

BEVERLEY TOWN COUNCIL

BEVERLEY CHRISTMAS LIGHTS (Working Group Meeting)

8th February 2017

Present: Councillors T Astell (Chair), P Dodsworth A Willis, Harry Burton (Beverley Lions), Mr Jacobson (East Riding of Yorkshire Council), Prue Blake and Joy Jack from Christmas Lights Appeal Group, Judy Sagar (Beverley Westwood Lions).

In attendance: Carol Oliver, Deputy Town Clerk and Helen Watson, Town Clerk

Graham Tait had given his apologies that he would be arriving late.

81 To receive apologies for absence

Apologies were received from Harry Burton (Beverley Lions).

82 To note the minutes of the meeting of the 8th November 2016

Resolved: The minutes of the meeting of the 8th November 2016 were noted.

83 Matters arising from the previous minutes

Cllr Astell said at the Full Council budget meeting an extra £7500 was given to the Christmas Lighting of the town. This was to enable more lights to be purchased. The current £7500 is to be used for the infrastructure and installation. Beverley Town Council agreed within the budget that the installation is to be put out to tender. Cllr Astell said this would enhance the excellent work of the Christmas Lights Appeal group.

Prue Blake felt the cross pieces in Toll Gavel did not have the impact expected and the Christmas Lights Appeal group would like to upgrade or swap them and need to talk to the company they were hired from. The Deputy Town Clerk to forward details of the company.

Peter Jacobson said one of the cross pieces were damaged and the East Riding of Yorkshire Council will meet the cost of the repair. The Deputy Town Clerk to forward company details to Peter Jacobson.

Members felt the trees were fabulous until the vandalism and Saturday Market looked magnificent.

Peter Jacobson said it had been very difficult to get into trees outside County Hall to put the lights on. Mrs Blake said that when funding was received for the lights on the County Hall Trees it had been agreed that the East Riding of Yorkshire Council would meet all costs. Peter Jacobson to find out if the East Riding of Yorkshire Council are to meet the costs. Prue Blake said the lights would remain on the trees all the time but would be lit between the hours of darkness from October to March. It was felt the work should be done as soon as possible before the leaves sprout on the trees.

Peter Jacobson said that the elastic straps for holding the lights on the trees need to be purchased. The Deputy Town Clerk is to look into this.

Peter Jacobson said that he had had to consider health and safety issues and will look into companies who can provide machinery to assist with the putting the lights on County Hall trees. Peter Jacobson and Cllr Dodsworth are to liaise regarding the hire of machinery and the Deputy Town Clerk to provide Cllr Dodsworth with Peter Jacobson's contact details.

Peter Jacobson said that the trees were being cut back as large vehicles were catching them and is to check when this work is being carried out.

Peter Jacobson reported all three trees had been damaged. A few repairs had been made but discussion took place about how to vandal proof the trees for the future. Members thought it would be prudent to get the trees sorted by the manufacturer as they are distorted in shape and many lights/wires are damaged. It was thought that the cost of carriage is very expensive. Cllr Dodsworth agreed to approach Nigel Rice to transport these. The Deputy Town Clerk is to provide details of the address and also obtain a quote for the repair of the three trees.

The Town Clerk said the tender could include maintenance and erection of existing lights and additional new or hired lights to add to the festive lighting within Beverley. The Town Clerk commented that more scope, direction and detail were needed by Council on the actual tender document to clarify the situation.

Peter Jacobson reported that an anchor point had been replaced but it needed listed building consent. This has now been sorted by East Riding of Yorkshire Council as this anchor point is required for the erection of the banners in Toll Gavel which is an income stream for the East Riding of Yorkshire Council. Peter Jacobson reported that a programme of repainting of the listed buildings is going to be commenced.

Peter Jacobson said that a lighting programme is to take place in North Bar and all the lighting columns will be replaced together with brackets and the infrastructure for timing of the lights. It was agreed to ask the North Bar traders to contribute to the Christmas lighting.

Prue Blake said that one of the pieces outside St Mary's Manor was dimmer than the others. The flashing twinklers need to be purchased for all the pieces. Peter Jacobson is let the Deputy Town Clerk know how many are to be ordered.

84 To receive the statement of finances

Joy Jack reported there is £4436 in the fund raising account. The funds are awaited from the De Lacy Raffle which are approximately £600. 2016 was a good year and following the switch on a Just Giving page raised £378.

The Town Council account balance is £7053 – there are outstanding invoices which will use the majority of this amount for erection, electricity and storage costs.

85 To discuss the 2016 switch on

Cllr Astell summarised the email that had been received from Graham Tait:

- (a) He was stationed at Flemingate so could not tell how the event was going in Saturday Market.
- (b) It exceeded expectations
- (c) The CLB added to the event
- (d) Mary/Joseph were a nice touch
- (e) The animals were good
- (f) Town Crier was excellent.

The event would move to the grassed area at the front and have refreshments. He asked whether the switch on could be moved to a trading day to assist the traders in the town.

Comments about the event received from members of the committee and Town Clerk, who had received these from members of the public are as follows:

- (i) The Market Cross Service lovely but a bit too long
- (ii) Some members of the public thought the event was over at the end of the prize giving.
- (iii) Liked the live procession
- (iv) Need a better sound system as cannot hear
- (v) Timings were out and some children did not get to sing
- (vi) Need more volunteers and co-ordination to tighten up tasks and timings.
- (vii) Market Cross wires are a possible hazard
- (viii) Father Christmas was missed at the event and would have added to the occasion
- (ix) Nothing to do in Market Place once Market Cross Service concluded
- (x) Busy and chaotic at Flemingate
- (xi) A parade carries potential risks, which need consideration
- (xii) Comments that it was a Lights Switch on, but the Christmas Lights were already on and it was actually a Christmas Tree Lights Switch On.

