



MINUTES OF THE MEETING OF THE **CHRISTMAS LIGHTS COMMITTEE** HELD AT THE DRILL HALL ON THURSDAY 8th OCTOBER 2026 AT 7PM

PRESENT:

Kay Montandon	Town Councillor
Allan Groombridge	Committee Member
Carmel Stoney	Committee Member
Gill Fitch	Committee Member
Mary Johnston	Committee Member
Jackie Young	Committee Member

Also in attendance: Harry Clark, and Connor Osbourne (Town Council Officers)

It was ***noted*** that the meeting was quorate and ***agreed*** that Kay Montandon should Chair the meeting.

1. To Receive Apologies for Absence

Apologies were received from Mitchell Philpott, Michael Goodwin, Andy Bell, and Gavin Watson.

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 10th September 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 10th September 2026 (not otherwise included on the agenda)

No matters raised.

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

The committee **agreed** raffle tickets are to cost £5.00 a strip, to which Mary Johnston is to be in charge to organise and monitor. The committee continued that Raffle prizes are to be stored at the town hall when they become available, and Gavin Watson is to set up the raffle station on the night. Allan Groombridge requested that 10 tickets free of charge tickets are put aside for friends and family of the band, the committee **agreed** to have the tickets put aside for friends and family.

7. Event Management Plan Requirements (1 month prior to event)

a. To Review Risk Assessments

The Committee reviewed the Risk Assessments and **agreed** to them for the event.

b. To Agree Arrangements for Tree Collections

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

c. Check all lights are PAT Tested

The Committee **agreed** that the PAT testing is to be conducted by Gavin Watson.

d. To Agree contact Refreshment Suppliers

The Committee **agreed** that Town Council Officers/ Staff are to contact and make all necessary arrangements with Refreshment suppliers.

e. To Review and Agree Volunteer Form

The Committee **agreed** that with the change to date of the event that they are happy to accept the volunteer form.

f. To Agree Appeal for Volunteers

The Committee **agreed** for the appeal to be advertised on social media and other outlets that are available.

g. To Agree to Contact Wi re: assistance with Refreshment

The Committee **agreed** for Town Council Staff to make necessary arrangements.

h. To agreed number of stations and teams required.

The Committee **agreed** that there should be 4 people per team and to have at least 7 teams.

i. To Appoint First Aider

The Committee **agreed** to appoint Connor Osbourne as first aider for the event.

j. Check capping for bumble pins is available

The Committee **Noted** that bumble pins were available.

k. Check 3 parts of Christmas tree is in basement

The Committee **Noted** that the 3 parts of the Christmas tree are accounted for.

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

a. Extra Lights on External Tree

The Committee **agreed** that additional Christmas Lights can be purchased if the specifications sent to Gavin Watson are within budget. The committee **agreed** that the Lights Down is now to take place on 17th January 2027 , **noted** that the lights will be switched off after 12th night as normal.

b. Swags

The committee discussed the swags and considered to review at next years event.

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

Extra lights update.

10. Date of Next Meeting

The next meeting will be Thursday 29th October at 7pm.

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

Signed _____ Date _____

Meeting of the Aylsham Town Council Christmas Lights Committee

29th October 2026

Item 6 - To Receive Update on Fundraiser on 31st October and Agree any Further Actions Required

Tickets Available	90
Less Friends and Family Tickets (10)	80
Potential Sales @ £12 per ticket	£960
Less VAT	£800
Cost of Band*	£560
Potential Profit from tickets	£240

*price was £375 in 25/26 – increase of 50%

As at 23rd October there were 45 tickets sold.

Raffle Prize Donations have been generous. To date:

- Tattinger Gift Set
- Whyte & Mackay Whiskey
- Diffuser gift set
- £5 Gift voucher for Seventeen
- £5 gift voucher from Bons Bons
- Box of Chocs from Bon Bons
- Hot Choc with glasses and straws from Cobble Yard

To Appoint Volunteers on the night;

- Selling raffle tickets
- On the door (checking tickets and selling any left over)
- Checking entrances for unauthorised entry

Christmas Lights – Finance Report

Earmarked Reserves for Decorations

Balance reported on 31 st March 2026	£1,820.26
Add balance from revenue budget	£276.56
TOTAL for 2025/2026 rolled forwards	£2096.82

Revenue Budget for 2026/207 (in addition to earmarked reserves)

Income (assumed)	£1,000
Expenditure	£1,500