



MINUTES OF THE MEETING OF THE **CHRISTMAS LIGHTS COMMITTEE** HELD AT THE DRILL HALL ON MONDAY 8th SEPTEMBER AT 7PM

PRESENT:

Cheryl Bould	Town Councillor	Mitchell Philpott	Town Councillor
Jackie Young	Committee Member	Francis Dodd	Committee Member
Mary Johnston	Committee Member	Tom Wilkinson	Committee Member
Carol Kisis	Committee Member	Nigel Scarlett	Committee Member
Ian Gravenell	Committee Member	Alan Groombridge	Committee Member

Also in attendance: Faye LeBon (Town Clerk) and Gavin Watson (Maintenance Manager).

1. Election of Chairman

It was **agreed** that Cheryl Bould would be Chairman of this committee for the forthcoming year

2. To Receive Apologies for Absence

Apologies were received Gill Finch and Michael Goodwin.

3. To Receive any Declarations of Interest or Requests 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 Agree Minutes from the Meeting of 14th July 2025

The draft minutes had been previously circulated. These were **agreed** subject to the references to 'local resident' being changed to 'committee member' and the following added to the preamble.

'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.'

6. To Note Matters Arising from the Meeting of 14th July 2025 (not otherwise included on the agenda)

It was noted that all the changes to the Terms of Reference, as requested by the committee, had been accepted and duly amended by the Town Council.

It was clarified that whomever signed off the risk assessments and event management plan where doing so on behalf of the Town Council, and as such the Town Council as corporate body is ultimately responsible for the documents.

It was confirmed that all committee volunteers are covered by the Town Council's insurance.

7. To Note Correspondence to the Former Committee Chair

A copy of the letter sent from the Town Council Chairman, on behalf of the Town Council, had been circulated and was noted.

8. To Receive Verbal Report into Fund Raiser on 15th August 2025

It was noted that the event was a great success, being enjoyed by all and raising valuable funds for the Christmas Lights. Concerns were raised about the level of support shown by the Town Council for the event, before, during and after. It was noted that Mitchell Philpott had attended to assist with the set up. It was **agreed** to give more notice for future fund raisers to better allow all volunteers to attend in support of the event.

9. 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).

£710.35 in the revenue budget for infrastructure. This took into account the money raised on 15th August which was £782.75, and also the purchase of the decorations for installation at the Co-op. It was noted that the cost of this lighting, the string lights and also delivery was £2,072.40.

b) To Agree Donation for Christmas Trees

It was **agreed** to donate £100 for the town Christmas Trees.

10. Health and Safety

a) To Review Draft Risk Assessments

Draft risk assessments had been produced for both the indoor and outdoor activities for the Christmas Lights. Amendments were **agreed** and the documents will be brought back to the next meeting for finalising.

It was agreed to waive Standing Order 17n to allow the meeting to extend over 2 hours

b) To Review Draft Event Management Plan

The draft event management plan had been circulated. Amendments were **agreed** and the document will be brought back to the next meeting for finalising.

c) To Review Volunteer Disclaimer Form

The draft volunteer disclaimer form had been circulated. Amendments were **agreed** and the document will be brought back to the next meeting for finalising.

d) To Agree Times for Road Closures.

These were **agreed** as 7.30am to midday. The day for setting up the Christmas Lights will be Sunday 16th November, with a reserve date of 23rd November.

e) To Agree Equipment and PPE Required

This was previously agreed as part of the Risk Assessments and Event Management Plan

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

Amendments to documentation.

To discuss a 'wrap up' fund raiser

12. Date of Next Meeting

The next meeting will be Tuesday 7th October at 7pm. The clerk will check that the Drill Hall is available.

There being no further business the meeting was closed at 9.30pm

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. 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)		
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. Cordless tools preferred to reduce the risk of trip hazards.	Medium	Use during controlled hours only; keep public at distance.

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)

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
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_____

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.

2 months prior to installation

Task	Responsibility
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

Task	Responsibility
Risk Assessments to be agreed	Committee
Agree Arrangements for collecting Christmas Trees	Committee
Contact to be made with Xmas Tree supplier to ensure tree are secured	Office
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 st 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

Task	Responsibility
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

1 week prior to installation

Task	Responsibility
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

Task	Responsibility
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
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
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

Task	Responsibility
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: xxxxxxxxxxxx

First Aider: xxxxxxxxxxxx

Town Clerk: 07385 664707

[List any other number of importance here]



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 xx/xx/2026 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 GDPR policy.

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	

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.