

BEVERLEY TOWN COUNCIL

BEVERLEY CHRISTMAS LIGHTS

**20th May 2014 at 1.30pm
(Working Group Meeting)**

Present: Councillors Gray, (Chair), Councillors Bottomley and Whitfield, Mr Harry Burton (Beverley Lions), Prue Blake (Fund Raising Group) and Phil Scaife (Chamber of Trade).

In attendance: Carol Oliver (Assistant Town Clerk)

400 To receive apologies for absence

No apologies were received.

401 To elect a Chair

Councillor Whitfield proposed and Mrs Blake seconded that Councillor Gray be elected as Chair for the next municipal year. All agreed. Councillor Gray was elected as the Chair.

402 To elect a Vice Chair

Councillor Bottomley proposed and Councillor Gray seconded that Councillor Whitfield be elected as Vice Chair for the next municipal year. All agreed. Councillor Whitfield was elected as the Vice Chair.

403 To note the minutes of the meeting of the 15th April 2014

The minutes of the meeting held on the 15th April 2014 were noted.

404 Matters arising not on the Agenda.

Min 399 (a) – The Assistant Town Clerk reported the Town Council Handyman is trained for stress testing of the brackets but he does not erect them.

The Assistant Town Clerk reported that Handyman would undertake PAT testing later in the year. Mrs Blake said that two members of the fund raising group would go to the container to separate the white and warm white lights to avoid the lights being mixed up when these are put on the trees.

405 To receive the financial accounts

The financial accounts stood at: £1572.93 in the Town Council account and £6385 in the Fund Raising Account. A recent coffee morning had raised £100. Mr Scaife reported there is £200 in the Chamber of Trade account raised from the 2013 event.

406 To discuss fund raising events for the future

Mrs Blake reported that there are four fund raising events planned:

- (a) Treasure Hunt – this is being organised and the date is awaited.
- (b) Lady's Day – 29th June 2014 which is sold out.
- (c) Barbers Quartet – 10th October 2014
- (d) Fashion Show/Pamper evening to be organised in October.

407 To consider the 2014 event:

(i) Confirm the day of the event

The day was confirmed as Sunday 30th November 2014 commencing at 3.15pm in Wednesday Market. The proposed timings are:

3.15pm - Wednesday Market – presentation of children’s prizes
3.45pm - Angel Square – school choir to sing
4.05pm - Wilkinson – school choir to sing
4.20pm – Market Cross service begins.

Councillor Gray said better amplification of the singing is needed. Councillor Gray is going to contact the local schools.

Mr Scaife said the Chamber of Trade would have a programme of activities in Saturday Market all day and this would stop when the Market Cross Service began. Mr Scaife said now the date has been confirmed, discussions will commence within the Chamber of Trade. Ideas being discussed are the charity stalls, ice rink, movie and fireworks. Due to the success of the charity stalls in 2013, Mr Scaife is asking East Riding of Yorkshire Council for permission to leave the stalls from the market held on the Saturday, in the market overnight, and the Chamber of Trade would provide security for them.

Mrs Blake asked whether the lights would be synced together and whether Mr Jacobsen had been in touch with the numbers of snowflakes and little blizzards required. The Assistant Town Clerk is to contact Mr Jacobsen from East Riding of Yorkshire Council to find out the above information. She would discuss the brackets with him.

Mrs Blake would like to purchase snowflakes and little blizzards as soon as possible to avoid the rush before Christmas. She handed all members of the group the sponsorship form, saying it is £500 for a snowflake and £150 for a little blizzard. Recognition of purchase would be attached to the lamp posts.

Mrs Blake said she is going to contact the Beverley Guardian to ask them to advertise the sponsor form to see any member of the public would like to sponsor a little blizzard in memory of family members.

A discussion took place about the hawkers who attended the event last year and how these can be removed. The Assistant Town Clerk is to invite the Street Enforcement Officers to a meeting as soon as possible.

(ii) Change of route

The route has been changed as per the East Riding of Yorkshire Council to enable the moving crowd to finish in Saturday Market which is a larger area than Wednesday Market.

(iii) Marshalling

The marshalling and stewarding of the event were discussed. The Beverley Lions and the Rugby Club are to be contacted to ask whether they can assist with this.

It was agreed a “lost children station” is needed. The Assistant Town Clerk is to contact Costa Coffee to see if their premises could be used as a base until the children are collected. Details of this would need to be added to the programme.

(iv) First aid team

Councillor Gray reported that a group is required to assist if an incident occurs. This group would be then responsible for the incident and the event can then continue. The Assistant Town Clerk is to contact the Fire Brigade at Beverley to ask whether they would be able to assist.

It was agreed that a nominated person would need to be known who is in charge of the event. It was agreed that the Assistant Town Clerk would be this person as the event is done under the Town Council insurance and licence.

408 To discuss the date of the next meeting whether it is to be held in June/July

The dates of the next meetings are: 17th June 2014 and 15th July 2014 at the Town Council office at 1.30pm.