



CITY OF ELY COUNCIL  
CHRISTMAS LIGHTS COMMITTEE

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MINUTES OF A MEETING  
HELD ON MONDAY 4<sup>TH</sup> SEPTMEBER 2017 AT 6.30PM

PRESENT: Mrs S Jay – Deputy Clerk to the Council.

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

Apologies were received from Cllrs Yates and Warman.

2. DECLARATIONS OF INTEREST

No interests were received.

3. MINUTES OF THE LAST MEETING & MATTERS ARISING

Minutes of the Christmas Lights Committee meeting held on the 6<sup>th</sup> June 2017, were agreed and signed as a true record. CL 149 and CL 150 refer.

Matters Arising: - CL 149 - item 4, the Deputy Clerk reported that Star Radio had now paid the £600.00 amount due to the Council.

CL 150 - Item 8, the Deputy Clerk advised instructions for the timers on the lamp columns had been requested from Balfour Beatty.

The Mayor reported that the City of Ely Council would not be charged by ECDC for holding events on the Market Place.

The Deputy Clerk reported she had sent a letter of thanks to Mr L Brading.

4. BUDGET UPDATE AND TO SET BUDGET FOR 2018/19

Members noted the budget update dated 25<sup>th</sup> August 2017. There were no significant variances to report. Members agreed to set the budget for 2018/19 at £13,200.

Mr Chinery-Colyer advised that it may be necessary next year to find alternative arrangements for the collection of the Christmas Tree and to also hire an additional van.

Mr Newstead queried which budget the £600.00 had been credited to, as it did not show under the sponsorship income for the Switch On evening. The Deputy Clerk reported that this was shown as a deficit from the previous year and therefore it is likely this would have been credited against it. However, she agreed to check this with the Clerk and report back at the next meeting.

5. HEALTH AND SAFETY ISSUES

There were no health and safety issues to report.

Mr Chinery-Colyer requested that 10 XL and 10 XXL long-sleeved orange Hi-Vis jackets be purchased. It was agreed these should have the wording 'City of Ely Council Volunteer' on the back of them, as they can then be used on other occasions.

6. STREET TRADING LICENCE

The Deputy Clerk requested a map of all the stalls in order for her to apply for the Street Trading consent for the Switch On evening. Stalls selling alcohol will need to be identified on the map and apply for their own Temporary Event Notice. Stall holders will be required to complete a form to report their takings for the evening, as requested by ECDC. This will be sent out by the Deputy Clerk, with the invoices for each stall.

#### 7. APPOINTMENT OF RADIO STATION

Members unanimously agreed to the appointment of 'Zack FM' to promote this year's Christmas Lights Switch On event. Mr Newstead advised a letter will be sent from 'Zack FM', to the City of Ely Council confirming the sponsorship arrangements. He confirmed the Royal Standard's sponsorship will be paid directly to the Council. The event will be launched at the end of September on the Market Place.

#### 8. TO RECEIVE UPDATE FROM LIGHTING GROUP

Mr Chinery-Colyer reported the Sub Group had not met. However, he had organised to meet at the Cemetery on Friday 8<sup>th</sup> September to carry out work on the lights. He reported the lights will be extended along the passage way at the bottom of Forehill to the car park.

The Deputy Clerk will arrange for a 25ft tree to be ordered.

#### 9. TO RECEIVE UPDATE FROM SWITCH ON GROUP

Mr Newstead reported that the Switch On Group had met recently but there were no notes available. Miss Newstead will send these out this week.

Mr Newstead reported the application forms for the stalls had just been sent out. The cost for these will be £30.00 (charity) and £40.00 (business). The charge will be the same for Forehill. He reported that a member of the Switch On Sub group will liaise with Cllr Pearson regarding Forehill. Traffic management and security have been ordered. Stage quotes are currently being obtained. Wrist bands will be required to gain access to the stage area. The acts are in the process of being booked. Press releases will go to Spotted in Ely and the local papers.

The road closure letters will go out a month before the event.

Cllr Pearson has made arrangements for Santa's Grotto to be in a garden the same as last year, but this will need decorating. Mr Chinery-Colyer agreed to supply some lights for this. Cllr Yates will enquire with Ely Hereward Rotary Club as to whether they would be willing to run this.

#### 10. TO DISCUSS BEST DRESSED WINDOW COMPETITION

Members agreed that the theme for the best dressed window competition will be 'Winter Wonderland' There will be a shield for the winner. The Judges will consist of Cllr Arnold, The Mayor, Spotted in Ely and Zack FM. Judging will be carried out the week commencing 27<sup>th</sup> November, with the winner being announced at the Switch On Event.

Cllr Pearson agreed to deliver letters to businesses inviting them to take part.

#### 11. TOMBOLA STALL AND PRIZES

Cllr Arnold will try source prizes for the stall, however it may be necessary to purchase some. The Council's stall will also be selling novelty gifts this year.

#### 12. ANY OTHER BUSINESS.

There was no other business to discuss.

#### 13. DATE OF NEXT MEETING

Tuesday 7th November at 6.30pm, Monday 27th November at 6.30pm, Monday 29th January 2017 at 6.30pm, Monday 30th April at 6.30pm. Additional meetings will be arranged if they are required.