



MINUTES OF THE MEETING OF THE CHRISTMAS LIGHTS COMMITTEE HELD AT THE DRILL HALL ON THURSDAY 10th SEPTEMBER 2026 AT 7PM

PRESENT:

Michael Goodwin	Town Councillor
Allan Groombridge	Committee Member
Carmel Stoney	Committee Member
Gill Fitch	Committee Member
Mary Johnston	Committee Member

Also in attendance: Faye LeBon, Gavin Watson and Harry Clark (Town Council Officers)

It was ***noted*** that the meeting was quorate and ***agreed*** that Michael Goodwin should Chair the meeting.

1. To Receive Apologies for Absence

Apologies were received from Ian Gravenell, Mitchell Philpott, Jackie Young, Andy Bell, and Tommy Wilkinson.

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 24th June 2026

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 24th June 2026 (not otherwise included on the agenda)

The Clerk has been in contact with Ivan Fisher, and the Clerk will be notified when the illuminated wreath arrives.

6. To Agree Details of Fund Raiser on 31st October 2026

a. Ticket design and Sales

The committee **agreed** the price for each ticket is £12.00. The committee added that the information needed to be the date, and for attendees to bring their own beverages and food. The tickets are to be made by Paul and sold at Postles. The committee discussed and **agreed** for a raffle to be arranged and prizes that are collected to be held at the Town Hall.

b. Promotion

The committee **agreed** that Tommy Wilkinson to do posters to then be put on social media, Visit Aylsham and Just Aylsham.

c. Volunteers required on the Night

Michael Goodwin offered to volunteer with Veronika Goodwin, as well as Gavin Watson and two other staff members from Aylsham Town Council (Conner & Ryan). The Committee **agreed** for volunteers to arrive at 18:45.

7. Event Management Plan Requirements (2 and 3 months prior to event)

a. To Appoint Event manager and 2no. Deputies

The Committee **agreed** for Gavin Watson to be the events manager and for Andy Bell and Connor Osbourne to be his deputies for the event.

b. To Appoint Person(s) to liaise with tree supplier and secure tree

The Committee **agreed** to have the tree given for free from Mathew Miller, Andy Bell is to transport and cut the tree.

c. To Agree Donation

The Committee **agreed** to give £50.00 donations to the Matthew Project.

d. To Agree Road Closure Dates/Requirements for Lights Up and Lights Down

The Committee **agreed** that the lights up date to be 15/11/2026 at 8am and that the lights are bought down on 10/01/2026 at 8am. The Committee requested that town council staff arrange for road closures at this time.

e. To Agree any additional PPE requirements

The Committee discussed that no additional PPE is required.

f. To Agree any plant requirements

The Committee **agreed** for ladders, the Cherry Picker from Tony, the ladders from Cooks, and for Gavin Watson to request help from Fire Service for putting up the lights.

8. To Received 2026 Christmas Lights Budget and Consider any Additional Purchases

a. Extra Lights on External Tree

Gavin Watson to look at Blachere for different lights. The Committee **agreed** that Raffel Books and associated stationery needs to be purchased for the event.

b. Swags

The item was deferred to the next meeting.

9. To Note Items for Information or for Inclusion in a Future Agenda

Decorations and their respective locations

Swags

10. Date of Next Meeting

The next meeting will be Thursday 8th October at 7pm.

There being no further business the meeting was closed at 7.52pm

Signed _____ Date _____

Risk Assessment: Installation of Outdoor Christmas Lights – Aylsham Town Council

Hazards, Risks & Controls

Hazard	Risk	Persons at Risk	Existing Control Measures	Risk Rating	Additional Controls/Actions Required
Working at height (Mobile Elevated Work Platform(s))	Falls, crush injuries	Installation team	Only qualified persons to operate MEWPs. Harnesses required during operation. Exclusion zone in place around equipment.	High	Pre-work inspection of MEWPs. Banksman present at all times around equipment.
Working at height (ladders)	Falls, serious injury	Installation team	All ladders to be checked prior to use.* All persons going up ladders to understand safe usage.	High	Toolbox talk on safe use of ladders (based on HSE guidance document LA455). To work in teams of 4 to ensure public safety. Road closure to be put in place. Sensible footwear to be worn (flat and none slip, such as trainers) Gloves to be provided. Competency form to be signed. People footing ladders to wear safety helmets.
Electricity (live connections, outdoor supply)	Electric shock, fire	Installation team, public	All lights PAT tested; use of weatherproof enclosures and RCDs for outside connection.	High	Lockable or inaccessible power supply boxes; all works by qualified electricians. RCDs to be tested.

			All light to be functional tested once installed. Lights are not to be fitted/handled whilst energised (switched on)		
Public interface (work in pedestrian areas)	Collision, interference, injury	Public, Installation team	Barriers and signage in place; banksman present	High	Temporary traffic management plan; work outside of peak hours. Work in teams to prevent unauthorised pedestrian access to the immediate area.
Manual handling (lights, cables, fixings)	Sprains, strains	Installation team	Manual handling toolbox talk, team lifting where required	Medium	Use lifting aids; plan installation routes to reduce handling distance. Include in competency forms.
Adverse weather	Slips, falls, reduced visibility	Installation team, public	Monitor forecast; postpone during severe weather	Medium	High-visibility and appropriate clothing for installation team. Have reserve date in case of inclement weather.
Trip hazards (cables, tools, temporary obstructions)	Trips, falls	Public, installation team	Keep work area tidy, use cable ramps and signage	High	Perform regular checks of installation area.
Insecure fixings or structural overload	Lights falling, damage or injury	Public, installation team	Inspection of mounting points prior to installation; appropriate fixings for load	High	Visual checks when installing. Any safety concerns to be raised to Event Manager at the time of installation.
Use of power tools	Cuts, noise, flying debris	Installation team	Appropriate PPE, only trained personnel to use power tools.	Medium	Use during controlled hours only; keep public at distance.

