

BEVERLEY TOWN COUNCIL

BEVERLEY CHRISTMAS LIGHTS (Working Group Meeting)

3rd October 2017

Present: Councillors Duncan Jack, Phil Dodsworth, Ann Willis, Prue Blake and Joy Jack from Christmas Lights Appeal Group, and Harry Burton (Beverley Lions), Graham Tait (Flemingate) and Mr Colin Morris (East Riding of Yorkshire Council)

In attendance: Carol Oliver, Deputy Town Clerk

113 To receive apologies for absence

Apologies were received from Judy Sagar (Beverley Westwood Lions), Cllr Willis and Mr Jacobson (East Riding of Yorkshire Council).

114 To note the minutes of the meeting of the 5th September 2017

The minutes were amended in minute number 109 to replace the word snowflakes with cross pieces and minute number 109 to say the electrical box was included in the tender document.

Resolved: Following amendment, the minutes of the meeting of the 5th September 2017 were noted.

115 Matters arising not on the Agenda

Mr Tait reported that no one had heard from Nathan Bush regarding the North Bar traders. He had spoken to the Treasurer who advised him that no plans were in place for North Bar at Christmas other than the usual decorations.

116 To receive the statement of finances

Cllr Jack presented a sheet of income and expenditure as follows:

Income		Expenses		
Town Council	£18,203.00	Little Blizzards x 20	£ 5,000.00	Ordered and invoice received
Appeal Group	£5,982.00	Strobes for Cross Pieces	£ 280.00	Ordered and invoice received for cross pieces
		2nd Year Hire Agreement	£ 2,000.00	2nd Year hire agreement
		Snowflake twinkleys	£ 1,000.00	Twinkleys ordered
		Lights for Cone Trees	£ 400.00	Ordered and invoice awaited
		Ben Shires	£ 200.00	
		Container Hire til 31/3/18	£ 900.00	
		Npower	£ 140.00	Costs for electricity
		Tender for installation	£ 4,500.00	ERYC
		Market Cross box	£ 500.00	Quotes awaited
		Bracket Testing	£ 2,000.00	£19.25 per bracket - approx 100 brackets
		Trees/Lights for Wednesday Market and Lairgate	£ 250.00	Purchase of trees at £20 each

Total	£24,185.00	Total	£ 17,170.00
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Cllr Jack presented the annual costs as below:

Erection and dismantling	£ 4,500.00
Bracket testing (£2000 for 5 years)	£ 400.00
Repair and Maintenance	£ 1,000.00
Storage	£ 900.00
Electric Supply	£ 140.00
Hire of Cross Pieces	£ 2,000.00
	£ 8,940.00

Mrs Jack informed the meeting that fund raising was continuing with the Fashion Show, Flower Demonstration and tombola at the Festival of Christmas which it was hoped would bring in an additional £1000.

Cllr Jack presented a list of the assets as follows:

Assets	
Snowflakes	41
Large Blizzards	6
Small Blizzards	26
Cone Trees	3
Welcome to Beverley	1
Icicle Lights	3
Market Cross Box	1
Tree Lights County Hall	
Strobes for Cross Pieces	
Twinklys for Snowflakes	

The assets are to be looked at by the Cllr Jack and the Deputy Town Clerk in order to prepare a full list.

117 To discuss all matters relating to the remote switch on

Cllr Jack presented the costs of the remote system as follows:

Remote System costs broken down to cover from North Bar Within to Carluccios :	
~with new sockets~	
1 x Gateway	£ 1,040.00
1 x Antenna	£ 92.66
30 x Socket @£233.36	£ 7,000.80
	£ 8,133.46

Remote System costs broken down to cover from North Bar Within to Carluccios :

~receiver to be placed onto existing sockets~		
Not known if new ones required until installation		
1 x Gateway		£ 1,040.00
1 x Antenna		£ 92.66
30 x receiver £93.60		£ 2,808.00
		£ 3,940.66

Annual Charge for remote system

1 x annual charge		£ 40.64
30 x annual charge @ £.051		£ 15.30

Cllr Jack referred to the above figures and said Council had been very generous in taking money from reserves to fund the remote system. It has been unclear what the amount of money the remote system together with the installation costs and members said they would not commit to the purchase.