Cllr Dodsworth said that the Westwood Lions want to be put on a show and work with the Chamber of Trade and other interested parties such as Tony Peers pantos. Cllr Astell stated that we have a fantastic team of fund raisers and the Town Council already involved, and this would be an extra event that may complicate the issue, and we should discuss the Town Council event.

The Town Clerk noted that some of the meetings had not been well attended and additional meetings had been added to facilitate the Switch On event; however the event was organised in the latter months of the year. Brief

discussion took place on the idea of having Christmas tableaux in place within the town, to take away the need for processing through the town. She concluded by saying that administration time is given to support Christmas Lights to ensure health and safety, risk assessments and plans are delivered, and stated that the many organisations in Beverley may want to be involved with the event to help celebrate Christmas in Beverley. The Town Clerk informed the meeting how the Christmas Lights evolved. A planned approach should be made to the event and use the resources that exist in the town with that group taking full responsibility for their part in the event.

The Town Council have given the remit of 4 Christmas Lights meetings per year. The expectations of the public need to be managed and a decision needs to be made what sort of event is to be held.

It was agreed that we need to consult with the community, i.e Chamber of Trade, Tony Peers Pantomimes, Flemingate Development and other interested parties to ask what they can bring to the table. The churches could do "tableaus" of the nativity scene in the town which are not moving. Different choirs could sing in different areas of the town whilst the event is on. This way each partner can take ownership, risk assessment and insurance for their part of the event. The partners would report to Beverley Town Council with their documentation at the October meeting for their part of the event.

Discussion took place about a start place and it was agreed that following the purchase and installation of new lights would be a good place to start.

The Beverley Lions may not want to change and stay with their event on a Sunday which would be run, risk assessed and insured by the Beverley Lions.

After discussion, it was agreed the event would be held on Thursday 23rd November 2017 and known as a Christmas Lights Extravaganza - a shopping night with choirs and tableaux in North Bar, Saturday Market, Wednesday Market and Flemingate. Ben Shires may be asked to do the switch on of the lights – but it needs to be decided is it the Christmas Tree Lights or the other lights. Discussion took place of how the lights could all come on together and Peter Jacobson suggested a remote monitoring system and he would find out the cost of this.

The Town Clerk explained that under the Local Government Act 1972 and the Beverley Town Council Financial Regulations, the tendering process has a strict process in which it has to be conducted and the officers need to know the scope of the tender document.

Joy Jack said she thought fund raising could be for little blizzards to create a tunnel of white light on Butcher Row and the Appeal Group like to have a target each year for traders. It was agreed that the Chamber of Trade are very good for publicity and liaising with the traders, however the national companies are not members of the Chamber of Trade. Cllrs Dodsworth and Willis went round every trader in the centre of Beverley last year with little result. Prue Blake and Joy Jack also visited the traders and some raffle prizes were given. Some of the traders had to refer to head office.

Cllr Astell referred to the email sent by Harry Burton requesting that the Christmas lights which cover the Market Cross be handed over to Beverley Town Council or East Riding of Yorkshire Council.

Mr Tait arrived at 3.05pm.

Beverley Lions would still put up their Christmas tree and run the service with the school choir. It was agreed that this should be an agenda item for the next meeting in order to allow Harry Burton to speak to this email.

Peter Jacobson said that Harry Burton drops the lights off with him and his team erect the lights on the Market Cross and later the same day the Beverley Lions attend to put the Christmas tree up.

The Town Clerk said a decision is needed for officers to begin the tendering process. It has to be made clear in the tender document what is required as some areas of Beverley cannot be accessed between the hours of 9am and 4pm.

Graham Tait said he was looking at increasing the event at Flemingate and will keep the working group informed.

86 To discuss the lighting in the town

Partially discussed under minute 85.

Cllr Astell requested the meeting time be moved to an evening in view of the fact he is now in full time employment. He requested additional meetings which could be held outside the main four meetings as resolved by Full Council. Email updates could be sent out. An action plan was requested at the end of the minutes and external meetings. The Town Clerk said that a check would need to be made that the Deputy Clerk is available for evening meetings.

Date of next meeting: 4th April 2017 at 6pm

The meeting closed at 3.40pm

SignedDate.....

**Action Plan
Christmas Lights
8th February 2017**

Action	Person to Action
Forward details to Prue Blake to enable discussions for swapping or upgrade of the cross pieces	The Deputy Town Clerk
Forward details to Peter Jacobson of the company the cross pieces are hired from to enable repair to take place	The Deputy Town Clerk
Find out if East Riding of Yorkshire Council to meet all costs associated with the trees outside County Hall	Peter Jacobson
Elastic straps to be purchased for the trees outside County Hall	The Deputy Town Clerk
Cllr Dodsworth to be provided with Peter Jacobson's contact details	The Deputy Town Clerk
Investigate companies to assist with hire of correct machinery to put the lights on the trees outside County Hall	Peter Jacobson
Find out when the trees outside County Hall are being trimmed	Peter Jacobson
Repair of trees (i) Address to be provided to Cllr Dodsworth for transportation of trees (ii) Approach Nigel Rice for the transportation of the trees (iii) Quote to be obtained for repair of the trees	The Deputy Town Clerk Cllr Dodsworth The Deputy Town Clerk
Order flashing twinklers for North Bar pieces	Peter Jacobson/The Deputy Town Clerk
Cost of remote monitoring system	Peter Jacobson
Local community to be contacted	
Email from Beverley Lions to be an Agenda item at next meeting	The Deputy Town Clerk
Flemingate event – working party to be kept informed	Graham Tait
Tender document to be drawn up once it is know what is required	All members/Deputy Town Clerk