

# BEVERLEY TOWN COUNCIL

## BEVERLEY CHRISTMAS LIGHTS (Working Group Meeting)

**16th September 2014**

**Present:** Councillor Bottomley, Harry Burton (Beverley Lions), Prue Blake and Joy Jack (Fund Raising Group), Julian Minshall (Chamber of Trade), Peter Jacobson (ERYC Street Lighting) and Rod Towse (ERYC).

**In attendance:** Carol Oliver (Deputy Town Clerk)

### **422 To receive apologies for absence**

Apologies were received from Cllrs Gray and Whitfield.

In the absence of both the Chair and Vice Chair, Mr Burton agreed to chair the meeting. Mr Burton welcomed everyone to the meeting.

### **423 To note the minutes of the meeting of the 15<sup>th</sup> July 2014**

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

### **424 Matters arising not on the Agenda**

#### **Min No 421 (a)**

Mr Minshall reported that there will be no fireworks this year as the Burton's building is unoccupied. The Chamber of Trade are not prepared to commit moneys to this without having the permission in place to use the building.

#### **Min 421 (b)**

##### **Father Christmas:**

Mr Minshall reported that Mrs Jack is sorting Father Christmas.

##### **School Choirs:**

Mrs Blake reported that John Dell has given permission for the use of the platform from the Beverley Minster. Liam has quoted £200 for the PA system for use in Wednesday Market children's prize giving.

Mr Minshall reported that Beverley FM cannot help with the PA for the event.

It was agreed that a PA system would be needed for the School Choirs. The Deputy Town Clerk reported that only two choirs had accepted the invitation to sing. Mrs Blake asked who was providing the music for the school choirs. The Deputy Town Clerk is to contact Cllr Gray to raise the PA system with her and the music for the school choirs. Mr Burton reported that the Market Cross ceremony is self contained with the assistance of Mr Peter Spencer.

### **425 To receive the financial accounts**

The balance in the fund raising account is £7217.76

The balance in the Town Council account is £3878.

The Fund Raising Group would like to purchase another motif "Merry Christmas" to go on Dyer Lane and Mrs Blake will send the Deputy Town Clerk the information to enable her to place the order.

The Deputy Town Clerk has sent a wayleave form to Marks & Spencers for the new Star of Bethlehem.

Mrs Jack reported she is putting in a High Street Fund bid on behalf of the Lights Fund Raising Group to purchase additional snowflakes and new little blizzard. The reason behind the application is to draw visitors to the Town Centre once the Clariant site is up and running. The Group have to match fund this and the rope lighting on Toll Gavel was suggested. Mr Jacobson advised that there would not be the necessity for wayleave agreements as these lights are only being hung of the property and not attached to it. Mrs Jack said that there are three sittings of the High Street Fund and each group has to bid via an application. The decision whether funds are granted is criteria driven.

A discussion took place about having the cone tree instead of a real tree at Wilcos corner but funds are unavailable at the present time. Mr Jacobson asked that the Town Council purchase more lights for this tree as some have been vandalised and need replacing. The other matter to consider is the storage of the items we purchase.

Mr Burton reported that they had arranged for £600 of additional lights for the Market Cross through the BTC and that he is also ordering four new banners as the original one is over 12 years old and is in need of replacement.

#### **426 To discuss the erection of the Christmas trees following advice from insurers**

The Deputy Town Clerk advised that the advice from insurers was that when ladders are used, the volunteer should have a three point of contact, given ladder training, aware of how to use the ladder and sign that they have received the training. A discussion took place. The Bloom Group had to use a Cherry Picker for erection of some of their baskets. Cllr Bottomley said it would be best to get a quote for a cherry picker. Mr Jacobson is to provide a quote for a Cherry Picker for the evening and will base this on 70 trees. He said this could be undertaken one evening after 5pm to minimise the disruption. The trees are to be obtained from Woodland Nurseries. It was proposed that the cost of Christmas Trees and Lights would be increased to £45 from £40.

Mr Burton is to provide the risk assessment for the Market Cross ceremony.

