



CITY OF ELY COUNCIL
CHRISTMAS LIGHTS COMMITTEE

MINUTES OF A MEETING
HELD ON MONDAY 7TH NOVEMBER 2016 AT 6.30PM

PRESENT:

The Mayor, Cllr I Lindsay
Mr M Chinery-Colyer

Cllr R Hobbs
Mr J Dennick

Cllr E Every
Mr I Newstead

Cllr J Yates Cllr D Warman

1. APOLOGIES

Apologies were received from Cllr Arnold and Miss L Newstead.

2. DECLARATIONS OF INTEREST

No declarations were received.

3. MINUTES OF THE LAST MEETING & MATTERS ARISING

Minutes of the Christmas Lights Committee meeting held on the 26th September 2016, were agreed and signed as a true record. CL 138, 139 & 140 refer.

There were no matters arising.

4. BUDGET UPDATE

Members noted the budget update dated 7th November. There were no significant variances.

Members unanimously agreed to set the budget in conjunction with the Action Plan circulated to members, for 2017/18 at £13660 for Christmas lights and £5145.00 for the Switch on Evening, plus any carry forwards.

5. HEALTH AND SAFETY ISSUES

The Deputy Clerk reported that she had entered the Risk Assessments for both the Christmas lights and Switch on Evening, on to the new Risk Assessment database the Council had introduced. Copies of these will be circulated to Mr Chinery-Colyer and Mr Newstead.

6. TO RECEIVE UPDATE FROM LIGHTING GROUP

Mr Chinery-Colyer reported that the lights were nearly all up. The tree will go up on the 18th November and any outstanding lights that need to be erected will also be done that weekend. The Council's estate staff had been a great help and also the USAF volunteers. Mr Chinery-Colyer requested that the USAF volunteers be thanked on the Switch on Evening. Cllr Every advised that it is necessary to have more councillors present when the lights are being erected, in order to help with the general public and any issues that may arise.

7. TO RECEIVE UPDATE ON FOREHILL PLANS

Cllr Every proposed that in view of the confidential nature of the business to be transacted under this item was considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 be exercised. This was seconded by Cllr Hobbs and it was agreed to go into committee. Due to the confidential nature of this item, this was discussed in Committee at the end of the meeting.

8. TO RECEIVE UPDATE FROM SWITCH ON GROUP

Mr Newstead updated members on the plans and running order of the acts for the Switch on Evening. All the fair rides and food vendors are booked. Volunteers are required for marshalling duties. Mr Dennick will see if the Hereward Rotary members would be willing to volunteer for this. The issues raised with generators in previous years have all been addressed.

Members agreed the switch on date for the lights will be the 1st December 2017

9. TO RECEIVE UPDATE ON STALL APPLICATIONS

The Deputy Clerk reported that the stalls had all been allocated.

10. ANY OTHER BUSINESS.

There was no any other business.

11. DATE OF NEXT MEETING

Tuesday 22nd November at 6.30pm, 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.