



CITY OF ELY COUNCIL
CHRISTMAS LIGHTS COMMITTEE
MINUTES OF A MEETING
HELD ON MONDAY 4TH FEBRUARY 2019 AT 6.30PM

PRESENT: Mrs S Jay – Deputy Clerk to the Council

The Mayor - Cllr M Rouse Cllr A Arnold Cllr I Lindsay Cllr R Hobbs
Cllr E Every (*left at 7.25pm*) Mr J Dennick Mr P Eden Mr M Chinery-Colyer
Mr I Newstead (*arrived 6.50pm*)

1. APOLOGIES

There were no apologies.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. MINUTES OF THE LAST MEETING (HELD ON 26TH NOVEMBER 2018) & MATTERS ARISING

Minutes of the Christmas Lights Committee meeting held on the 26th November 2018 were agreed and signed as a true record page CL 166 refers.

Matters arising: Item 7 – Members agreed that an additional meeting needs to be arranged to discuss the pros and cons of possibly moving the Switch On event to a Sunday. If the outcome of this meeting is to move the event to a Sunday, then ECDC will need to be consulted as to their thoughts on the matter. Members agreed this meeting will be held on 26th February at 6.30pm. The Tourism & Town Centre Manager will also be invited to attend.

4. BUDGET UPDATE

Members noted the budget update, dated 29th January 2019. There were no significant variances.

Cllr Every requested the carry forward figure for the last 5 years for the Switch On event. She said that there should be more sponsorship obtained and that all events the Council runs, should pay for themselves. She questioned why was the stall income lower than the previous year. Mr Newstead reported this was because there were less stalls and also stall holders.

Mr Eden advised that having a carry forward protects the Council from every eventuality, should the Switch On event not be successful.

5. HEALTH AND SAFETY ISSUES

The following matters of concern were reported:

- Abuse from a member of the public regarding the competency of volunteers taking the tree down.
- The need to enforce crowd control when the lights are being erected.
- Lifting plan for the hoist. (Mr Newstead to arrange this).
- Cones required for Forehill (Deputy Clerk to order).
- Inform Police of dates when lights will be put up and anticipated problems, ie Parking on Forehill.
- Reported incident of trip hazard from fairground cable -cable made secure. Sign off sheets will be completed in future.

Chairman
26th February 2019

6. TO RECEIVE UPDATE FROM LIGHTING GROUP

Mr Chinery-Colyer reported the timer clock on Forehill is still not working. He requested that this is replaced with a basic timer. The Estates Manager will be asked to speak to an electrician regarding this. No new lights should be required this year. The PAT testing will be undertaken shortly.

There are still features on the Market Place building which will be taken down soon.

Cllr Every said the lights were the best they had ever been.

The storage containers have now been removed and the new storage is in use.

7. TO RECEIVE AN UPDATE FROM THE SWITCH ON GROUP

Mr Newstead reported the event had gone extremely well. He reported the only downside had been the lack of involvement from Forehill, however the Switch On Sub Group will discuss this at their next meeting. The Littleport Lions had needed support with regard to their grotto, which had been very successful in the end. Cllr Hobbs said it would be interesting to know how much the Lions raised for the local community and how the money is spent. Mr Newstead will find this out.

BBC Radio Cambridgeshire's coverage of the event was extremely good. The event was also covered live on BBC Look East.

An incident had occurred, but the individual and their family had been well cared for and went away happy. Silver Oak coffee would like to book their pitch for 2019.

Mr Newstead reported he has plans for 2019, but his involvement will depend on what day this is.

8. ANY OTHER BUSINESS.

There was no other business.

9. DATE OF NEXT MEETINGS

- Tuesday 26th February @ 6.30pm (to discuss possibility of moving the event to a Sunday)
- Monday 1st April @ 6.30pm
- Tuesday 11th June @ 6.30pm.
- Additional meetings will be arranged if required.

Chairman
26th February