



MINUTES OF THE MEETING OF THE CHRISTMAS LIGHTS COMMITTEE HELD AT THE DRILL HALL ON MONDAY 13th OCTOBER AT 7PM

PRESENT:

Cheryl Bould	Town Councillor (Chairman)
Mitchell Philpott	Town Councillor
Francis Dodd	Committee Member
Mary Johnston	Committee Member
Carol Kisis	Committee Member
Tom Wilkinson	Committee Member
Alan Groombridge	Committee Member

Also in attendance: Faye LeBon (Town Clerk) and Gavin Watson (Maintenance Manager).

It was ***noted*** that the meeting called for the 7th October did not take place due to the lack of quorum.

1. To Receive Apologies for Absence

Apologies were received from Nigel Scarlett, Jackie Young, Ian Gravenell, Gill Finch and Michael Goodwin.

2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

3. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

4. To Agree Minutes from the Meeting of 8th September 2025

The draft minutes had been previously circulated. These were ***agreed*** by the committee and signed by the Chair as a true and accurate record of the meeting.

5. To Note Matters Arising from the Meeting of 8th September 2025 (not otherwise included on the agenda)

No matters raised.

6. Health and Safety

a) To Agree Risk Assessments

Subject to the amendment of the 'Electricity' section to reflect the functional testing of installed lights, and the addition of helmets to the required PPE, the Risk Assessments were **agreed**.

b) To Agree Event Management Plan

Subject to the addition of 'check power points are functioning where the power is obtained from an internal source' to the One Week Prior to Installation section, the Event Management Plan was **agreed**. The Maintenance Manager will speak to the relevant businesses.

c) To Agree Volunteer Disclaimer Form

This was **agreed** as circulated.

7. Finance

a) To Receive Updated Budget for Christmas Light 2025/2026

The Clerk reported that the budget the Town Council currently holds is:

£1,820.26 for decorations in earmarked reserves (no change).

£610.35 in the revenue budget for infrastructure. Any money not spent from the revenue budget in this financial year would be moved into earmarked reserves to ring fence it for the next financial year.

b) To Consider Budget Required for 2026/2027

The Maintenance Manager will check that there are enough lights for the tree. The Clerk and the Maintenance Manager will get ideas for outside tree decorations.

c) To Consider any Projects for the Five Year Aylsham Master Plan

Consideration should be given as to whether a new indoor tree is required, or whether repairs would suffice (Reephams Fixery may be able to assist).

8. To Nominate Person to Switch on the Christmas Lights

It was unanimously **agreed** to ask Smudge Smith, in recognition of his community work for the town.

9. To Consider Wrap up Fund Raiser

A Quiz and Chips night was suggested. The Clerk will check the diary for the 10th January 2026.

A collection for the Christmas Lights can also take place at the Switch on Event.

10. To Note Items for Information and Inclusion in a Future Agenda

Procedures for bucket collection

Wrap Up Social (Quiz and Chips?)

To confirm event manager

Check all PPE is in place.

Advert for volunteers in Just Aylsham to be passed to the Events Committee.

11. Date of Next Meeting

The next meeting will be Tuesday 4th November at 7pm. The clerk will check that the Drill Hall is available.

There being no further business the meeting was closed at 7.50pm