



**CITY OF ELY COUNCIL  
CHRISTMAS LIGHTS COMMITTEE  
MINUTES OF A MEETING  
HELD ON MONDAY 14TH OCTOBER 2019**

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**PRESENT:** Mrs S Jay – Deputy Clerk to the Council  
Cllr S Bellow                      Cllr E Every                      Cllr I Lindsay                      Cllr R Denness  
Mr I Newstead                      Mr J Dennick                      *1 Parishioner*

**ABSENT:**  
Cllr M Downey

**1. APOLOGIES**

Apologies were received from Cllrs Wilkins & Austen, Mr M Chinery-Colyer, Mr P Eden & Miss L Newstead.

**2. TO RECEIVE DECLARATIONS OF INTEREST**

No declarations of interest were received.

**3.. MINUTES OF THE LAST MEETING (HELD ON 19TH AUGUST) & MATTERS ARISING**

Minutes of the meetings held on the 19<sup>th</sup> August 2019 were agreed by members and signed as true record. Pages CL173 & CL 174 refer.  
There were no matters arising.

**4. BUDGET UPDATE**

Members noted the budget update, dated the 8<sup>th</sup> October 2019. There were no significant variances. Members agreed to set the budget for 2020/21 as presented within the budget update.

**5. TOMBOLA STALL**

The Deputy Clerk read to members, an email she had received from Cllr Austen. The email advised that a local charity had prizes that it no longer required and could be purchased for the Tombola stall, at a cost of £60.00 for 60 prizes. The Deputy Clerk had requested details of what these prizes consisted of, to see if they are appropriate for the Tombola stall. The Deputy Clerk advised that this was probably the best option of obtaining prizes, as there were no Councillors other than the Deputy Mayor, who were willing to take on the responsibility of obtaining prizes and running the stall. Unfortunately, the Deputy Mayor is unable to undertake this task at the present time. Cllr Every suggested that Grovemere should be contacted to see if they can contact the businesses on their site to see if any would be willing to donate prizes. Cllr Every agreed to contact them.

**6. HEALTH AND SAFETY ISSUES**

There were none to report.

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Chairman  
11<sup>th</sup> November 2019

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

Mr Dennick read a report sent from Mr Chinery-Colyer regarding the plans for erecting the lights. The dates for this are Saturday 26th and Sunday 27th October, Saturday 2nd and Sunday 3rd November, Saturday 16th and Sunday 17th November, Monday 18th November - to decorate the Christmas tree, Saturday 23rd and Sunday 24th November. The Switch On night being on Friday 29th November at 7pm.

The Lighting Group will be at the cemetery on Friday 18th October and Sunday 20th October from 9am, to finish getting things ready. On set up days they will be meeting at Ely cemetery, not at Shearline as in previous years and for those who prefer it, the top of Forehill. On all days they will be starting at 8am and usually finish around about 2pm.

This year they will have access to a new vehicle which they hope will enhance the experience in putting up the lights. They have also invested more time and equipment to try and make a safer environment whilst working with the public.

Cllr Lindsay advised it is useful to have Councillors present when the lights are being erected to assist with the public and show support for the volunteers. Unfortunately, there is no longer the assistance available from the USAF volunteers. Cllr Every advised she would raise this with personnel, when she next visited the USAF base, to advise them how much they are appreciated and that we would hope to see them help again in future years.

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

Mr Newstead advised that all aspects of the event have been booked. The road closure has been approved and paperwork received. The letters to businesses and residents will be sent out the week commencing 28<sup>th</sup> October 2019. There have been good responses with regards to sponsorship through the local media and also social media, which has resulted in securing further sponsorship monies. Mr Newstead will be attending the Safety Advisory Group meeting on 14<sup>th</sup> November 2019. The Deputy Clerk advised that any stalls having alcohol for sale will be required to apply for a TENs from ECDC.

Cllr Every requested an email is sent to all councillors on the Christmas Lights Committee requesting their availability from 4pm to help with the Switch On event. The Deputy Clerk will send an email.

Letters of thanks will be sent from the Mayor to sponsors and local business that support the event.

#### 9. ANY OTHER BUSINESS

There was none.

#### 10. DATE OF NEXT MEETINGS

- 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  
11<sup>th</sup> November 2019