



MINUTES OF THE MEETING OF THE **CHRISTMAS LIGHTS COMMITTEE HELD AT THE DRILL HALL ON THURSDAY 10th SEPTEMBER 2026 AT 7PM**

PRESENT:

Michael Goodwin	Town Councillor
Allan Groombridge	Committee Member
Carmel Stoney	Committee Member
Gill Fitch	Committee Member
Mary Johnston	Committee Member

Also in attendance: Faye LeBon, Gavin Watson and Harry Clark (Town Council Officers)

It was ***noted*** that the meeting was quorate and ***agreed*** that Michael Goodwin should Chair the meeting.

1. To Receive Apologies for Absence

Apologies were received from Ian Gravenell, Mitchell Philpott, Jackie Young, Andy Bell, and Tommy Wilkinson.

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 24th June 2026

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 24th June 2026 (not otherwise included on the agenda)

The Clerk has been in contact with Ivan Fisher, and the Clerk will be notified when the illuminated wreath arrives.

6. To Agree Details of Fund Raiser on 31st October 2026

a. Ticket design and Sales

The committee **agreed** the price for each ticket is £12.00. The committee added that the information needed to be the date, and for attendees to bring their own beverages and food. The tickets are to be made by Paul and sold at Postles. The committee discussed and **agreed** for a raffle to be arranged and prizes that are collected to be held at the Town Hall.

b. Promotion

The committee **agreed** that Tommy Wilkinson to do posters to then be put on social media, Visit Aylsham and Just Aylsham.

c. Volunteers required on the Night

Michael Goodwin offered to volunteer with Veronika Goodwin, as well as Gavin Watson and two other staff members from Aylsham Town Council (Conner & Ryan). The Committee **agreed** for volunteers to arrive at 18:45.

7. Event Management Plan Requirements (2 and 3 months prior to event)

a. To Appoint Event manager and 2no. Deputies

The Committee **agreed** for Gavin Watson to be the events manager and for Andy Bell and Connor Osbourne to be his deputies for the event.

b. To Appoint Person(s) to liaise with tree supplier and secure tree

The Committee **agreed** to have the tree given for free from Mathew Miller, Andy Bell is to transport and cut the tree.

c. To Agree Donation

The Committee **agreed** to give £50.00 donations to the Matthew Project.

d. To Agree Road Closure Dates/Requirements for Lights Up and Lights Down

The Committee **agreed** that the lights up date to be 15/11/2026 at 8am and that the lights are bought down on 10/01/2026 at 8am. The Committee requested that town council staff arrange for road closures at this time.

e. To Agree any additional PPE requirements

The Committee discussed that no additional PPE is required.

f. To Agree any plant requirements

The Committee **agreed** for ladders, the Cherry Picker from Tony, the ladders from Cooks, and for Gavin Watson to request help from Fire Service for putting up the lights.

8. To Received 2026 Christmas Lights Budget and Consider any Additional Purchases

a. Extra Lights on External Tree

Gavin Watson to look at Blachere for different lights. The Committee **agreed** that Raffel Books and associated stationery needs to be purchased for the event.

b. Swags

The item was deferred to the next meeting.

9. To Note Items for Information or for Inclusion in a Future Agenda

Decorations and their respective locations

Swags

10. Date of Next Meeting

The next meeting will be Thursday 8th October at 7pm.

There being no further business the meeting was closed at 7.52pm

Signed _____ Date _____