

# BEVERLEY TOWN COUNCIL

## BEVERLEY CHRISTMAS LIGHTS

**18<sup>th</sup> March 2014 at 1.30pm  
(Working Group Meeting)**

**Present:** Councillors Gray, (Chair), Councillors Bottomley and Whitfield, and Mr Harry Burton (Beverley Lions), Prue Blake (Fund Raising Group) and Peter Jacobsen (ERYC Street Lighting)

**In attendance:** Carol Oliver (Assistant Town Clerk)

### **387 To receive apologies for absence**

Phil Scaife (Chamber of Trade) sent his apologies to the meeting.

### **388 To note the minutes of the meeting of the 18th February 2014**

Minutes 384 (b) be amended to read 'Mr Burton thanked the street lighting team for all their hard work. A discussion took place about the Market Cross ceremony. Mr Burton reported plans are well on the way for 2014 Service. Councillor Gray reported the school choirs enhanced the celebrations and brought many extra people out to listen to them. Better amplification of the event is required in the future. Councillor Gray said the showing a film was a success and ice rink had been well received and was always very busy.

The minutes of the meeting held on the 18<sup>th</sup> February 2014 were then noted.

### **389 Matters arising not on the Agenda**

**Min 385** – Councillor Gray reported she had attended the event seminar on the 26<sup>th</sup> February and said it was very useful. Councillor Gray reported:

- a) All the risks are considered
- b) Risk analysis/assessments should be in place for the whole event
- c) There should be an event marshall
- d) That a team needs to be identified to respond to any incident should one occur which should be communicated through the event marshall

Mr Jacobsen expressed concern at the hawkers who attended the 2013 event. The Assistant Town Clerk had to call in the Police to assist with the removal of the hawkers however; they were unable to help as it is the role of the Enforcement Officer from East Riding of Yorkshire Council. Mr Jacobsen is to find out through Mr Towse if an Enforcement Officer would attend a future Christmas Lights Meeting to advise how to deal with them. Mr Jacobsen is to let the Assistant Town Clerk know who the person is to enable her to contact them to discuss attendance at a future Christmas Lights meeting.

Councillor Gray said as the event is insured, managed and licensed by Beverley Town Council all risk assessments should be sent to the Council who then pass them to the insurance company. The Assistant Town Clerk said that all risks were received and sent to the insurance company. She also reported that all the emergency services and the hospital are written to, to advise them about the event.

Councillor Whitfield noted that refused collectors from ERYC were out at the lighting up event and to obtain a contact with their foreman who may be able to assist if an incident occurred.

### **390 To receive the financial accounts**

The Assistant Town Clerk reported that there is £5560.85 in the Town Council account as at the 28<sup>th</sup> February 2014. Invoices as below have been paid and are to be taken from the above balance.

- Blachere Illumination £138.00, third year hire and carriage to site
- Titan Containers, £43.34
- February container hire and £47.99 March container hire

The invoice from East Riding of Yorkshire Council has been received in the sum of £3712.15.

This included VAT which would be refunded in October 2014 from the Town Council account to the Christmas Lights account.

The balance available is £1619.02.

Prue Blake reported there is £6265.09 in the fund raising account.

### **391 To discuss fund raising events for the future**

Prue Blake said the fund raising group are concentrating on sponsorship by businesses of snowflakes at a cost of £500 each and the little blizzards at £150.00. Plaques would be made to be placed on the lamp post of the sponsor's name. The fund raising group said that brackets would have to be paid for out of the funds.

Mr Burton suggested the fund raising group held a giant tombola with prizes being obtained by approaching local businesses that are often willing to provide prizes rather than money.

Suggestions of a treasure hunt, 12 days of Christmas, Advent Calendar in the shops were made. Prue Blake said that a design a poster competition for children has been done in previous years.

The erecting of little Christmas Trees will be discussed at a future meeting together with the costs.

Mr Jacobsen and Prue Blake are to meet up later in the year once the Saturday Market works are complete to look at the siting of the motifs.

### **392 To consider the 2014 event**

Mr Burton reported the Vicar of St Nicholas Church to conduct the service and for the children from St Nicholas Junior School to sing at the Market Cross Christmas Lights switch on ceremony on Friday 28th November starting at 6-15pm.

The Assistant Town Clerk is contact the Chamber of Trade to find out what they are proposing to do for the 2014 event.

The schools are to be contacted later in the year to ask which school choirs are prepared to participate in the event.

Mr Burton reported that Mr Philip Guest of Guest & Phillips has approached him in connection with purchasing their own lights and Mr Burton has given him the details of the lighting companies for Mr Guest to approach directly.