



MINUTES OF THE MEETING OF THE CHRISTMAS LIGHTS COMMITTEE HELD AT THE TOWN HALL ON MONDAY 14th JULY AT 7PM

PRESENT:

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

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. 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 switch 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 15th 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 8th 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

DRAFT

Aylsham Town Council – Christmas Lights Committee
8th September 2025

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

Re: Item 5

The committee's proposed amendments to the Terms of Reference were agreed by the Town Council. The Terms of Reference now read:

AYLSHAM TOWN COUNCIL
TERMS OF REFERENCE
CHRISTMAS LIGHTS COMMITTEE

Objective

The Christmas Lights Committee is constituted as a Standing Committee of Aylsham Town Council to oversee the acquisition, installation, removal and maintenance of the Christmas lights for the town. The committee will also be responsible for the acquisition, installation, removal and maintenance of the decorations inside the Town Hall.

The organisation of the annual 'Aylsham Christmas Lights Switch-on' for the benefit of the community and traders will be organised by the Aylsham Events Committee.

Membership

- Membership shall consist of three Town Councillors elected by the Town Council.
- The Committee shall appoint other members annually, who may not be Councillors.
- The Chairman of the committee shall be elected annually from the Councillor members.
- A quorum shall consist of 4 members, one of which must be a Town Councillor.
- Council members who do not sit on the Christmas Lights Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.
- A Vice Chair may be elected from a non-councillor committee member

Areas of Responsibility

The Christmas Lights Committee has the delegated authority:

- to place orders for works, goods and services within the limitation of the approved annual budget and any additional funds sourced by the Committee. All orders must be processed through the Town Council office
- The Committee shall approach the Town Council for any budget changes or increased funds should it become necessary

- The Committee shall comply with all health and safety regulations and the policies of the Town Council with regard to working at height, working with electrical installations, the safe operation of mobile elevating work platforms and working on or near roads and pavements. All due regard will be given to the safety of the installers and members of the public.
- The Committee shall log a plan for the installation and removal of the lights with the Maintenance Manager of the Town Council for their scrutiny and approval at least 4 weeks prior to the work. The plan will detail the plan for installation and removal in each street including the equipment needed for the work, how this will be sourced, and the safety procedures that will be followed. The Maintenance Manager may request any revisions to the plan in the interests of safety or prevention of damage.

Meetings

Meetings will take place on an ad-hoc basis but at least three times a year.

The Town Clerk or the Chairman of the Committee may call additional meetings as and when necessary.

Review

These Terms of Reference are to be reviewed every two years

Aylsham Town Council

November 2018

Reviewed February 2023– no changes

Reviewed and Revised May 2025

Reviewed and Revised August 2025 on committee request

Re: Item 7 – Reference to Insurance

Confirmation that volunteers acting for the Town Council are insured under the Town Council's policy, but only if the following are adhered to:

- All activities must be undertaken with the Town Council's full knowledge and authority.
- The Town Council must take reasonable steps to prevent accident or injury and to protect its property against loss or damage.

Actions by volunteers acting in adherence with the Town Council's insurance will be covered by Public Liability. Volunteers are also covered for personal accident whilst working on behalf of the Town Council.

Aylsham Town Council – Christmas Lights Committee
8th September 2025

Item 7 - To Note Correspondence to the Former Committee Chair

As requested by the committee, and agreed by the Town Council, the following has been sent to the former Chairman

I am writing to express the Council's dismay at having caused anger, distress and upset amongst the Christmas Lights committee by our handling of the implementation of the new Terms of Reference. I take personal responsibility for this too, as it was a result of working closely with our locum and new Clerk that it became clear to me we needed clear Terms of Reference for all our Committees and Working Groups. Over several years the Council members have not had enough involvement and oversight of our Committees, leaving much of the co-ordination to our long standing Clerk Sue Lake. In our eagerness to get things on a proper footing for the benefit of both Committee and Council, and to adhere to the requirements of our Health and Safety obligations, we failed to do enough to consult the whole committee prior to agreeing the Terms as a Council.

I regret this and the effect it has had on members of the Committee. The decision to ensure a Councillor sits as Chair on all our Committees is a decision we came to as a Council to ensure accountability rests with the Council for decisions made and costs incurred. It is a best practice approach, but in the process we failed to adequately communicate what we needed to do to the Committee members.

Please accept the Council's apology and our commitment to work with the group going forward to ensure the town can enjoy its usual high standard of Christmas light display. We really appreciate all that you have done for the Christmas Lights committee and all you continue to do for the town.

Kay Montandon

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
Total	£2,479.50

Budget	£2,000.00
Add Income	£1,189.85
Less Expenditure	£2,479.50
Budget Remaining	£710.35

Earmarked Reserves for Decorations

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

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.
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 installed.	High	Lockable power supply boxes; all works by qualified electricians.

			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.
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	Crew, public	Monitor forecast; postpone during severe weather	Medium	High-visibility and appropriate clothing for installation team.
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 installation has taken place.
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	Medium	Regular inspections; automatic shut-off timers installed.

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 Order
 - 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.

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	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- 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	<p>Replace old/damaged lights Use RCD-protected sockets</p> <p>Remove lights immediately if any sign of damage or overheating occurs.</p>
Overheating/fire due to poor placement	All occupants	Fire from contact with flammable materials	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Keep lights out of reach of small children - Avoid dangling cords - Supervise young children 	Low	Ensure users of the Town Hall supervise children
Stress on sockets/multiple plugs	All occupants	Fire risk, short circuits	<ul style="list-style-type: none"> - Use extension leads safely - Don't daisy-chain extensions - Limit number of sets per socket 	Medium	Use surge-protected 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	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.

We have 6 Walkie-Talkies. Is this sufficient?

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, Flour & Bean, Co-Op) to ensure these are secured.	Office
Appeal for volunteers for installation and take down	Office
Speak to Mo 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	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	Office

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	

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	Volunteers
Move artificial tree into Town Hall	Volunteers

Installation Day**Event Manager to be available at the Town Hall throughout the installation****Appointed first aider to be available in Town Hall**

Task	Responsibility
Team Talk at 8am	Event Manager
PPE distributed	Event Manager
All volunteers to have completed volunteer form	Volunteers
Volunteer appointed to collect 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 collected and installed	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

Switch on Day**Event Manager to be available at the Town Hall**

Task	Responsibility
Team Talk at time to be decided	Event Manager
Teams Allocated	Event Manager
Timing clocks and plugs to be fitted and set for the correct times (on 3pm – off 11pm)	Volunteers
Bumble pins placed along church yard path to the Lychgate and icicle lights attached (do Bumble pins need capping?)	Volunteers

Switch on Night**Event Manager to be available at the Town Hall**

Task	Responsibility
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Teams Allocated	Event Manager
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	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
Team Talk at 8am	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: xxxxxxxxxxxxxx

First Aider: xxxxxxxxxxxxxx

Town Clerk: 07385 664707

[List any other number of importance here]

DRAFT

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



Aylsham Christmas Lights – Volunteer Disclaimer Form

Dear Resident,

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): _____

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.