



## MINUTES OF THE MEETING OF THE **CHRISTMAS LIGHTS COMMITTEE** HELD AT THE TOWN HALL ON MONDAY 14<sup>th</sup> JULY AT 7PM

### PRESENT:

Cheryl Bould	Town Councillor	Mitchell Philpott	Town Councillor
Richard Tyler	Committee Member	Chris Ellis	Committee Member
Gill Finch	Committee Member	Jackie Young	Committee Member
Francis Dodd	Committee Member	Mary Johnston	Committee Member
Paul Davis	Committee Member	Tom Wilkinson	Committee Member
Carol Kisis	Committee Member	Nigel Scarlett	Committee Member

Also in attendance: Ron Finch (Local Resident), Faye LeBon (Town Clerk) and Gavin Watson (Maintenance Manager).

The Clerk welcomed the group and explained the need for the meeting and the requirements of a standing committee of the Town Council. It was acknowledged that a committee had been running the Christmas Lights for an extended period of time with great success, but there was a need for a different format to safeguard all valuable volunteers.

There are certain rules for a Town Council standing committee, including for the meeting to be convened and run in accordance with local government legislation, for Terms of Reference to govern the committee, and for health and safety legislation to be adhered to, to ensure volunteers are covered by the Town Council's insurance.

Concerns were raised by local residents over:

- The previous lack of involvement by the Town Council.
- The updated terms of reference of the committee
- Proposed procedures going forwards.

These matters will be addressed as part of the meeting.

### 1. Election of Chairman

It was **agreed** that Cheryl Bould would Chair this meeting .

It was **agreed** that all local residents in attendance, with the exception of Ron Finch, would be appointed to the committee.

### 2. To Receive Apologies for Absence

Apologies were received Trevor Bennett and Michael Goodwin.

**3. To Receive any Declarations of Interest and Request for Dispensation**

None raised.

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

No Matters Raised

**5. To Receive Terms of Reference**

It was agreed to defer this item until after item 7 had been discussed.

**6. Finance**

**a) To Receive 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

£2,000.00 in the revenue budget for infrastructure

**b) To Agree Light Purchases**

Chris reported that people appreciated the forest scene, therefore this could be extended to cover the whole of the frontage of the co-op. The purchase of this scene at £1,436, plus some extra string lights in red and warm white was **agreed**. It was confirmed that all lights were LED.

**7. To Draft Event Management Plan, to cover:**

- **Event Manager**
- **Date of Installation and Taking Down**
- **Risk Assessments Required**
- **Manpower Required**
- **Equipment Required**

It was **agreed** that two committee members will speak with Mr Smith to see if he would be prepared to be Vice Chair of the committee.

It was noted that not all the installation and take down is done on one day, there is preliminary work done beforehand.

PAT testing was discussed and although it was noted that Blachere had advised that this was not compulsory, the Clerk advised that the Town Council would PAT test the lights as part of the safety checks which would be detailed in the risk assessments.

Working at height was discussed. It was reported that the Town Council has had a generous donation of use of a cherry picker and a qualified operative. It was agreed that a cherry picker would be useful for:

- Lights on the Black Boys
- Lights on the Ironmongers (Red Lion Street side)
- Lights on the café on Penfold Street.

It was reported that the Town Council is looking to put a road closure in place for the day of the main installation. It is possible that the fire service may be able to assist if the risk of traffic striking ladders is removed. It was **agreed** that a road closure which mimicked that of the swich on day would be preferable.

It was **agreed** not to put lights up on Norwich Road as this is on a slope and too dangerous, although the frame on which the reindeer stands is acceptable. When working on the section between Randalls and Church Terrace, the road is not shut but can be done with due diligence and manual traffic management. Cooks electricians do the area at Budgens. The Clerk will speak to them about their requirements and obtain the safety documents. Ladder requirements of 8-10 ladders (in addition to the three the Town Council owns) were discussed, along with stepladders for the interior of the Town Hall. The requirement for volunteers to sign in and to agree that, to their knowledge, they have no medical conditions which would prevent them from assisting with the light set up, was discussed. The Town Council's insurance covers volunteers but only when acting under the jurisdiction of the Town Council and deemed competent. The moving of the Christmas Tree from Suffield was discussed as was the installation in the market place. Further consideration is to be given to sourcing the equipment for this. The requirement for a small working party on the day of the switch on was discussed, in case of works required at short notice. The requirement for volunteers to work in groups was discussed. One person to go up the ladder, one to foot the ladder and one to observe the surroundings for hazards.

*Action Points:*

The Clerk will produce a first draft of the Risk Assessments and the Event Management Plan and circulate in good time for the next meeting. The Clerk will also draft the wording for the signing in forms.

