



MINUTES OF THE MEETING OF THE CHRISTMAS LIGHTS COMMITTEE HELD AT THE DRILL HALL ON TUESDAY 4th NOVEMBER AT 7PM

PRESENT:

Cheryl Bould	Town Councillor (Chairman)
Francis Dodd	Committee Member
Gill Finch	Committee Member
Mary Johnston	Committee Member
Carol Kisis	Committee Member
Tom Wilkinson	Committee Member
Jackie Young	Committee Member

Also in attendance: Faye LeBon, Gavin Watson and Andy Bell (Town Council Officers)

It was ***noted*** that the meeting was quorate.

1. To Receive Apologies for Absence

Apologies were received from Nigel Scarlett, Ian Gravenell, Carmel Stoney, Alan Groombridge, Michael Goodwin and Mitchell Philpott.

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 13th October 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 13th October 2025 (not otherwise included on the agenda)

No matters raised.

6. Event Management

a) To Appoint Event Manager

The role of the Event Manager was discussed using the detail in the Event Management Plan.

It was **agreed** unanimously that Gavin Watson should be the Event Manager for the Christmas Light installation and take down. Due to the number of volunteers to organise on the day, it was **agreed** to appoint a deputy to support the Event Manager. It was agreed that this should be Andy Bell. Tom felt that the deputy should be Francis, however it was agreed that the knowledge and skills held by Francis would best be allocated to being outside with the installation teams, rather than ensuring the paperwork is adhered to.

It was **agreed** that Gill would ensure volunteer forms are completed (the Clerk will provide a list of all forms completed in advance) and would then spot check all the barriers during the installation period.

It was **agreed** that Jackie would hand out the PPE.

b) To Review Progress of the Event Management Plan

The progress of the event management plan was reviewed. Items to be completed were:

- Social media request for volunteers (Clerk)
- Email to Cittaslow for volunteers (Clerk)
- 'A frame' ladder to be ordered (Andy)
- First aider to be sought (Gavin to ask First Responders or Kay Montandon)

The internal works were discussed and it was emphasised that the lights have to be put on the internal tree prior to any decoration starting. Access to the balcony is also required for the garlands.

c) To Review PPE Checklist

This was **agreed**.

d) To Review Equipment Checklist

It was agreed to add the following to the list:

- Key for the cover for the exterior tree.
- Sack barrow (the tyres require pumping up)

Walkie-talkies will be issued to the Event Manager, the deputy, Francis and to Gill when reviewing the barriers.

7. To Receive Information on the Fund Raising Code of Practice, relating to Christmas Lights.

A report was provided about the new Code of Practice that came in on 1st November. This primarily impacted upon the bucket collection of donations and it was agreed to order some sealed buckets.

Tom queried whether it also covered donations via card payments. The clerk advised that the code of practice did, insofar that the card payments collected had to comply with PCI-DSS (Payment Card Industry Data Security Standards). The sum up machine used is tap and go, therefore no card details are stored by the Town Council.

8. 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.

However, it was noted that there would have to be an amendment to the income from the fundraising event as, after seeking professional advice, it was determined that there was a VAT liability on ticket sales. There is no VAT liability on raffle tickets.

b) To Consider Budget Required for 2026/2027

Consideration should be given to:

- Panel to the left of Hansells (price based on purchase for the co-op this year)
- Repair of indoor tree branches
- Decorations for the outdoor tree

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

Consideration should be given to:

- Replacement of the indoor tree
- Repair/replacement of the teardrop lights

9. To Agree Details of Wrap up Fund Raiser

Consideration was given to a quiz, however concerns were raised as to the time available to arrange such an event. A social event for the committee may be more appropriate.

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

Tom queried who would be switching on the lights. The Clerk advised that Smudge had declined the offer to turn the lights on. However, the Events committee had already made arrangements to ask Michelle Steadman

11. Date of Next Meeting

The next meeting will be Monday 9th February at 7pm. The clerk will check that the Drill Hall is available.

The Clerk will send out possible dates for a committee social in December.

There being no further business the meeting was closed at 8.10pm