

**LEDBURY TOWN COUNCIL**

**CHRISTMAS LIGHTS 2019, WORKING PARTY**

**MINUTES OF MEETING TUESDAY 5<sup>TH</sup> FEBRUARY 2018**

**PRESENT:-** Brenda Hill, Jill Jupp (rep. Community of Ledbury) Annette Crowe, Elaine Fieldhouse and Paul Bartlett (rep. Ledbury Traders).

**Apologies:-** Christian Hill

**DATE OF LIGHTS SWITCH ON.** The lights switch on for 2019 will be Saturday 23<sup>rd</sup> November, 2019 switch on will be at 5.15pm.

**LEDBURY TOWN COUNCIL:-** The Working Party of the Christmas Lights 2019 decided unanimously, to request the Council take the organization of the Working Party, of the activities to support the Christmas Lights Switch On, under their auspices, in order that the Working Party will be covered by the Town Council Public Liability Insurance. The Working Party will carry out a risk assessment of their own in addition to ask all entertainers/activity providers to supply copies of their Public Liability Insurance and risk assessments.

**ROAD CLOSURE:-** The Working Party would like Church Street to closed again as last year between 2pm – 6pm

**PUBLIC ADDRESS SYSTEM:-** The Working Party would like a apply for a Grant from Ledbury Town Council for the cost.

**CHRISTMAS TREE:-** Annette Crowe to speak to Ledbury Traders.

**CHRISTMAS TREE LIGHTS:-** Christian Hill will provide lights and dress the Christmas Tree. Brenda Hill will sort Decorations.

**FATHER CHRISTMAS:-** The working party decided we will have Father Christmas this year, we will be looking into who could act the part someone with CRB status. We plan to have a Grotto (gazebo) next to the Christmas Tree decorated with fairy lights and bunting. Children will be able to see Father Christmas and have a little chat **FREE OF CHARGE** and will receive a small packet of sweets. We may ask children to write to Father Christmas, they can post their letters into the Post Box provided. If the Children are of school age they can put the name of their school on the letter with sibling letters also. Maybe Father Christmas will write back.

**ENTERTAINMENT:-** The entertainment was a great success in 2018 and the working party will contact the participants to take part this year. Brenda Hill will contact, Ledbury C. Brass Band, Community Choir, Ledbury Dance Company, Dance 365. Ledbury Primary, Eastnor and Bosbury School Choirs will be ask also. The above will supply their Public Liability and Risk Assessment.

**MARKET TRADERS:-** The Working Party request the Ledbury Town Council to inform the Charter Market Traders of this event as soon as possible of the arrangements of the day. We the working party, ask if the Traders could pitch their stalls in the High Street, this would leave Underneath the Market House Free for this day. Brenda to speak to Ledbury Town Council.

**LEDBURY FIRE FIGHTERS:-** Will be approached to put the Christmas Flags up. It was suggested at this meeting that a letter should be sent from the Ledbury Town Council to Ledbury Fire Fighters thanking them for their help and a small donation for the Fire Benevolent Fund.

**LANTERN MAKING:-** Brenda Hill will speak to Library about this.

**SAFETY:-** Brenda Hill will contact Ledbury Rotary

**EMERGENCY SERVICES:-** To be notified later in the year.

**BUS COMPANY:-** To be notified.

**Meeting Closed at 8pm.**

**Next Meeting Tuesday 2<sup>nd</sup> April 2014 at 7pm. Ledbury Market House.**