**To Receive Terms of Reference (as deferred from item 5)**

It was **agreed** to request the Town Council amend the Terms of Reference as follows:  
Objective, sentence 1 – remove the words 'centre of'  
Membership, point 1 – add 'elected by the Town Council'  
Membership, point 4 – add 'one of which must be a Town Councillor'  
Membership – add point 6 – 'A Vice Chair may be elected from a non-councillor committee member'

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

Ian would like to see a letter of apology from the Town Council.  
Chris and Tom will make enquiries about the proposed fundraising event on 15<sup>th</sup> August.

Items for the next agenda:

- Draft Risk Assessments
- Draft Event Management Plan
- Confirm Terms of Reference

**9. Date of Next Meeting**

The next meeting will be Monday 8<sup>th</sup> September at 7pm in the Town Hall

Cheryl thanked everyone for working with the Town Council in this matter.

There being no further business the meeting was closed at 9pm

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

**Hazards, Risks & Controls**

<b>Hazard</b>	<b>Risk</b>	<b>Persons at Risk</b>	<b>Existing Control Measures</b>	<b>Risk Rating</b>	<b>Additional Controls/Actions Required</b>
<b>Working at height (Mobile Elevated Work Platform(s))</b>	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.
<b>Working at height (ladders)</b>	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.
<b>Electricity (live connections, outdoor supply)</b>	Electric shock, fire	Installation team, public	All lights PAT tested; use of weatherproof enclosures and RCDs for outside connection.  All light sets to be tested prior to installation and then once	High	Lockable or inaccessible power supply boxes; all works by qualified electricians. RCDs to be tested.

			installed. Lights are not to be fitted/handled whilst energised (switched on)		
<b>Public interface (work in pedestrian areas)</b>	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.
<b>Manual handling (lights, cables, fixings)</b>	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.
<b>Adverse weather</b>	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.
<b>Trip hazards (cables, tools, temporary obstructions)</b>	Trips, falls	Public, installation team	Keep work area tidy, use cable ramps and signage	High	Perform regular checks of installation area.
<b>Insecure fixings or structural overload</b>	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.
<b>Use of power tools</b>	Cuts, noise, flying debris	Installation team	Appropriate PPE, only trained personnel to use power tools. Cordless tools preferred to reduce the risk of trip hazards.	Medium	Use during controlled hours only; keep public at distance.

<b>Fire risk</b>	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
<b>Biological risk from lights coming into contact with dog waste</b>	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)

#### 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:** \_\_\_\_\_

\* 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.

### Christmas Lights – location and length

Supplier	Length (m)	Notes
Fisher (to left)	33	Power from end of Fisher's – finish at Harvest
Fisher (to right)	76	Power runs along the Barn to the end of Barclays. Lights start from drainpipe and finish at the Library sign
Hansells (to right)	13	Power from splitter connected through window frame
Hansells (to left)	40	Finish down Burgh Road
Carousel (to right)	48	Power from side of shop. Pass Spire and finish at drain pipe on end house.
Carousel (to left)	22	Power from side of shop. Finish at Murdoch opticians
Urban Clay	59	Power at front of shop. Finish at Bake Addiction
Cleaners (to left)	87	Start at Peggs Yard, finish at Exquisite
Cleaners (to right)	40	Start from Peggs Yard, finish at the corner of White's
Cycle Shop	24	Start from the window (by Exquisite) finish at Canine Design
Neals Yard	32	Start from laundry/toilet block by smokehouse. Finish at Richards Hair Design (middle of roof at end)
Neals Yard (to Whites)	51	Start at smokehouse, finish at Whites
Coxford (to left)	35	Power from Coxfords, finish front corner of BB
Coxford (to right)	45	Power from Coxfords, finish at Biddys
Town Hall (towards church)	57	Power from corner of the town hall above post box, finish at the house by Co-op
Town Hall (front)	52	Finish end of Town Hall at flag holder above bicycle rack
Town Hall (Loke)		Start at Co-op end
Town Hall (to Red Lion)	48	Start from Loke above exit door, go above windows of the Living Room, finish at Bake Addiction
Concept Carpets (to left)	38	Power from window right of door. Finish at Kingsley Home Care
Concept Carpets (to right)	30	Finish at Aylsham Convenience Store
Randells (to left)	30	Finish at end of building
Randells (to right)	39	Finish into BB car park along wall Moriah Healthcare
Black Boys car park	20	Corner of building above kitchen diagonally to bin area

Black Boys car park	17	From corner of building toward rear entrance
Fire station	30	
Pump House		
Stamp	30	Power in yard by door, start at Penfold Street
Postles (to left)	97	Around Bread Source, finish down Loke by Lavendars
Postles (to right)	60	Finish across Loke at Lavendars Blue
Madeleines (to left)	14	Power from splitter in corner
Madeleines (to right)	13	
Drill Hall	20	
Friendship Club	43	Start left hand side by shed, finish past kitchen
Unicorn	30	Start end of pub
Town Hall (inside)	38	Start at Kitchen
Total Length	1311	

