

CLEVEDON TOWN COUNCIL
SUB-COMMITTEE FOR THE CLEVEDON TRIANGLE CHRISTMAS LIGHTS 2016/17

Report to the Town Events & Amenities Committee of the meeting held on Thursday 10th November 2016 at 9.00am in the Clevedon Town Council Offices.

PRESENT: Cllr C Francis-Pester

Cllr J Geldart, Mrs I Johnson & Mrs S Howard – Clevedon Town Council.

CHL16/120 ACTION LIST

MARSHALLS

Briefing meeting is on Wednesday 23 November 2016 at 6.30pm at the Council Offices.

ACTION: Need to ensure that all Marshalls are aware that bollards/crash barriers to be removed around 6.00pm as the coaches from London arrive back in the Town.

Cllr Geldart to contact Clevedon School, Sixth Form, to ask if they have anyone that can Marshall on the day.

Cllr Francis-Pester to speak to his team to see if anyone can assist here too.

ROAD CLOSURE

ACTION: Letters to Traders and residents who live in Old Church Road to be notified of the Road Closure for the switch-on. **Sue & Isabel.**

BANNERS

Erection of the banner above Old Post Office

To ask WGS Power if they will erect banner. If not, then John Fox and Sam Harrison have offered to do this.

Posters around the entrances to the town – need to obtain boards from Matt Taylor – **Sue**

Poster around the shops – **Sam Harrison, Isabel Johnson and Sue Howard to put up**

LIGHTING & PA SYSTEM

Cllr Francis-Pester arranging a PA system with CCA for the Queens Square area. That the PA system has a CD player.

Sam Harrison has a PA system for around the Clock Tower

ACTION: To ask the Triangle Club if we can run power from their building – **Sue**

Lighting for stage area on the Queens Square – to ask Matt Taylor or contact Contract Tool Hire – **Sue**

Contact for WHSmith in case of an emergency if any issues with the Christmas lights.

RESOLVED – Contact is Rick Fletcher, Store Manager for Bridgwater, covering Clevedon.

Van hire has been confirmed by Cllr Francis-Pester and we need to co-ordinate what needs to be collected from where and when. Equipment to be stored in the van overnight at the Clevedon Town Council offices, locked car park.

ACTION: All

PROGRAMME OF EVENTS

As follows –

Salvation Army will commence proceedings at 3.00pm for 15 minutes

Comedy Club for 15 minutes

Clevedon School - Guys n Dolls – 5 minutes

Clevedon School - Elite Dance Group – 5 minutes

St Nicks School Choir??? – 5 minutes if they attend – **Cllr Geldart & Sue to co-ordinate**

John Prescott and Stephen Doid – singing White Christmas and other songs for as long as we need them to.

To ask John Prescott about public participation to sing some carols. Perhaps combine this with the Christmas lights switch-on once the lights have been switched on.

Living Spit/Theatre Shop – to contact them to see if they want to take part/or provide some lighting? – **Isabel**

Master of Ceremonies

ACTION - Cllr Francis-Pester and Cllr Geldart

School Draw within Primary schools in Clevedon

ACTION - Cllr Geldart to chase up

PROGRAMMES FOR THE PUBLIC

ACTION - How many do we need printed and we need them to be handed out to shops and on the day

Programme to include run of events and a map – **Cllr Geldart to produce map.**

Need final confirmation as to where sideshows will be placed.

Clevedon First Responders will be at the event, with a gazebo and their vehicle – need confirmation as to where they will be sited. – Sue to contact Sam Harrison

Cllr Francis-Pester to firm up with Clevedon Pier and CCA as to their stalls in the Square.

Letter to Traders outside of town and a separate letter to all supermarkets asking for support or donation to the Christmas lights

ACTION - Cllr Francis-Pester

To install lights in the silver birch tree and reinstate the batteries to all trees in the Queens Square

List of companies that need to receive thanks to be included on the programme – **Sue**

CHL 16/121 DATE OF NEXT MEETING

Thursday 17 November 2016 at 9.00am at the Clevedon Town Council offices to finalise the programme and receive updates to any actions taken.

The meeting finished at 10.20am

APPROVED AS A TRUE RECORD

CHAIRMAN:..... DATE: