr Newstead reported that when there had been a problem with the Cloisters toilets last year, and he had tried to report it to the emergency number published, but there had been no answer. The Deputy Clerk will report this to ECDC. He also reported that has secured a number of sponsors for the event.

#### 15. ANY OTHER BUSINESS

Mr Chinery-Colyer advised of the dates for erecting the lights and advised that help and support is appreciated from Councillors. The dates being: 26 & 27<sup>th</sup> October, 2<sup>nd</sup> & 3<sup>rd</sup> November, 16<sup>th</sup> 17<sup>th</sup> & 18<sup>th</sup> November, 23<sup>rd</sup> & 24<sup>th</sup> November 2019 and 4<sup>th</sup> & 5<sup>th</sup> January 2020. The Deputy Clerk requested that she is advised of which vehicles need to be hired as soon as possible.

#### 16. DATE OF NEXT MEETINGS

- Monday 1st April @ 6.30pm.
- Tuesday 11th June @ 6.30pm.
- Monday 19<sup>th</sup> August @ 6.30pm
- Monday 14<sup>th</sup> October @ 6.30pm
- Monday 11<sup>th</sup> November @ 6.30pm
- Monday 3<sup>rd</sup> February 2020 @ 6.30pm
- Monday 16<sup>th</sup> March @ 6.30pm
- Additional meetings will be arranged if required.

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Chairman  
19<sup>th</sup> August 2019