#### **427 To receive an update on fund raising events**

(a) Quarto – 10th October 2014 – Mrs Blake asked the Deputy Town Clerk to send the information around the Town Councillors and Mr Minshall to advertise in the Chamber of Trade. The Deputy Town Clerk is to send the information to Mr Minshall.

(b) Flower Demo on the 25<sup>th</sup> November at the Conservative Club

(c) The Christmas Lights Appeal Group will have a Stall at the Switch on event on the 30<sup>th</sup> November in order to raise funds.

#### **428 To consider the 2014 event**

Mr Towse that an event management plan is required and he will assist with this.

Mr Jacobson reported he will check if it is possible to have the new blizzards switched on as a set. It had been discussed at the Fund Raising Group meeting that the prize winners would switch on the light. Discussion took place about turning the lights off in this area and if this was hazardous. It was noted that the lighting columns were not to an adoptable standard and are ornamental columns. The lights around the edge of Saturday Market would remain on. The inner lights would be left off until 4pm.

A discussion took place about the timings of the event so as to include the switch on of the new blizzards. It was agreed not to have a lighting ceremony at Angel Square. The new timings proposed are

3.00pm            Wednesday Market prize giving/school choir

3.30pm Cone Tree in Wednesday Market Switch on  
3.45pm Wilco tree switch on by the Mayor with school choirs  
4.10pm Light new Blizzards in Saturday Market  
4.20pm Market Cross Service and Switch on.

Times could be adjusted if required. Mr Burton said he would not want the Market Cross ceremony to commence any later than 4.30pm.

Mrs Jack said she was hoping to have more events in Wednesday Market, like face painting, hair braiding, competition in shop windows for the young people to do.

Concern was expressed that 4 school choirs had been invited and they should be included in the event if they have responded.

Mr Towse said that we needs marshalls to manage the crowd of people. The Rugby Club had agreed to marshall the event when it was on a Friday and the Deputy Town Clerk is awaiting confirmation they can assist on the Sunday. It was agreed that the marshalls should be spread around and given a specific job to do. Mrs Jack suggested we contact other volunteers/clubs to see if they are able to assist. It was agreed that they would need instruction. The marshalls would be wearing high vis vests so they are easily identifiable. Mr Towse also said that an Event Co-Coordinator was necessary for the Event Marshalls to be able to contact.

The lost children point is Costa Coffee. We would need a person with a data barring service certificate (former CRB) in order to comply with rules for safety of children. It was agreed that Mr Minshall would ask if the Beverley FM stand could be the command centre for the event.

Mr Towse is to provide the Deputy Town Clerk with the contact for a first aid company who are used to doing large events.

The street hawkers were discussed and Mr Towse explained that there are two types of licence, a pedlars' licence issued by the Police, which means they can go anywhere in the country and a trader's permit which is issued by East Riding of Yorkshire Council which gives the trader a permitted area. The Deputy Town Clerk reported that East Riding of Yorkshire Street Enforcement would be available to attend at the event. It was agreed to provide "authorised vendor" with a badge to identify to traders who have purchased a licence and advertise on the fliers to the public, "please buy from authorised vendors only".

Mr Minshall reported that three members of the Chamber of Trade had raised lots of money from their swim, cycle and run and the final amount raised is awaited. He said that these members are not athletes and donated their time and should be congratulated on their efforts.

Mr Minshall asked for events to "challenge the Chamber". Suggestions of "in the stocks" and "in a bath of beans" were put forward with members of the Chamber of Trade, members of the Town Council to be there on a Saturday in Saturday Market. Any other ideas can be forwarded to Mr Minshall.

Mr Minshall reported that Chamber of Trade Dinner Dance is on the 11<sup>th</sup> October at the Memorial Hall at a price of £40 per ticket. All welcome. The Deputy Town Clerk is to send out to Councillors. The Mayor will be invited and a mayoral invitation is to be sent to Mrs Jack so the form can be completed and sent back.

Mr Burton provisionally agreed with Mr Jacobson that the Market Cross Christmas lights would be erected on Tuesday 25th November.

Mr Burton thanked everyone for attending the meeting which closed at 2.55pm.