



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 (Reepham 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

Event Management Plan (EMP) – Christmas Lights

This EMP only covers the installation, switch on and taking down of the Christmas Lights. It does not cover the switch on event.

This document will be read in conjunction with the EMP for the switch on event.

Terminology:

Committee	The decision making body delegated to make decisions about the purchase, installation, switch on and taking down of the Christmas Lights. A standing committee of the Town Council and governed as such.
Office	Town Council officers
Volunteers	Those who attend in a voluntary capacity, to assist with the installation, switch on and taking down of the Christmas Lights and other ancillary activities.
Event Manger	The person with overall decision making power on the day of the installation and taking down. It is not practical to have shared responsibility for the event on the day. There needs to be a single decision maker who has overall responsibility for all aspects of the event when it is in progress.

3 months prior to installation

Task	Responsibility	Completed?
Contact to be made with Xmas Tree supplier to ensure trees are secured	Office	Y

2 months prior to installation

Task	Responsibility	Completed?
Road Closure(s) to be Agreed	Committee	Y
Road Closure(s) to be applied for	Office	Y
Insurance to be checked	Office	Y
Donation for Christmas Trees to be agreed	Committee	Y
*Equipment required to be agreed.	Committee	Y
Ensure Town Hall is booked out for the day before and on installation day, and the day before and on take down day, to enable safe access/egress of basement	Office	Y
Check all lights are in basement	Committee	?
Agree PPE required	Committee	Y
Order PPE	Office	Y

* Suggest:

1no. cherry picker for tree, display at Co-op and Bread Source (equipment and qualified operative donated)

10no. Extending ladders. Town Council has 3. Office to speak with fire service and Cooks as to other commercial ladders available.

3no. Step ladders. Town Council to price up and source.

6no. Walkie-talkies to be available onsite if required.

1 month prior to installation

Task	Responsibility	Completed?
Risk Assessments to be agreed	Committee	Y
Agree Arrangements for collecting Christmas Trees	Committee	AB
All lights to be PAT tested. Remedial works / replacements to be actioned.	Office	GW
Contact to be made with potential suppliers of refreshments (Tesco [bacon], Flour & Bean [rolls], Co-Op [tea and coffee] and Budgens [sausages]) to ensure these are secured. Expect 30-40 volunteers	Office	GW to approach
Appeal for volunteers for installation and take down [Social media, Just Aylsham, Rotary, Cittaslow, Twinning, Events Committee]	Office	Partially – FL/DB to do social media GW to do rotary FL to do Cittaslow
Speak to WI re: assistance with refreshments	Office	Y (Mo)
Check availability of fire service as volunteers	Office	Y (to confirm numbers)
Check availability of Cooks electrical for lights at Budgens	Office	Y
Agree volunteer form	Committee	Y
*Agree number of stations / teams required. Teams for internal works to be agreed	Committee	GW to Present at meeting
Appoint First Aider for the day of installation and take down. Approach 1 st responders.	Committee	GW to approach
Agree and order capping for bumble pins	Committee	Y

*Suggest 4 people per team (1 person to climb each ladder, one to foot each ladder, one to feed the lights and a banksman).

2 weeks prior to installation

Task	Responsibility	Completed?
Review volunteer list to ensure it is sufficient	Office	
Review long term forecast for potential adverse weather	Office	Y – to continue to monitor
Start collecting volunteer forms. Send out all forms with a welcome letter.	Office	FL to do welcome letters
Agree which volunteers will man stations on switch on day	Committee	

1 week prior to installation

Task	Responsibility	Completed?
Review volunteer list to ensure it is sufficient	Office	
Review long term forecast for potential adverse weather	Office	
Check with tree provider that trees are still available for collection on Installation Day	Office	
Check power points are functioning where the power for the lights is obtained from an internal source.	Event Manager	

1 day prior to installation

Task	Responsibility	Completed?
Collect refreshments from donors and take to Town Hall	Volunteers	
Lights to be brought up from basement and laid out in their relevant areas	Volunteers	
Move all ladders to Town Hall	Office (or fire service)	
Move artificial tree into Town Hall	Volunteers	

Installation Day

Event Manager to be available at the Town Hall throughout the installation. Ask volunteer to turn up at 8am

Appointed first aider to be available in Town Hall

Task	Responsibility	Completed?
Welcome volunteers on arrival	Event Manager	
PPE distributed	Event Manager	
All volunteers to have completed volunteer form	Volunteers	
Volunteer appointed to collect forms	Volunteers	
Refreshments to be provided	WI	

Volunteers appointed into teams	Event Manager	
Persons to be stationed on barriers to allow Co-op deliveries through and those attending church	Event Manager / Volunteers	
Teams to report back to Event Manager to confirm completion of appointed tasks	Volunteers	
Decision made to remove individual barriers	Event Manager	
Trees to be collected and installed	Office / Volunteers	
Check all lights work	Volunteers	
All boxes to be returned to the basement	Volunteers	
All stations to be checked prior to leaving site to ensure they are left in a safe condition	Volunteers	
Timing clocks and plugs to be fitted and set for the correct times (on 3pm – off 11pm)	Volunteers	

Switch on Day

Event Manager to be available at the Town Hall

Task	Responsibility	Completed?
Bumble pins placed along church yard path to the Lychgate and icicle lights attached	Volunteers	

