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LEDBURY TOWN COUNCIL

CHRISTMAS LIGHTS 2018, WORKING PARTY

MINUTES OF MEETING TUESDAY 16TH, OCTOBER, 2018

PRESENT:- Brenda Hill, Annette Crowe (Ledbury Traders) Clive Jupp, Paul Bartlet (Ledbury Traders) and Councillor Andy Manns.

Apologys:- Christian Hill, Mark Bateman, Elaine Field House and Councillor Tony Bradford

Brenda Hill attended a meeting of the Leisure & Environment at the LTC offices to ask if the LTC could include the Christmas Lights Working Party under their Public Liability Insurance. This was agreed, but we have to do our own risk assessment. Brenda also asked if we could have Church Street Closed on the day of the Switch from 2pm-6pm on this they agreed. (I have not heard yet if HCC have agreed to Closure).

DRM Bus Company:- To be notified. (J.Jupp to do this)

Emergency Services:- To be notified.

Carnival Princess has been invited to switch on the lights.

Christmas Tree:- Gentleman from Bristol is donating tree. Tree from Denmark should arrive in England on Sunday 4th November. Will arrive in Ledbury on 17th or 18th November. (A.Crowe is arranging this). We need to ask LTC if this is covered under their Insurance.

Christian Hill:- to put lights on tree. Busy Bees and Ledbury Primary nursery are making decorations for tree.

We will also have to ask how many switches there are for the Christmas lights on the day of switch on. Brenda to get in touch with Ledbury Reporter to have a photo of the Children on Tuesday 20th Nov.

We need a date for when the Christmas lights will be put up.

FLAGS AND BUNTING:- To be taken to Ledbury Fire Station before the 19th November. (Brenda will do this)

Entertainment:-

Ledbury Dance Company Time 3pm own Music 3 Power Points

Dance 365 3.45pm – Hook ups needed.

Ledbury Community Brass Band- 30 chairs

Ledbury Community Choir (also school choirs but not yet confirmed) Time for both the above 4.30p

The above will have own Public Liability and Risk Assessment.

Rachel for the Masters House is making Lanterns upstairs of Market House, also Sarah creative writing. From 2pm-4pm.

Enchantment in the New Street, Ledbury Father Christmas will be there from 1pm. (Own Public Liability and Risk Assessment).

Switch on of Christmas Lights 5.15pm

ADVERTISING:- Posters, Facebook, Events board and Fliers

SAFETY:- Barriers to be put up at 2pm to 6pm to Close Church Street (if HCC agree) Diversion signs put in place. 4 Members from the Rotary plus 7 others. HV Jackets needed. Contact DBS Dave Alexander to be at Market House for 5pm – 5.45pm.

A.O.B:- Annette to contact Brendan from Royal Oak for Sound System.

Next Meeting Tuesday 20th November, 2018 at 7 pm