



CITY OF ELY COUNCIL  
CHRISTMAS LIGHTS COMMITTEE

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MINUTES OF A MEETING  
HELD ON TUESDAY 7TH NOVEMBER 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>Mr I Newstead</i>	Cllr D Warman
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Member of the public: *Miss S Newstead*

1. APOLOGIES

Apologies were received from Cllr Rouse.

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 4<sup>th</sup> September 2017, were agreed and signed as a true record. CL 151 and CL 152 refer.

Matters Arising: - CL 151 - item 9, Cllr Yates reported that Hereward Rotary will run the Santa's Grotto.

4. BUDGET UPDATE

Members noted the budget update dated 1<sup>st</sup> November 2017. There were no significant variances to report. The Deputy Clerk expressed her concern that the information required for her to invoice the stalls had not been passed to her. This time last year all invoices had been sent out and the funds had been received. Mr Newstead advised the person on the Switch On Sub Group that had been dealing with the allocation of the stalls had resigned and this would now be administered by Miss S Newstead. A hard copy of the allocation was supplied to the Deputy Clerk and Mr Newstead will send her an electronic version. The Deputy Clerk advised it is necessary to ensure that public liability insurance for all hirers, is received prior to the event.

5. HEALTH AND SAFETY ISSUES - To note Risk Assessments have been reviewed.

There were no health and safety issues to report. Mr Newstead and Mr Chinery-Colyer had reviewed the risk assessments for the Switch on Night and the Christmas Lights respectively and had advised minor changes, which members unanimously approved.

6. STREET TRADING LICENCE

The Deputy Clerk reported she has submitted the application to ECDC for the Street Trading consent. Stall holders selling alcohol will be required to apply for a Temporary Event Notice from ECDC.

7. TO RECEIVE UPDATE FROM LIGHTING GROUP AND NOTES OF SUB GROUP MEETINGS

Mr Chinery-Colyer reported the Sub Group had not met. However, the Group have been putting up the lights and are now on schedule. The tree will be erected on 24<sup>th</sup> November and dressed the same day. The lights from Boots to MandCo will be put up on the morning of 19<sup>th</sup> November from 8am. Ely Markets will be advised of this. Cllr Arnold will speak to the Market Inspector regarding this. Mr Chinery-Colyer will look at the timers on the lamp columns with the Estate Manager.

#### 8. TO RECEIVE UPDATE FROM SWITCH ON GROUP AND NOTES OF SUB GROUP MEETINGS

Notes of the Switch On Sub Group meetings held on 30<sup>th</sup> August 2017 and 16<sup>th</sup> October 2017 were noted by members and are attached to these minutes. Mr Newstead updated members on the arrangements for the evening and distributed the running order. Cllr Yates will check the arrangements for the running of the grotto.

#### 9. TO RECEIVE UPDATE ON BEST DRESSED WINDOW & SHOPPERS COMPETITIONS

The Deputy Clerk reported that the best dressed window competition had been well received by the traders. A shopper's competition will be running in conjunction with this to win a hamper. Shoppers will be invited to find the letters 'HAPPY CHRISTMAS' in 14 of the dressed shop windows and complete an entry form with these and drop it off to the Council offices by the 20<sup>th</sup> December 2017. Members unanimously agreed this was a good idea.

Judging for the best dressed window will take place on 27<sup>th</sup> November 2017.

#### 10. ANY OTHER BUSINESS.

The Deputy Clerk reported the railings at the front of Sessions House will be cleared of contractor's signs in readiness for the Christmas Lights to be installed. There will be not be any room for banners of any type for advertising the event. These can be placed on the railings at the rear of Sessions House.

#### 11. DATE OF NEXT MEETING

Monday 27<sup>th</sup> November at 6.30pm, Monday 29<sup>th</sup> January 2018 at 6.30pm, Monday 30<sup>th</sup> April at 6.30pm. Additional meetings will be arranged if they are required.