

CLEVEDON TOWN COUNCIL
SUB-COMMITTEE FOR THE CLEVEDON TRIANGLE CHRISTMAS LIGHTS
2017/18

Report to the Town Events & Amenities Committee of the meeting held on Thursday 16th November 2017 at 9.30am in the Clevedon Town Council Offices.

PRESENT: Cllr C Francis-Pester
Cllr L Little, Cllr A Shopland, Cllr J West
Mr J Fox – Triangle Traders & Mr S Harrison – DM Events
Mrs S Howard – Clevedon Town Council
Mrs I Johnson – Deputy Town Clerk

CHL/17/182 APOLOGIES FOR ABSENCE

Cllr J Geldart & Cllr J Norton-Sealey – Clevedon Town Council.

CHL/17/183 MINUTES OF THE LAST SUB-COMMITTEE MEETING HELD ON 19th OCTOBER 2017

The minutes were **AGREED** as correct.

CHL/17/184 TO RECEIVE UPDATE FROM COMMITTEE CHAIRMAN REGARDING THE ROAD CLOSURE APPLICATION

The road closure order has been received from North Somerset Council.

METAL ROAD CLOSURE SIGNS ACTION: Cllr Francis-Pester to install in Station Road.

LAMINATED A4 ROAD CLOSURE NOTICES: RESOLVED: Four laminated signs have been installed at the entrance/exit to Station Road by Town Council Office.

BARRIERS: Two barriers for each entrance to Station Road required for Station Road to be provided by DM Events. **ACTION: Cllr C Francis-Pester to deliver on morning of event.**

WRITTEN NOTIFICATION OF ROAD CLOSURE TO TRADERS ALONG STATION ROAD RESOLVED: Letters issued to both Traders and Residents in Station Road to advise of road closure by Town Council Office

MARSHALLS & ASSISTANCE TO PACK AWAY RESOLVED: Five Councillors to assist and Clevedon Lions hoped to assist too, as Marshalls. All will need to hold collecting tins during the duration of manning the barrier.

CHL/17/185 TO RECEIVE COMMITTEE CLERKS REPORT FOR THE INSTALLATION OF THE NEW AND EXISTING LIGHTS DISPLAY IN THE TOWN

The Committee Clerk confirmed the Lights Contractor had installed all the lights and they have been tested and are working. The Christmas lights, once switched on, will be on 24/7 for the duration of the Christmas period.

INSTALLATION OF LIGHTS IN TREES IN THE QUEENS SQUARE

RESOLVED: Ten sets of lights with new batteries have been given to the Council offices by John Fox. To be installed in the trees on the day of the event by the Triangle Traders.

TO RECEIVE COLLECTING TINS TO BE COUNTED

RESOLVED: To be collected in by John Fox and delivered to the Council offices for counting and banking

TO RECEIVE ANY MONIES AND BOOKING FORMS FOR STALLS BOOKED THROUGH DM EVENTS

RESOLVED: DM Events to collect money from stallholders on the day of the event and monies to be given to the Council offices for banking with all the paperwork.

CHL/17/186 TO RECEIVE THE PROGRAMME OF EVENTS FOR THE LIGHTS SWITCH ON

The Committee Clerk advised that the cost for 1,000 copies of the programme would be £117.72 and advertising posters would be £31.50. DM Events confirmed that £20.00 was the costs for advertising on FB and would obtain a receipt. The Committee **AGREED** to spending a total £169.22 on these items.

CHL/17/187 TO CONFIRM EQUIPMENT REQUIRED FOR STAGE AREA

SOUND SYSTEM: DM Events confirmed he has five microphones and mixer deck.

LIGHTING: Two sets of outside lights have been obtained from Mat Taylor, who has advised that they are not PAT Tested.

GAZEBO: To be delivered by Mat Taylor on the day of the event. Support will be required to erect it.

SMALL PLATFORM: John Fox to arrange for delivery of small platform to be used for Christmas Lights switch-on by the Chairman of Council and school children.

CHAIRS: Council Office to ask Baptist Church if we could borrow some chairs for the Salvation Army band during the entertainment.

CHL/17/188 ARRANGEMENTS FOR THE ACTUAL SWITCH ON

SWITCH ON PLUNGER: **RESOLVED:** DM Events to repair plunger ready for the switch on.

CONFIRMED SCHOOLS FOR SWITCHING ON THE LIGHTS: **RESOLVED:** The Committee Clerk confirmed St Johns, St Nicholas Chantry & Mary Elton have confirmed they would like to take part.

Action: DM Events to speak to the Head Teacher of Yeo Moor.

CHL/17/189 PUBLICITY FOR THE EVENT

NSTIMES: **RESOLVED:** The Editor of the NS Times confirmed they would include the programme as a news item in the 22 November 2017 issue

A2 & A4 Poster around the town: **RESOLVED:** The posters have been installed around the town by Triangle Traders and Town Council Office

CHL/17/190 CHAIRMAN'S ITEMS FOR INFORMATION

There were no Chairman's items for information.

CHL/17/191 DATE OF THE NEXT MEETING – To be confirmed

Meeting closed at 10.20 am

APPROVED AS A TRUE RECORD

CHAIRMAN:DATE: