



CITY OF ELY COUNCIL  
CHRISTMAS LIGHTS COMMITTEE  
MINUTES OF A MEETING  
HELD ON MONDAY 19TH AUGUST AT 6.30PM

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PRESENT: Mrs S Jay – Deputy Clerk to the Council

The Mayor - Cllr M Rouse

Cllr S Bellow

Cllr A Arnold

Miss L Newstead

Cllr E Every

Cllr R Denness

Mr P Eden

Cllr K Wilkins

Cllr Austen

Mr I Newstead

1. APOLOGIES

Apologies were received from Cllr I Lindsay, Mr J Dennick and Mr M Chinery-Colyer.

2. TO RECEIVE DECLARATIONS OF INTEREST

No declarations of interest were received.

3.. MINUTES OF THE LAST MEETING (HELD ON 11<sup>th</sup> June 2019) & MATTERS ARISING

Minutes of the meetings held on the 11<sup>th</sup> June 2019 were agreed by members and signed as true record.

Pages CL171 & CL 172 refer.

There were no matters arising.

4. BUDGET UPDATE

Members noted the budget update, dated the 13<sup>th</sup> August 2019. There were no variances.

5. TOMBOLA STALL

Cllr Austen confirmed she has taken responsibility for the tombola stall and will organise a team to support her.

6. UPDATE ON USE OF MARKET PLACE

The Deputy Clerk reported she had received an email response from Ely Markets requesting information regarding risk assessments etc. She confirmed this information had been returned to them and is waiting a response regarding a meeting date.

7. HEALTH AND SAFETY ISSUES

The Mayor asked if there were any particular concerns regarding the numbers attending the Switch On event. Mr Newstead advised that any particular concerns are addressed at the Safety Advisory group meeting held at ECDC, but there have not been any problems in previous years.

8. TO RECEIVE AN UPDATE FROM THE LIGHTING GROUP

The were no representatives present at the meeting from the Lighting group. The Deputy Clerk confirmed an order for the tree will be placed in due course.

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Chairman  
14<sup>th</sup> October 2019

#### 9. 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. There will be no vehicles admitted on the day except the emergency services. There will be no exceptions to this and if any problems are encountered by the team, the police will be called. Participation for the Switch On evening from Fore Hill is low, however efforts to include them continue. The Grotto will be located and organised by 1<sup>st</sup> Ely Guides. Cllr Every will put Mr Newstead in touch with Ely Chamber of Commerce to raise awareness for sponsorship requests. She also advised that planning permission has been given to convert the offices at the bottom of Forehill into flats, and it would be advisable if the Switch On group contact ECDC's planning department, to see when this work is likely to start and if it will affect the event.

#### 10. ANY OTHER BUSINESS

Cllr Every advised members, that they are requested to attend and offer support to volunteers, when the lights are being put up.

#### 11. DATE OF NEXT MEETINGS

- 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  
14<sup>th</sup> October 2019