



CITY OF ELY COUNCIL
CHRISTMAS LIGHTS COMMITTEE

MINUTES OF A MEETING
HELD ON MONDAY 1ST AUGUST 2016 AT 6.30PM

PRESENT:

The Mayor, Cllr I Lindsay
Cllr S Pittock

Cllr A Arnold

Mr M Chinery-Colyer

Cllr R Hobbs

Mr J Dennick

Cllr D Warman

Mr I Newstead

1. APOLOGIES

Apologies were received from Cllr E Every and Miss L Newstead.

2. DECLARATIONS OF INTEREST

To receive Declaration of Disclosable Pecuniary & other interests, from Councillors as per standing order 83 b

No interests were received.

3. MINUTES OF THE LAST MEETING & MATTERS ARISING

Minutes of the Christmas Lights Committee meeting held on the 6th June 2016, were agreed and signed as a true record after a spelling correction to the word 'lighting' in item 10. CL 134 & 135 refer.

Matters Arising:

CL 132 -Item 3, Cllr Arnold asked Cllr Pittock if he had compiled the list regarding the Professional Lighting Guide 06. He reported he had sent an email with these comments. The Deputy Clerk reported this had not been received. Cllr Pittock produced a hard copy which the Deputy Clerk then copied and handed this to the members' present. As members had not had chance to consider the report, it was agreed that Mr Chinery-Colyer would review the comments made by Cllr Pittock and report these back to the next meeting.

CL135 - Item 9, Cllr Arnold asked if the Ping Pong Structure had been completed. Mr Chinery-Colyer said he had not heard from Cllr Pittock. Cllr Pittock reported he had tried to contact both Mr Chinery-Colyer and Mr Newstead via both email and text. Mr Chinery-Colyer and Mr Newstead had not received these. Cllr Arnold advised that at the last meeting it had been agreed that the Ping Pong structure would be completed by 31st July, however, as this had not been achieved she proposed the project should be shelved.

6.58pm Cllr Pittock declared he had nothing further to add to the meeting and left.

Members then agreed that the Ping Pong structure will be shelved.

CL 135 - Item 11, Best Dressed Window competition to be organised by the Perspective Group - there was no update available as Cllr Pittock had left the meeting.

CL 135 - Items 9 and 10, The sub groups had not yet met, but will do so in September.

4. BUDGET UPDATE

Members noted the budget update dated 26th July 2016. There were no significant variances.

5. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report.

6. TO DISCUSS GROTTO

Mr Newstead reported that Ely Hereward Rotary Club did not want to take ownership of the Grotto, as they will be providing their own and will pay a pitch fee of £75.00 at the Switch On Night. Therefore, members agreed the shed that was used for the Grotto, will be disposed, of as it is beyond repair.

At 7.50pm Cllr Warman left the meeting.

7. TO RECEIVE UPDATE FROM LIGHTING GROUP

Mr Chinery-Colyer reported an order had been placed for supplies and that a member of the Lighting Group would be fitting the plugs on the new lights.

It was agreed to order new white lights for Fore Hill at a cost of £266.00 plus VAT.

The tree will be collected week beginning 14th November and erected on Friday 18th November, as it would not be possible to do this on Sunday 20th November, as there has been a Fun Run organised, which takes up the Market Place. This restricts the lights from being put up on the Market Place, on that day. Cllr Hobbs advised he will speak to Mrs Harding from ECDC regarding this.

8. TO RECEIVE UPDATE FROM SWITCH ON GROUP

Mr Newstead reported that the Management Documents had been completed in readiness for ECDC's Safety Advisory Group. The Council had been approached to contribute towards a Living Nativity display with camels. This would be on 50/50 basis with Churches Together in Ely. Mr Newstead was confident he would be able to obtain sponsorship for this and therefore members unanimously agreed to place an order for this, at a total cost of £2290.00 plus VAT, with a 50% donation coming from Churches Together in Ely.

Mr Newstead will be having a stall at Applefest, in aid of the Christmas Light Switch on evening.

A press release will be issued in September requesting sponsorship.

9. TO RECEIVE UPDATE ON STALL APPLICATIONS

The Deputy Clerk reported that 16 applications had been received for stalls. The applications will be passed to Mr Newstead for allocation by the Switch on Group after which, invoices will be issued by the Deputy Clerk. It will be necessary for a plan of the stalls to be produced to accompany the application to ECDC, in order to obtain the event licence.

10. ANY OTHER BUSINESS.

Mr Chinery-Colyer and Mr Newstead advised they will be speaking to the traders in Forehill regarding their plans.

Members agreed a banner will be purchased dedicating the lights for 2016 to the late Nigel Clarke who had given many years' service to the Christmas Lights in Ely. The Deputy clerk will send appropriate wording to Mr Newstead who will arrange the banner.

11. DATE OF NEXT MEETING

26th September 2016 at 6.30pm, Monday 7th November at 6.30pm and Tuesday 22nd November at 6.30pm.

Additional meetings will be arranged if they are required.