			Cordless tools preferred to reduce the risk of trip hazards.		
Fire risk	Short circuits, overheating	Public, property	Lights certified for outdoor use; do not overload circuits. Time clocks installed	Medium	Further inspection at time of installation, and upon report of failure. Ensure installation team hang lights rather than pull through, to prevent damage to the lights
Biological risk from lights coming into contact with dog waste	Gastrointestinal illnesses, such as diarrhoea, abdominal cramps, and vomiting.	Installation team		Low	Area to be checked on day for contamination. Any dog waste in the installation area to be cleaned up.

Risk Rating Key

- **Low** – Acceptable with standard precautions
- **Medium** – Manage with appropriate controls
- **High** – Must implement control measures before work proceeds

PPE Required

- Hi-vis clothing
- Sensible footwear
- Safety gloves
- Harnesses (if working on elevated platforms)
- Helmets

Emergency Preparedness

- First aid kits on-site
- Emergency contacts and incident reporting procedure in place
- Access for emergency services maintained

Permits and Compliance

- Road Closure Orders
- Insurance in place (Public Liability & Employer's Liability)

Date Agreed by Committee: __13th October 2025_____

* Check for:

Damaged or worn ladder feet;

Twisted, bent or dented stiles;

Cracked, worn, bent or loose rungs;

Missing or damaged tie rods;

Cracked or damaged welded joints;

Loose rivets;

Damaged stays.

Risk Assessment: Installation and Use of Internal Christmas Lights

Location: Aylsham Town Hall

Hazard Identification

Hazard	Persons at Risk	Risk	Existing Controls	Risk Rating	Further Controls Required
Trip hazard from trailing cables	All occupants	Slips, trips, and falls	- Route cables away from walkways - Use cable covers or tape cables securely to floor/walls - Avoid placing lights across doorways	Medium	Monitor cable locations regularly
Electrical shock/fire	All occupants	Injury or fire from faulty equipment	- Lights to be PAT Tested - Only use lights from an approved supplier - Inspect lights and plugs before use - Avoid overloading sockets - Use indoor-rated lights only - Switch off when unattended or overnight	Medium	Replace old/damaged lights Use RCD-protected sockets Remove lights immediately if any sign of damage or overheating occurs.
Overheating/fire due to poor placement	All occupants	Fire from contact with flammable materials	- Do not place lights near curtains or decorations - Keep away from paper or fabric displays - LED lights preferred	Low	Consider timer plugs to prevent prolonged use

Hazard	Persons at Risk	Risk	Existing Controls	Risk Rating	Further Controls Required
Ladder/step stool use for installation	Installation Team	Falls from height, injury	- Use a stable step ladder - Do not overreach - Have another person hold the ladder - Avoid standing on furniture	Medium	Provide guidance on safe use of ladders. Ensure sensible shoes are worn. Competency form completed.
Children tampering with lights	Children	Shock, burns, strangulation	- Keep lights out of reach of small children - Avoid dangling cords - Supervise young children	Low	Ensure users of the Town Hall supervise children. Ensure hirers of the Town Hall during this period are made aware the presence of lights.
Stress on sockets/multiple plugs	All occupants	Fire risk, short circuits	- Use extension leads safely - Don't daisy-chain extensions - Limit number of sets per socket	Medium	Use approved extension leads

Overall Risk Level:

Medium – Acceptable with controls in place. Continue to monitor throughout display period.

Additional Notes:

- Store safely after use to avoid damage.

Safe Use of Stepladders

- Check all four stepladder feet are in contact with the ground and the steps are level;
- Only carry light materials and tools;
- Don't overreach;
- Don't stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold;
- Ensure any locking devices are engaged;
- Try to position the stepladder to face the work activity and not side on.
- Maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder

Date Agreed by Committee__13th October 2025_____



Aylsham Christmas Lights – Volunteer Disclaimer Form

Thank you for volunteering your time to assist with the installation and removal of the Aylsham Christmas Lights. To ensure your safety, and the safety of other residents, please complete the form below and return it to the nominated volunteer coordinator.

Volunteer Details

Name: _____

Contact Number (on the day): _____

Emergency Contact (name & number): _____

Email address _____

Are you willing and able to work at height? YES ☐ NO ☐

Would you prefer to decorate INSIDE? ☐ OUTSIDE? ☐ EITHER? ☐

Would you be available to assist with taking down the lights on 10/01/27 YES ☐ NO ☐

Volunteer Confirmation

I confirm that I:

- Am medically fit and able to assist with the installation and removal of the Aylsham Christmas Lights.
- Will declare any matter that will assist with my safety and wellbeing to the event manager
- Will use any PPE provided for the associated works.
- Will use any equipment provided in accordance with the manufacturer's instructions.
- Will act in accordance with the event manager's instructions.
- Will promptly raise any safety concerns with the event manager.
- Will wear clothing appropriate to the task (e.g. flat, gripped shoes).
- Will only use mobile phones when safe to do so.

Declaration

Signed: _____ Date: _____

Data Protection Statement

The information provided will be stored securely and processed in line with Aylsham Town Council's Privacy Policy.