

BEVERLEY TOWN COUNCIL

BEVERLEY CHRISTMAS LIGHTS

**15th April 2014 at 1.30pm
(Working Group Meeting)**

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

In attendance: Carol Oliver (Assistant Town Clerk), Rod Towse and Emily Mounsor (East Riding of Yorkshire Council Highways Events Officer, Traffic & Parking Beverley Depot).

393 To receive apologies for absence

Apologies for absence were received from Phil Scaife from the Chamber of Trade. He had asked Joy Jack to represent him at the meeting.

394 To note the minutes of the meeting of the 18th March 2014

The minutes of the meeting held on the 18th March 2014 were noted.

395 Matters arising not on the Agenda

No matters arising as all items on the Agenda.

Cllr Gray welcomed Rod Towse and Emily Mounsor to the meeting.

396 To receive information from Mr Rod Towse from the risk assessment seminar

Mr Towse explained that Miss Mounsor was working with him as she is learning the trade.

Mr Towse was at the same risk assessment meeting as Councillor Gray. Mr Towse will chase the DVD up that was going to be sent following the risk assessment meeting. He provided documents, five steps to risk assessment, how do civil law and health and safety law apply? Good practice guides for building foundations and organising a voluntary event a "can do" guide which the Assistant Town Clerk will scan and forward by email to all members of the committee.

Mr Towse said that if we follow the information in the guides provided then we are on the right lines.

Mr Towse said that it is vital that written risk assessments and contingency plans are in place which look at all the risks involved and what reasonable steps will be taken if an incident occurs. Mr Towse will be at the event this year. We need to organise sufficient marshalls and stewards to be at the event for crowd control. Communication between the marshalls and stewards is vital and this can be done by mobile telephone. The marshalls and stewards need instructions of what to do. First Aid cover is required at the event. A lost children point needs to be considered. Discussion took place about employing two trained stewards and having volunteer marshalls. Mr Towse said there is no need to cancel the Christmas Lights event. The Assistant Town Clerk has already done risk assessments and notified the emergency services, bus companies and hospitals in the past.

It is the law that everything is in place and shows what steps reasonable practicable steps will be taken should an incident occur.

Mr Towse suggested that the Assistant Town Clerk attend the Events Safety Advisory Group at East Riding of Yorkshire Council which meets monthly when all the plans are in place.

Discussion took place about the radio involvement with the event. Discussion took place about changing the start of the event in Wednesday Market and finished with the Market Cross ceremony in Saturday Market.

Councillor Gray thanked Mr Towse and Miss Mounsor for their time.

397 To receive the financial accounts

The financial accounts stand at £1565 in the Town Council account and £6265 in the Fund Raising Account.

398 To discuss fund raising events for the future

The next fund raising event is the Coffee Morning on the 17th May 2014 at Toll Gavel Church.

The planned fund raising events are but no dates are set at present:

- (a) Treasure Hunt – June or July
- (b) Lady's Day – June
- (c) Barber's Quartet – October/November
- (d) Fashion Show – October

399 To consider the 2014 event:

Mrs Blake expressed concern at the rising costs of first aid and hiring stewarding firms. Fund raising is hard to do. Amplification of the event needs to be better this year.

(a) Changing the day to a Sunday?

Changing the day to a Sunday was discussed. This would need to be taken back to the Lions Group, the Chamber of Trade and Fund Raising Committee for discussion with them. The date suggested is the 30th November 2014. The main reasons for changing the day were:

- (i) Road closures easier as less traffic around
- (ii) East Riding of Yorkshire Council are not losing revenue from the car parking
- (iii) The events in Saturday Market can be held for longer thereby raising more funds for the ice rink, charities at the event can raise more funds
- (iv) More availability of car parking as employees are not in the town
- (v) More time for volunteers to get organised

Mr Burton said that the Market Cross ceremony was already organised as the Lions had booked the school choir and the vicar to do the service.

The cons of changing the date are:

- (1) That the school choirs may not be able to attend
- (2) The vicar and other churches may have Advent services already planned

Mr Burton, Joy Jack and Mrs Blake agreed to take the change of the day back to their meetings and a decision would be made at the May meeting.

Details are needed from the Chamber of Trade and Fund Raising Group what events they have planned and what contribution is going to be made from them for the First Aid and hiring of a stewarding firm. Mrs Blake said they would support the Christmas Trees erection on businesses in the town. It was suggested that the Rugby Club are approached to be marshalls at the event as a donation is made to the Rugby Club for the erection of the trees.

The Assistant Town Clerk is to contact Street Enforcement to see if they would be able to assist at the event to assist with the removal of the hawkers from the event.

The Assistant Town Clerk is to find out if the Handyman is trained for stress testing of the brackets as in the next year some of the brackets will need testing.

(b) continuation of the event due to the possible need to hire stewarding firm

This agenda item was covered above.

(c) incident cover should an incident occur.

This agenda item was covered above.