

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 19th October 2017 at 9.30am in the Clevedon Town Council Offices.

PRESENT: Cllr C Francis-Pester

Cllr J Norton-Sealey, Cllr J West, Mr J Fox – Triangle Traders,
Mr S Harrison – DM Events, Rev Anthony Wareham – Baptist Church
Mrs S Howard – Clevedon Town Council
Mrs I Johnson – Deputy Town Clerk

CHL/17/170 APOLOGIES FOR ABSENCE

Cllr J Geldart – Clevedon Town Council, Alex Drew – Clevedon Baptist Church had sent their apologies.

CHL/17/171 MINUTES OF THE LAST SUB-COMMITTEE MEETING HELD ON 1st SEPTEMBER 2017

The minutes were **AGREED** as correct.

CHL/17/172 TO RECEIVE UPDATE FROM COMMITTEE CHAIRMAN REGARDING THE ROAD CLOSURE APPLICATION

The draft road closure order has been circulated and the final notice awaited.

METAL ROAD CLOSURE SIGNS **ACTION: Cllr Francis-Pester is obtaining revised wording for these signs.**

LAMINATED A4 ROAD CLOSURE NOTICES AND METAL NOTICES These will need to be displayed in Station Road when available. **ACTION: Town Council Office.**

BARRIERS 2 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 **Action: Town Council Office**

MARSHALLS & ASSISTANCE TO PACK AWAY **ACTION: To email all Town Councillors. Clevedon Lions also hope to assist.**

CHL/17/173 TO AGREE INSTALLATION COSTS FOR THE NEW LIGHTS FOR 2017

The Christmas Lights Contractor had now confirmed his quotation for the new lights for 2017 - £1343.

RESOLVED: To accept this quotation to be funded from the TEA Committee budget for Christmas lights 2017/18. More monies may be received from donations and the collecting tins etc. **ACTION: John Fox to collect in tins and bring to Town Council Office.**

CHL/17/174 TO DISCUSS THE ELECTRICITY SUPPLY FOR CHRISTMAS LIGHTS FROM THE TRIANGLE CLUB

Following the closure of the Triangle Club where one of the power supplies for the Christmas lights is located, the Club has now confirmed that access to this electricity supply will still be possible. There is a separate meter.

CHL/17/174 TO DISCUSS THE ELECTRICITY SUPPLY FOR CHRISTMAS LIGHTS FROM THE TRIANGLE CLUB continued

Clevedon Baptist Church confirmed the use of their power supply as has been the case for the past two years.

The electricity requirement for the new globe lighting on Old Church Road is yet to be agreed with the Contractor. **ACTION: To seek further confirmation from WGS Power about this and other outstanding items.**

REPLACEMENT LIGHTS FOR TREES IN QUEENS SQUARE **ACTION: John Fox to provide some of the coloured lights used by Triangle Traders last year.**

CHL/17/175 TO CONSIDER LIST OF STALLS AND SIDESHOWS COLLATED BY D M EVENTS AND AGREE PROVISIONAL LOCATION PLAN OF THE STALLS IN THE QUEENS SQUARE AND STATION ROAD TO ENABLE THE PROGRAMME OF EVENTS TO BE COMPLETED

DM Events confirmed the following; 2 fairground rides, darts, test your strength, donuts, food van, trampelins and snow cone. Also organisations MARLENS, CLOC and Rotary. 5 local traders are also having stalls in the Square. Clevedon Baptist Church to provide free soup.

FARMERS' MARKET to leave Queens Square at 12.30 pm. Access and egress required to facilitate this.

CHL/17/176 TO CONFIRM EQUIPMENT REQUIRED FOR STAGE AREA

GAZEBO Matt Taylor has confirmed he will provide a gazebo. **ACTION: Sue** A second gazebo if needed is available via DM Events.

SOUND **DM Events to provide.** Amplification needs etc each act to be established prior to the performance **ACTION: Town Council Office.**

LIGHTING Matt Taylor has confirmed he will provide lighting. **ACTION: Sue** All acts to perform on stage. The follow through of acts to be smoother and access to the stage defined. **ACTION: To ask B& M if the two car parking places near the Baptist Church could be reserved for entertainers etc.**

TENS LICENSE **ACTION: Sue to complete application form.**

CHL/17/177 ARRANGEMENTS FOR THE ACTUAL SWITCH ON – 4.30 pm

SWITCH ON PLUNGER **ACTION: DM Events to repair.**

LETTER TO PRIMARY SCHOOLS Schools have been asked to help switch on the lights as last year by providing two pupils from each school. Deadline for replies 3rd November. The Chairman of Council to assist with the switch on.

CHL/17/178 TO CONSIDER WET WEATHER ARRANGEMENTS

There are no premises available for the event to be held indoors.

CHL/17/179 PUBLICITY FOR THE EVENT. TO WRITE ARTICLE TO INCLUDE IN THE NORTH SOMERSET TIMES CTC OCTOBER NEWSLETTER TO BE PUBLISHED ON 25TH OCTOBER 2017

CTC NEWSLETTER OCTOBER Cllr Francis-Pester to write the article following the meeting. News item in NST in November to include map.

PROGRAMME: To include programme of entertainment. Map of stalls etc and thanks to those taking part. Clevedon Baptist Church will be putting on

Destination Bethlehem that day and starting their Christmas Tree Festival for businesses. The Tree of Light will also be available in the Baptist Church. It is important when the map is produced that there is access to the Church and room for a gazebo with the soup outside. Stalls to start from the bike stands only. 1,000 copies to be ordered for distribution to shops before the event.

ACTION: Town Council Office.

BANNER: ACTION: John Fox to erect.

A2 NOTICES ON BOUNDARY OF TOWN Action: Town Council to order posters. Cllr Francis-Pester to erect.

ONLINE PUBLICITY

RESOLVED: To allocate £50 for online advertising to be carried out by DM Events. Receipts to be obtained.

GORDANO LIVING AND PUBLISHING TODAY Have included the event along with publicity for the Hill Road Fayre.

CHL/17/180 CHAIRMAN'S ITEMS FOR INFORMATION

There were no Chairman's items for information.

CHL/17/181 DATE OF THE NEXT MEETING – Thursday 16TH November 2017 at 9.30 pm.

Meeting closed at 10.16 am

APPROVED AS A TRUE RECORD

CHAIRMAN:DATE: