

BEVERLEY TOWN COUNCIL

BEVERLEY CHRISTMAS LIGHTS (Working Group Meeting)

17th November 2015

Present: Cllrs Dodsworth and Willis (Chair), Prue Blake (Appeal Group) and Harry Burton (Beverley Lions)
Peter Jacobson (Street Lighting ERYC), Julian Minshall (Chamber of Trade)

In attendance: Judy Sagar (Beverley Westwood Lions), Natalie Acton (UK Event Associates), Rod Towse (Event Officer ERYC) and Carol Oliver, Deputy Town Clerk

26 To receive apologies for absence

Apologies of absence were received from Cllr T Astell.

Introductions took place.

27 To note the minutes of the meeting of the 20th October 2015

The minutes of the meeting held on the 20th October 2015 were noted.

28 Matters arising not on the Agenda

(a) The Flemingate Centre manager is to be invited to the February meeting in order to incorporate the Flemingate Centre into the 2016 event.

(b) Cllrs Dodsworth and Willis are to take forms out on Monday 23rd November 2015 asking traders to decorate their shop window. The prize is a hamper and a Beverley Town Council plaque. There will be no charge this year as this is a new initiative to encourage traders to participate in the Christmas Lights event. Judging will take place by the Mayor of Beverley, Mrs Blake and the Chair of the East Riding of Yorkshire Council to be asked if he can assist with the judging in the week commencing 7th December 2015.

Action:

- (i) The Deputy Town Clerk is to prepare a form for handing out to traders
- (ii) Cllrs Dodsworth and Willis to take the forms out on 23rd November 2015
- (iii) The Deputy Town Clerk is to liaise with the Mayor, Mrs Blake and the Civic Office of East Riding of Yorkshire Council to find a suitable date to judge the windows.

29 To receive the financial accounts

The Town Council account has £5033.81. The appeal account has £6835. Fund raised since the last meeting are:

£1200 from the Fashion Show (funds are awaited from Browns)

£220 from the Skin Care evening

£210 from Coffee Morning

£100 from tins in shops

There is a bag pack on Saturday 21st November in Tesco. Mrs Blake requested young children to assist. Cllr Dodsworth is to speak with the boxing club to see if any are available. Mrs Blake has contacted ERVAS but has had no response. Cllr Dodsworth and Mrs Blake are to contact their contacts at ERVAS. Father Christmas will arrive at Tesco at 12 noon with 2 elves. Buckets will be available for donations to the Christmas Lights Appeal Group. Photographs can be taken by parents/carers with their young person with Father Christmas.

Mrs Blake reported there are two further fund raising events:

- (i) Flower Demonstration on 18th November at St Leonards Church, Molescroft, Beverley. Members were asked to sell more tickets.
- (ii) Neal's Yard Remedies are holding an event on 3rd December at Neal's Yard Remedies from 5-9 – tickets are priced at £10 and are available from Neal's Yard Remedies.

Action:

- (i) Cllr Dodsworth is to speak with the boxing club.
- (ii) Cllr Dodsworth and Mrs Blake are to contact ERVAS regarding young people assisting at the bag pack.
- (iii) Members to try to sell more tickets for the Flower Demonstration.

30 To discuss the 2015 event

Mr Minshall explained that Ms Acton was in attendance as she is a member of the Chamber of Trade and has UK Event Associates and has offered her expertise and security team by way of sponsorship. Ms Acton would be dealing with the risk assessments, health and safety and security. The Deputy Town Clerk reported that Cascare and Cresta Security are already booked for the event. Mr Minshall asked if Cresta Security could be cancelled and UK Event Associates' security used as this is being offered free to the Christmas Lights event. Ms Acton said that her company would be providing this by way of sponsorship. Ms Acton said her security team needs to be used and not Cresta Security as they are not employed by her company.

The Deputy Town Clerk is to ascertain the position regarding this as it is held under the Town Council insurance and licence. The Deputy Town Clerk reported she would have a discussion with the Town Clerk and revert to Mr Minshall. The Deputy Town Clerk said that both she and the Town Clerk would be in attendance at the event, as they are able to take emergency action if required, as they are authorised to make decisions. No one Councillor can make a decision.

Two way radios would be required for the event or mobile numbers of the Town Clerk and Deputy Town Clerk would need to be provided. Mrs Sagar said the Westwood Lions have two way radios that could be made available.

Mr Minshall requested Cascare speak with him before they park their vehicle. Mr Minshall requested a Saturday Market plan so a layout plan. Mr Towse is to supply the Saturday Market site plan to Mr Minshall so a site plan can be prepared as soon as possible by Mr Minshall, Mr Scaife and George. This is to be distributed to all members of the Lights Committee.

Mr Towse will meet Mr Minshall at 6am on Sunday 29th November to close Saturday Market and Wednesday Market. The Town Council have barriers to close off Old Waste, Saturday Market, top end car parks and Wednesday Market. Cllr Dodsworth said he would be able to get more barriers to assist with the road closures. He offered to collect them on Friday in readiness for Sunday. Cllr Dodsworth is to arrange with Mrs Blake the time for the collection of the stage for the Wednesday Market presentation. Mrs Blake and Cllr Dodsworth are to arrange the collection of the flasks between themselves.

The Beverley Westwood Lions sleigh with Father Christmas in it is to arrive at 1230pm at Saturday Market and Father Christmas is to stay in the Grotto until 2.30pm. It will be £3 to see Father Christmas and each child will be given a gift. An elf will be in place to collect the money and to assist Father Christmas. Marshalling will be required to ensure the public form an orderly queue. Father Christmas will leave the grotto at 2.30pm in the sleigh to join the Mayor and Ben Shires in Wednesday Market. Father Christmas will return to the grotto at 3.35pm to 4.17pm to allow for silence in Saturday Market for the Market Cross Service.

Ben Shires is to meet Mrs Blake at 1.30pm and is to walk around Walkergate to 12 Well Lane to meet the Mayor and Macebearer. The Mayor, Macebearer and Ben Shires are to be transported to Flemingate Centre for 2.10pm in order to light the Christmas Tree and welcome the Flemingate Centre to the town. The Mayor, Macebearer and Ben Shires will then be transported back to Wednesday Market by 2.45pm in order for the prize giving to commence at 3pm. Transport is to be arranged. The Mayor, Ben Shires and Father Christmas will then light up the trees.

The Beverley & District Pipe Band will meet the Deputy Town Clerk at 2.45pm in Wednesday Market and will lead the crowds to Saturday Market. The timings are below:

3.00pm	Wednesday Market prize giving/school choir
3.30pm	Cone Tree in Wednesday Market Switch on by the Mayor and Ben Shires
3.40pm	Cone Tree in Angel Square switch on – this switch on is as the crowds passes
3.45pm	Cone Tree at Wilco corner switch on by the Mayor and Ben Shires
4.10pm	Light Blizzards in Saturday Market
4.20pm	Market Cross Service with school choir and Switch on by the President of the Beverley Lions and the Mayor
5.00pm	Take That tribute band
6.30pm	Event concludes.

Beverley FM are providing the stage and local artists/bands will be performing for the whole event. The running order has been agreed with Mr Fewster from Beverley FM. Beverley FM will assist with the countdown to the lighting of the Blizzards.

Cllr Dodsworth is to contact Humber Colts to ask if they would be prepared to walk round the event with buckets for donations. Mrs Blake has the buckets.

Mr Minshall reported that press releases have been prepared and will be sent to all the local press and local radio. Mr Burton said it would be good to have an album of the event. Mr Minshall is to send photos from the 2014 event to Mr Burton. Mr Minshall said the Just Beverley and HU17.net will be in attendance at the event and press photographers will be asked to attend if they are able.

Mr Burton handed Mr Minshall a copy of the order of service for the Market Cross service for inclusion in the programme.

Mr Minshall reported that he is preparing the final running order/programme for sending off to the printers tonight. He asked that if he misses anyone's logos off please forgive him – it is not his intention. 2000 leaflets, fliers, A3 posters and A4 fliers for shop windows are being printed. Copies of these will be provided to members.

Mrs Blake reported the Hull Daily Mail had already run an article about Ben Shires being at the event.

Mr Minshall reported that he and Mr Scaife will be speaking on all the local radio stations and Beverley FM will be announcing the event

Mr Jacobson reported that the cross pieces had arrived and these were put erected as soon as possible. The new cone tree has arrived and a base is being made for it. The Deputy Town Clerk is to chase the Blizzards and strings of lighting ordered.

Mrs Blake said that the sponsors list of the Little Blizzards had been prepared for placing on the Market Cross and also a notice of sponsorship of the Cone Tree by QualitySolicitors Lockings.

The Certificates for the children's competition had been prepared and will be given to Mrs Williams for signing and handing to the children.

Action:

- (i) Mr Towse is to supply the Saturday Market site plan to Mr Minshall.
- (ii) Mr Minshall is to prepare a site plan with Mr Scaife and George as soon as possible for distribution to all members.
- (iii) Cllr Dodsworth is to contact Humber Colts
- (iv) Mr Minshall is to forward photographs to Mr Burton.
- (v) Cllr Dodsworth is to collect barriers on Friday 27th November.
- (vi) Cllr Dodsworth is to arrange collection of the stage with Mrs Blake on Saturday 28th November.
- (vii) Cllr Dodsworth and Mrs Blake are to sort the collection of the flasks
- (viii) Cllr Dodsworth is to sort transport for the Mayor and Ben Shires from Flemingate to Wednesday Market.
- (ix) Cllr Dodsworth is to contact Humber Colts
- (x) The Deputy Town Clerk to contact Festive Lighting to chase up the order.
- (xi) The Deputy Town Clerk to contact Macebearer re: transport for the Mayor and Ben to and from Flemingate

Next Meeting: 9th February 2016 at 1.30pm at 12 Well Lane, Beverley