Display at Spire

Display at Co Op

Display at Barclays

Display at Urban Clay

**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
<b>Trip hazard from trailing cables</b>	All occupants	Slips, trips, and falls	<ul style="list-style-type: none"> <li>- Route cables away from walkways</li> <li>- Use cable covers or tape cables securely to floor/walls</li> <li>- Avoid placing lights across doorways</li> </ul>	<b>Medium</b>	Monitor cable locations regularly
<b>Electrical shock/fire</b>	All occupants	Injury or fire from faulty equipment	<ul style="list-style-type: none"> <li>- Lights to be PAT Tested</li> <li>- Only use lights from an approved supplier</li> <li>- Inspect lights and plugs before use</li> <li>- Avoid overloading sockets</li> <li>- Use indoor-rated lights only</li> <li>- Switch off when unattended or overnight</li> </ul>	<b>Medium</b>	Replace old/damaged lights Use RCD-protected sockets Remove lights immediately if any sign of damage or overheating occurs.
<b>Overheating/fire due to poor placement</b>	All occupants	Fire from contact with flammable materials	<ul style="list-style-type: none"> <li>- Do not place lights near curtains or decorations</li> <li>- Keep away from paper or fabric displays</li> <li>- LED lights preferred</li> </ul>	<b>Low</b>	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	<ul style="list-style-type: none"> <li>- Use a stable step ladder</li> <li>- Do not overreach</li> <li>- Have another person hold the ladder</li> <li>- Avoid standing on furniture</li> </ul>	Medium	<p>Provide guidance on safe use of ladders.</p> <p>Ensure sensible shoes are worn.</p> <p>Competency form completed.</p>
Children tampering with lights	Children	Shock, burns, strangulation	<ul style="list-style-type: none"> <li>- Keep lights out of reach of small children</li> <li>- Avoid dangling cords</li> <li>- Supervise young children</li> </ul>	Low	<p>Ensure users of the Town Hall supervise children. Ensure hirers of the Town Hall during this period are made aware the presence of lights.</p>
Stress on sockets/multiple plugs	All occupants	Fire risk, short circuits	<ul style="list-style-type: none"> <li>- Use extension leads safely</li> <li>- Don't daisy-chain extensions</li> <li>- Limit number of sets per socket</li> </ul>	Medium	<p>Use approved extension leads</p>

**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 \_\_\_\_\_

## **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:***

<b>Committee</b>	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.
<b>Office</b>	Town Council officers
<b>Volunteers</b>	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.
<b>Event Manger</b>	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***

<b>Task</b>	<b>Responsibility</b>
Contact to be made with Xmas Tree supplier to ensure trees are secured	Office

### ***2 months prior to installation***

<b>Task</b>	<b>Responsibility</b>
Road Closure(s) to be Agreed	Committee
Road Closure(s) to be applied for	Office
Insurance to be checked	Office
Donation for Christmas Trees to be agreed	Committee
*Equipment required to be agreed.	Committee
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
Check all lights are in basement	Committee
Agree PPE required	Committee
Order PPE (including 10no. safety hats)	Office

\* 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***

<b>Task</b>	<b>Responsibility</b>
Risk Assessments to be agreed	Committee
Agree Arrangements for collecting Christmas Trees	Committee
All lights to be PAT tested. Remedial works / replacements to be actioned.	Office
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
Appeal for volunteers for installation and take down [Social media, Just Aylsham, Rotary, Cittaslow, Twinning, Events Committee]	Office
Speak to WI re: assistance with refreshments	Office
Check availability of fire service as volunteers	Office
Check availability of Cooks electrical for lights at Budgens	Office
Agree volunteer form	Committee
*Agree number of stations / teams required. Teams for internal works to be agreed	Committee
Appoint First Aider for the day of installation and take down. Approach 1 <sup>st</sup> responders.	Committee
Agree and order capping for bumble pins	Committee

\*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***

<b>Task</b>	<b>Responsibility</b>
Review volunteer list to ensure it is sufficient	Office
Review long term forecast for potential adverse weather	Office
Start collecting volunteer forms. Send out all forms with a welcome letter.	Office

Agree which volunteers will man stations on switch on day	Committee
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### ***1 week prior to installation***

<b>Task</b>	<b>Responsibility</b>
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

### ***1 day prior to installation***

<b>Task</b>	<b>Responsibility</b>
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***

<b>Task</b>	<b>Responsibility</b>
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
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**Switch on Day**

**Event Manager to be available at the Town Hall**

Task	Responsibility
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
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
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
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***

<b>Task</b>	<b>Responsibility</b>
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 – 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 <sup>th</sup> July 2025	£1,820.26
No Change	

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.