# BEVERLEY TOWN COUNCIL

# BEVERLEY CHRISTMAS LIGHTS
# (Working Group Meeting)

# 18th October 2016

**Present:** Councillors A Willis and P Dodsworth, Harry Burton (Beverley Lions), Mr Jacobson (East Riding of Yorkshire Council), Graham Tait (Wykeland), Judy Sagar (Beverley Westwood Lions), Rev'd Caddy (Churches Together), David Fewster (Beverley FM)

**In attendance:** Carol Oliver, Deputy Town Clerk

In the absence of Cllr T Astell, Cllr Willis chaired the meeting.

**70 To receive apologies for absence**

Apologies were received from Prue Blake.

**71 To note the minutes of the meeting of the 20th September 2016**

***Resolved:*** The minutes of the meeting on the 20th September were noted.

**72 Matters arising not on the Agenda**

| | **Person to action** |
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| The Deputy Town Clerk reported she is still trying to find out the owner of the Railway clock. It was agreed the Deputy Town Clerk would continue to try to find out who the owner is.<br><br>Mr Tait said that Wykeland are unable to fund the request as they are funding other initiatives. Wykeland may be able to fund future requests.<br><br>The Deputy Town Clerk reported that she is waiting to hear from Plantscape following her request for 2 solar trees to try in Beverley. | The Deputy Town Clerk |

**73 To receive the statement of finances**

The Deputy Town Clerk reported there is £8017 in the Town Concil account. Mrs Jack reported there is £5849.08 in the fund raising account. Two events had recently been held, £150 from a Fashion Show/Raffle held by Browns and £461 from the evening with Sean Finch.

Mrs Jack reported that there are three fund raising events to be held, a Coffee Morning in Toll Gavel Church on 22nd October 2016 and a Flower Demonstration on the 23rd November 2016.

Both Mrs Jack and the Deputy Town Clerk reported that the funds in the accounts are already allocated for as invoices are awaited.

**74 To discuss the 2016 switch:**

| | **Person to Action** |
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| **(i) Churches Together**<br><br>Cllr Willis asked Rev'd Caddy whether Churches Together would be able to assist with the provision of people for the nativity. Rev'd Caddy reported that Cllr Tom Astell had attended a meeting to explain what the event was going to be. Churches Together appointed Rev'd Becky Lumley as their contact for the Town Council. Rev'd Lumley had not heard anything. Churches Together met last night and had agreed that Rev'd Caddy would come to the meeting today to enquire what is required as their next meeting is not until February 2017.<br><br>Cllr Willis explained that Mary and Joseph on a donkey if possible, would leave the Market | Rev'd Caddy |

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| Cross following the nativity service by the Beverley Lions, process down to Wilco's corner and a school choir would sing Once in Royal David's City, as they pass Angel Square, an Angel would be collected. At Wednesday Market, the shepherds would be collected and a school choir would sing While Shepherds Watched their flocks and then all would proceed to Flemingate Centre where there will be a manger in a stable with sheep. Mr Tait said he had a farmer who would be willing to attend with sheep at Flemingate in an area which would be surrounding with barriers and hay bales. Rev'd Caddy to make enquiries and inform the Deputy Town Clerk as soon as possible.<br><br>All schools are to sing Away in a Manger at Flemingate. The Deputy Town Clerk to inform the schools.<br><br>As the procession passes, the lights in Saturday Market, Wilcos, Angel Square and Wednesday Market will be switched on.<br><br>Rev'd Lumley/Rev'd Caddy are to be added to the circulation list for Christmas Lights by the Deputy Town Clerk. | The Deputy Town Clerk<br><br>The Deputy Town Clerk |
| **(ii) Timing of the Event**<br><br>Cllr Dodsworth said he had concerns about the timing of the event as the businesses would be closed and would not promote trade within the town.<br><br>Cllr Willis explained this had been discussed in full at previous meetings when it was agreed to stick to a Sunday and make the event later and shorter. The time had been agreed to enable people to attend church services.<br><br>Cllr Dodsworth apologies for not being able to attend a couple of meetings. Cllr Willis said it was agreed this year was an opportunity to try it differently. Mr Tait said the event needs to be advertised very well. | |
| **(iii) Children's Competition Presentation**<br><br>The Deputy Town Clerk to ask if the Mayor would be available to present 20 Certificates to the children at 3.30pm at the Market Cross. Mr Tait has booked the Town Crier for the day and has agreed he can attend at the Market Cross to announce the names of the winners at the Competition. Mr Burton said the service must commence at 4pm prompt. | The Deputy Town Clerk |
| **(iv) Donkey**<br><br>Discussion took place about the health and safety of having a donkey at the event. It was agreed that Cllr Dodsworth would speak with the Donkey Sanctuary to make enquiries as to the cost of hiring a donkey with an owner for the 2 hours. Cllr Dodsworth to liaise with Mr Tait and the Deputy Town Clerk. It was agreed that a maximum of £200 would be the budget. Mr Tait agreed to contribute £100. It was agreed if the Donkey Sanctuary were able to do it for free, they would be able to bring buckets for contributions to the event. The Deputy Town Clerk to make enquiries of the Town Council insurers. | Cllr Dodsworth, Mr Tait and the Deputy Town Clerk. |
| **(v) First Aid/Security**<br><br>It was agreed to employ Cascare for First Aid and to site them in Wednesday Market and to employ Cresta Security with an additional two stewards for the donkey. The Deputy Town Clerk to inform Cascare and Cresta Security. | The Deputy Town Clerk |
| **(vi) Christmas Light Purchases**<br><br>The Deputy Town Clerk to check with Lite and Festive Lighting regarding the delivery of the new lights purchased as plans would need to be made for these to be erected.<br><br>Mrs Jack asked would all the lights be put up this year. Mr Jacobson said he thought so. Mr Jacobson reported that Andy Hazel is dealing with the lights outside County Hall.<br><br>The Deputy Town Clerk is to enquire when the new lights that had been purchased would be delivered. | The Deputy Town Clerk<br><br>The Deputy Town Clerk |

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| Mr Jacobson asked that two strings of lights are required for the repair of the cone tree in Wednesday Market. The Deputy Town Clerk is to order these. | The Deputy Town Clerk |
| **(vii) Advertising**<br><br>David Fewster from Beverley FM agreed to advertise the event for free, three weeks prior to the event and have a full advertising campaign the week before the event.<br><br>Posters and fliers would need to be prepared once the final plans were in place to ensure that people are informed and attend the event. | |
| **(viii) Risk Assessments**<br><br>Risk Assessments are to be with the Deputy Town Clerk by the 31st October 2016 so these can be forwarded to the Town Council insurers. | |
| **(ix)** Mr Tait agreed that the Beverley Christmas Lights Fundraising group would be able to sell mulled wine and Mrs Jack and Mr Tait are to meet to discuss a site for this to happen.<br>**(x)** Small white lamps are to be purchased by the Beverley Christmas Lights Fundraising group to sell to people for the procession.<br>**(xi)** The Deputy Town Clerk is to check with East Riding of Yorkshire Council whether there are any planned works that weekend in the town centre.<br>**(xii)** The Deputy Town Clerk is to speak with Mrs Blake about CLB attending the event. | Mr Tait and Mrs Jack<br><br><br>The Deputy Town Clerk<br>The Deputy Town Clerk |

Date of next meeting: **8th November 2016**

The meeting closed at 2.30pm

Signed ……Date……..