Members said the money in the Christmas Lights account should only be spent as Council had been generous with a 100% increase on the previous year. Additional blizzards/spheres for Butcher Row and Toll Gavel should be purchased as this would give more of an impact.

Members discussed the way the switch on was undertaken last year. Mr Morris said that a full switch on at the same time cannot be done as each lamp column has its own timer in it at the base of the column. The columns can only be entered by qualified person.

The lamps on the inner part of Saturday Market can be switched on as they are fed from one feeder pillar. Mr Jacobson did this last year.

Resolved: It was agreed not to go ahead with the remote system at the present time.

118 To discuss the event on 23rd November

Mrs Jack had been speaking with Natalie Acton regarding the event as there are more health and safety issues to be considered and it was agreed there would be no hot food or moving rides. Natalie Acton had said that first aiders could be used who are work placed trained and two would be required. Cllr Jack to speak with Natalie Acton regarding security for the event, what was needed if hot food/drink was added to the event and will inform the Deputy Town Clerk of the outcome of the conversation.

Members agreed to hold the event in front of the Market Cross. Mr Burton said no one is allowed on the Market Cross for health and safety reasons. Members agreed to ask Guest & Phillips if they would switch on their lights to coincide with the switching on of the Market Cross Tree. Mr Tait agreed to speak to Guest & Phillips.

It was agreed the event would be called Market Cross Tree Switch on and Prize Giving to children with celebrity guest CBBC Officially Amazing presenter Ben Shires.

A flier would be prepared with the details on which are:

- 5.30pm The Band of St Mary's Beverley Church Lads' and Church Girls' Brigade
- 6.00pm Beverley Lions Service at Market Cross conducted by the Rev Diane Finch of Toll Gavel Church and the school choir from Minster Primary School
- 6.25pm Market Cross Tree Switch on by President of the Beverley Lions, Mayor of Beverley and by **CBBC Officially Amazing presenter Ben Shires**
- 6.30pm Prize Giving to Children by **CBBC Officially Amazing presenter Ben Shires**
- 7.00pm Event at Flemingate
- 7.15pm Firework display at Flemingate Centre.

Beverley FM will be in attendance together with Tony Peers Productions. The Town Council Gazebo would be used near Beverley FM. Beverley Westwood Lions Sleigh with Father Christmas would be there. A lost children point would need to be considered and it was agreed this would be Beverley FM. Cllr Jack agreed to be the link between Beverley FM and Beverley Lions to ensure that there is no music playing whilst the Market Cross Service is taking place.

It was agreed Ben Shires could present from the Sleigh which would enable children to have their photo taken with Ben Shires and Father Christmas.

Members said that people with street traders licence would attend the event and there is nothing we could not to prevent these people attending although it was felt this added to the event.

Mr Tait said the businesses want to get involved. Mrs Jack and Mrs Blake are asking every business in Beverley for a tombola prize for the tombola at the Beverley Festival of Christmas and are prepared to take a flier at the same time.

Mrs Blake asked about the trees outside County Hall. It has been agreed these are not being felled and Mr Morris reported that Mr Jacobson would be working towards getting the lights on these trees. If the lights cannot be placed on these trees, the tree on Walkergate/Railway Street to be used as last year.

Mr Burton said the lights need PAT testing for Market Cross. Mr Morris is to arrange collection with Mr Burton and Mr Jacobson and for the testing to take place.

Mr Burton agreed to send the Deputy Town Clerk the final details for Market Cross to ensure these go on the leaflet.

Once security and first aid had been considered it was agreed that £3000 should be left as a contingency in the bank account and new lighting would be purchased.

Date of next meeting: 7th November 2017

The meeting closed at 1515pm

SignedDate.....