



CITY OF ELY COUNCIL  
CHRISTMAS LIGHTS COMMITTEE

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MINUTES OF A MEETING  
HELD ON MONDAY 3<sup>RD</sup> MARCH 2014 AT 6.30 PM

PRESENT:

The Mayor – Cllr E Griffin-Singh	Cllr R Hobbs	Cllr E Every	Cllr N Clarke
<i>Mr I Newstead</i>	<i>Mr M Chinery-Colyer</i>	<i>Mr John Dennick</i>	<i>Mr S Pittock</i>

*In the absence of an elected Chairman, the Mayor chaired the meeting. A new Chairman will be elected at the next meeting after the annual Council Meeting.*

1. APOLOGIES

No apologies were received.

2. REQUEST INTENTION OF THOSE IN ATTENDANCE WHO WISH TO SPEAK ON AN AGENDA ITEM – (as per standing order 83 b)

Intentions to speak were requested from Mr Pittock on all items on the agenda. This was unanimously agreed by members.

3. MINUTES OF THE LAST MEETING & MATTERS ARISING

Minutes of the Christmas Lights Committee meeting held on the 11<sup>th</sup> November 2013, were agreed and signed as a true record. CL 113 and 114 refer.

There were no matters arising.

4. BUDGET UPDATE

Members noted the budget update dated 24<sup>th</sup> February 2014. There were no significant variances.

Members agreed that any future balances at the end of a financial year would be carried forward to create a renewal fund. This will be recommended to Full Council for approval.

5. TO RECEIVE UPDATE ON LAMPPOSTS

Mr Chinery-Colyer reported that confirmation is being sought from Balfour Beatty, as to which lampposts have been tested to allow Christmas light features to be placed on them. Once this has been received the lampposts identified for the installation of the sockets will be notified to Balfour Beatty, in order for the work to take place.

6. TO RECEIVE AN UPDATE FROM THE LIGHTING GROUP

Mr Chinery-Colyer advised that the steel cabling will be replaced, an inventory of stock will be done and that a tarpaulin has been ordered to cover the stock in the store at Barton Road. Cllr Hobbs advised that the Committee should look for alternative accommodation, as the Barton Road store may not be available for much longer. The Mayor requested Cllr Clarke cost for an addition to the new storage shed at the Cemetery, in which the Christmas lights could be stored in. Cllr Clarke agreed to do this. Members agreed this project should be funded through Section 106.

Mr Chinery-Colyer reported he had spoken on the Mayor's radio show about the Christmas Lights and the need for skilled volunteers, such as engineers. The Mayor suggested that Mr Chinery-Colyer should draw a 'wish list' up, as to what skills are required; this can then be widely advertised in order to attract more volunteers.

The Assistant Clerk reported that she is arranging for the certificates to be either sent to, or presented to the USAF volunteers that assisted in putting up the lights.

#### 7. TO RECEIVE AN UPDATE FROM THE SWITCH ON GROUP AND THE WAY FORWARD

Ian Newstead reported that the Switch On Group had discussed moving the event to a Sunday, however it had been decided for the time being to continue to have it on a Friday. He advised that new ideas are being explored to create more space on the Market Place. Also discussions are taking place with ECDC regarding linking in with other events that are happening the same weekend. Cllr Every invited Mr Newstead to attend the City Centre Forum Sub Group meeting where key Ely events are currently being discussed.

Members unanimously agreed to bring the Switch On evening under the umbrella of the Council. This will mean that the grant to the Perspective Group of £5145 will be transferred to the Christmas Lights budget and identified as 'switch on'. Any surplus at the end of financial year will be ring fenced and carried forward to the next financial year. The surplus can then be used to meet any shortfall, should the event be unsuccessful in future years. Mr Newstead advised he is still willing to obtain sponsors and fundraise for the event. This will be recommended to Full Council for approval.

Mr Newstead advised that more stewards are required. He also advised he is required to undertake a stewards course. He has identified a course which can be done online at a cost of £59.00. Members unanimously agreed the Council will pay for this course. The Assistant Clerk advised Mr Newstead to submit a receipt in order to be reimbursed for this. She also advised him that he will be issued with a receipt book for taking cash on behalf of the Council at the Switch On event, the Council must place all orders, all cheques received must be payable to the City of Ely Council and any invoices that need to be issued will be done so by the Council.

Mr Pittock advised that the Perspective Group will pay to the Council all the monies received by them for the 2013 switch on event.

Members confirmed the date for this year's Christmas lights switch on will be the 28<sup>th</sup> November 2014.

#### 8. ANY OTHER BUSINESS

The Assistant Clerk reported that Cllr Barber is willing to help with the Christmas Lights and also Mr & Mrs Overall and Miss Chaplin will continue to offer support.

#### 9. DATE OF NEXT MEETING

Monday 9<sup>th</sup> June 2014 at 6.30pm.