



CITY OF ELY COUNCIL  
CHRISTMAS LIGHTS COMMITTEE

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MINUTES OF A MEETING  
HELD ON MONDAY 21<sup>st</sup> NOVEMBER 2016 AT 6.30PM

PRESENT:

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

1. APOLOGIES

Apologies were received from Cllr Every.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. MINUTES OF THE LAST MEETING & MATTERS ARISING

Minutes of the Christmas Lights Committee meeting held on the 7<sup>th</sup> November 2016, were agreed and signed as a true record, after item 8 had been corrected to read 'Ely Rotary'. CL 141, 142 & 143 refer.  
There were no matters arising.

4. BUDGET UPDATE

Members noted the budget update dated 21st November. There were no significant variances.

5. HEALTH AND SAFETY ISSUES

The Deputy Clerk reported Mr Chinery-Colyer and Mr Newstead had returned the risk assessments for the Christmas Lights and Switch On event respectively, and confirmed they agreed with the information reported within them. Mr Chinery-Colyer suggested that somebody is first aid trained and the supply of a First Aid box would be beneficial. The Deputy Clerk advised the Council's staff are all First Aid trained and therefore there should be someone present along with a First Aid box.

6. TO RECEIVE UPDATE ON FOREHILL PLANS

Mr Chinery-Colyer reported that the lights were all ready. He had spoken to Mrs Pearson from Forehill and had agreed to lend some lights for the passage way near to the shoe shop and also some figures for the evening.

7. TO RECEIVE UPDATE FROM SWITCH ON GROUP

Mr Newstead advised everything was in place for the evening. There had been some questions asked by ECDC regarding the camels, which had been responded to. Some general issues such as parking had been discussed with the Police. The revised Event Management documents will be submitted to ECDC shortly.

8. TO RECEIVE UPDATE FROM LIGHTING GROUP

Mr Chinery-Colyer reported that there had been problems with the electricians on the Market Place, but these had now been resolved. Everything is in place for the Switch on evening. There had been an incident on Saturday, where Mr Chinery-Colyer and 3 other members of the 'Light Brigade' had received complaints from Mr John Hill and Ms Julia Davis of ECDC, regarding their presence on the Market Place when the market was present. Mr Chinery-Colyer explained it had been necessary to attend to a fault on Saturday whilst they had the hire of the hoist available to them. He did explain to Mr Hill and Miss Davis that Health and Safety had been adhered to and that they would only be 5 minutes, which they were. Cllr Hobbs advised he had spoken to John Hill regarding

this and he had requested that the dates of when the Market Place will be used for installing the lights in 2017, are given to ECDC's Trading Company in January/February, to allow them to plan for it.

**9. ANY OTHER BUSINESS.**

Mr Chinery-Colyer requested the Deputy Clerk arrange a date to visit the USAF Mildenhall, to present the volunteers with their certificates.

**10. DATE OF NEXT MEETING**

Monday 30th January 2017 at 6.30pm, Monday 27th March at 6.30pm, Tuesday 6th June at 6.30pm.

Additional meetings will be arranged if they are required.