Switch on Night

Event Manager to be available at the Town Hall

Task	Responsibility	Completed?
Teams to be stationed at: Socket at end of Barclays Sockets above Cecil Amey Silver consumer unit outside west end of Town Hall Coxfords Butchers Main consumer unit/timer inside west of Town Hall Coordinated with countdown	Volunteers	
After switch on, bumble pins and icicle lights to be removed and stored	Volunteers	
Assistance with clear up after switch on event	Volunteers	

1 day prior to take down

Task	Responsibility	Completed?
Collect refreshments from donors and take to Town Hall	Volunteers	
Boxes to be brought up from basement and laid out in their relevant areas	Volunteers	

Move all ladders to Town Hall	Office (or fire service if applicable)	
Ensure all equipment not available on a Sunday is removed on the Saturday	Volunteers	

Take Down Day

Event Manager to be available at the Town Hall throughout the take down day

Appointed First Aider to be available in the Town Hall

Task	Responsibility	Completed?
Volunteers welcomed	Event Manager	
PPE distributed	Event Manager	
All volunteers to have completed volunteer form (volunteer form for installation applicable, unless personal details have changed)	Volunteers	
Volunteer appointed to collect any additional forms	Volunteers	
Refreshments to be provided	Volunteers	
Volunteers appointed into teams	Event Manager	
Teams to report back to Event Manager to confirm completion of appointed tasks	Volunteers	
Trees to be dismantled and disposed of	Volunteers	
Lights to be placed back in relevant boxes in the Town Hall	Volunteers	
All boxes to be returned to the basement	Volunteers	
All stations to be checked prior to leaving site to ensure they are left in a safe condition	Volunteers	

Committee Meeting After Event

Task	Responsibility	Completed?
Arrange letter of thanks to be sent to all volunteers	Committee	
Wash up of event. Note what went well and what can be improved upon for next year	Committee	

Important Numbers:

Event Manager: xxxxxxxxxxxxxx

First Aider: xxxxxxxxxxxxxx

Town Clerk: 07385 664707

[List any other number of importance here]

Christmas Lights 2025

PPE Checklist

Item	Number	Sourced
Hard Hats	10	Ordered
Gloves	TBC	In place (all sizes) if required
Hi Viz Jackets	TBC	Town Council has supply

Equipment Checklist

Item	Number	Sourced
Cherry Picker for tree, display at Co-op and Bread Source	1	Equipment and volunteer operative donated
Long ladders	6	(Town Council has 3 – two long and one for the Loke) 3 extra ordered. Cooke's have their own.
Step Ladders	4	Town Council has 2 Another 2 on order
A Frame step ladder	1	Town Council to purchase
Walkie Talkies	6	Town Council has 6
Barriers		Town Council has supply Banksman will check for pedestrians by stations. Barriers in place for road closures

Christmas Light Meeting 4th November 2025

Item 7 To Receive Information on the Fundraising Code of Practice, Relating to the Christmas Lights

The Fund Raising Regulator brings into about a new Code of Practice on 1st November 2025. This covers some aspects of raising money for the Christmas Lights. Specifically:

Cash donations (eg: bucket collections)

You must make sure the charitable institution is sent the full amount from all sealed collection boxes without any expenses or fees being taken, unless it has been agreed beforehand that these can be taken.

You must make sure that all sealed collection boxes are labelled, numbered and sealed.

You must provide a digital or handwritten signed receipt for cash collection donations which were not made using a sealed collection box.

You must give fundraisers a receipt when they return sealed collection boxes

You must have procedures for counting, recording and banking donations without delay.

The procedures must outline who does what, and when and how this will be monitored. The procedures must make sure that:

- unsecured cash is not left unattended;
- cash is banked as soon as possible;
- cash is kept in a safe or other secure place until it is banked;
- cash is counted and recorded in a secure place by two unrelated people, if possible; and
- cash you have banked matches your income summaries (if possible, this should be checked by someone who was not involved in counting or cashing up the money)

You must make sure cash donations are accounted for appropriately. This includes:

- making sure third-party fundraisers do not take any expenses or fees from donated cash, unless these were agreed before the fundraising activity

The full guide can be found here

<https://www.fundraisingregulator.org.uk/sites/default/files/2025-10/Code%20of%20Fundraising%20Practice%20-%20English.pdf>

Christmas Lights – Finance Report

Revenue budget for infrastructure £2,000

Income from Fund Raiser	£1,189.85*
Expenditure	
Backtracking	£375.00
Petty cash receipt	£14.35
Petty cash receipt	£12.00
Petty cash receipt	£3.45
Petty cash receipt	£2.30
Agreed Blachere decorations (ex VAT)	£2,072.40
Agreed donation for trees	£100.00
Total	£2,579.50

Budget	£2,000.00
Add Income	£1,189.85
Less Expenditure	£2,579.50
Budget Remaining	£610.35

Earmarked Reserves for Decorations

Balance reported on 14 th July 2025	£1,820.26
No Change	

* Amount received has been reported without any VAT liability, Upon seeking professional advice, VAT should be charged on ticket sales (but not raffle tickets)

The Town Council is now considering its budget for April 2026 to March 2027. Could the committee please consider ideas of what is required for the light set up next year.