



Please join us for the Meeting of Thornbury Christmas Lights Association on Monday 29th January 7.30pm 2017 at The Swan Function room, High Street, Thornbury

1. Apologies
2. Attendees
3. Approval of the Minutes November 13th 2017
4. Matters arising
5. Finance
 - a. Finance Report
 - b. Fund-raising/grants etc
6. Correspondence
7. Lights Sub-Committee, lessons of 2017/18
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 - e. Date of Sub-Committee meeting
8. Switch-on Sub-Committee, lessons of 21st November 2017
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 - b. Closure, risk assessment, charity stalls and food fayre
 - c. Charity
 - d. Date of sub-committee meeting
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 - a. Food Fayre December 9TH
11. Website
12. Publicity
13. Date of next TCLA meeting
14. AOB

A copy of the minutes from 13th November 2017 are attached. If you have an e-mail address, all minutes and notices can be sent to you this way, to help reduce our postage costs...

Please contact Gill Dunkley at oldmalthouse@btconnect.com

WORKING SUNDAYS 2017/18: ALL WELCOME!		
19TH NOVEMBER	Street Fitting + HOIST /TREES	8.00 start at yard
TUESDAY 21ST NOVEMBER SWITCH-ON 7PM THE PLAIN		
REMOVAL OF LIGHTS		
6TH JANUARY	SWITCH-OFF	
7th JANUARY	REMOVE DISPLAYS/HOIST	8.00AM START
14TH JANUARY	REMOVE DISPLAYS/HOIST	8.00AM START
21ST JANUARY	RESERVE DAY FOR REMOVAL IF NECESSARY/HOIST	8.00AM START
*NB. THIS WILL BE REMEMBRANCE SUNDAY		
E-MAIL OLDMALHOUSE@BTCONNECT.COM FOR MORE INFO.		



Meeting of Thornbury Christmas Lights Association on
Monday 13th November 7.30pm 2017 at The Swan Function
room, High Street,

1. **Apologies:** Paul Morrish , Angela Ashton.
 2. **Attendees :** Gill Dunkley, Fred Macey, Brian and Joan Roberts, David Ridge, Terry Ray, Angela Ashton, Sally and Emma Higgins, Chris and Lorraine Saich, Adrian and Margaret Savery. PC Malcolm Webley, Bob Brommage, Tony Wilcock, John Francis, Bob Griffin, John Francis
 3. **Minutes of 16th October were accepted as a true record, Switch-on Notes of 9th November were tabled.**
 4. **Matters arising would be covered under agenda items.**
 5. **Finance**
 - a. **Finance Report, as attached.**
Insurance renewed - £1227. Premises Licence renewed. (GD refunded for payment). Donations from Thornbury Magazine, R G Bennett, Collecting boxes. TCLA vests added lettering and Costa Banner. £500 surprise donation from Specsavers, likely not to be for us! MW confirmed that the Great Wall has no collecting box.
 - b. **Fund-raising/grants**
Suggested we should be applying for a Revenue grant TTC **ACTION: FM**
Coop / the Tesco scheme. **ACTION:FM/BR**
Investigate application Magnox Socio-economic fund for set of Ladders purchased.(2 funding streams available(Magnox company scheme and Oldbury Private Charity fund) **ACTION:BR/FM**
Letter received from TTC, regards VAT, can no longer operate as we have. Suggest
 - We can seek to be VAT exempt ourselves - not trading, so can't. Would have to apply as 'special case' and essentially would end us costing us more in what we would then have to do.
 - We can apply for extra funding including the VAT to all sources
 - TTC could be the purchaser, but it would have to follow Council policy of 3 quotes and Council decide who was the supplier. Not clarified who would be the 'owner'. We do have instances where there might be a single supplier. Timescale dependent. If we had a large purchase, might it be prudent. General feeling was that it could be time costly, cumbersome and unworkable. Suggested we review it at AGM.
6. **Correspondence**

Road Closure received today. Send copy to PC Malcolm Webley **ACTION:GD**
Jo Perry (SGC) will sort signs for us, confirmed in phonecall. Rang TTC (Sandra) and with reminder that Chris Davy is to collect etc.
No response re Event Plan...assume they are content with it. Did make a phonecall today but no response.
Sent Road Closure /signage map to Stagecoach as requested./copy to EH too. **ACTION:GD**
Jacob Anderton: Solicitors 12 The Plain, Consent and offering assistance...suggest stewarding, help with lights, donation, power supply, collection box, join the Association, raffle prize to run a raffle? **ACTION: RD/AS/BR**
7. **Lights Sub-Committee 2017/18**
 - a. **Schedule**
Left to do: Tree Plain , 2 ready to go out and 2 needing some attention before they do... 92 premises decorated.
 - b. **Fittings/equipment**
Fitting Tanners Court, discussion with owners required, on-going **ACTION:AS**
Robin, RMB verbally agreed with GD (OCT 16th) to supply the tree for The Plain(usual size) last Sunday before Switch-on. Both Donors to be invited to reception. Personal invite given on receipt of Town Hall Tree (Trees 'R' us) on Sunday . GD sent message/e-mail/letter to RMB (Robin/Franklyn) today.
A-Board(helper request/early start) with AS.
Checked time-clock status, should have some spares. Will use some remotes on Switch-on.
Nat West, button switch-on.Remote switch-on potential for Castle Street, Wool Shop, Old Bookshop, Crossmans, Owens. Internal wiring this week **ACTION:BR, AS, TR,PM, FM, RD,JF, all available!**
External wiring/plug in /resets Tuesday/Wednesday. **ACTION: BR, PM, FM, RD, JF, those available.**
 - c. **Teams:** good support. Thank you to Rotary for their support.
 - d. **Hoist:** as per plan.

e. Next sub-committee meetings necessary on a Sunday morning.

8. Switch-on Sub-Committee - Switch-on Tuesday 21st November 2017

a. Event

Lily Thornell has confirmed it is a one-off community event and so a Trading licence is not required. Road closure confirmed. Premises licence invoked for 21st November. Event plan and Event form completed as best can with current info and submitted to SAG group/Lily Thornell. No comments received. Chased today but no response.

Potential High Street Food outlets that may trade, visit.

ACTION:TR

Albert Rogers re Fayre... BR, TW met last Thursday, all ok. Notify confirmation of Road Closure

ACTION :TW

Town Crier - John Smith not so well. Resolved that the 'Bear' could perhaps ring the bell! .Have asked for bell from TTC (Helen Harrison). Ask Charity.

ACTION:SH

Father and Mother Christmas...(Mike and Kath Wiltshire) confirmed , sweets handed over to Mike Formal Mayoral attendance form submitted.

Sandra (Swan) has agreed to provide venue for the Switch-on Reception. Magaret/Joan to discuss requirements. Available 6pm.

ACTION:MS/JR

Litterbusters on board and SGC pick-up sites agreed.

Stewards - Rotary have supplied list of Stewards

ACTION: DR

Brian Lowrie has tested the SWERCOTS Training. Will supply e-mails/phone nos to GD

ACTION: Brian Lowrie

Tabards, 'TCLA' wording added , at Adrians.

Power supply from BONDS, also use as 'Control room' confirmed. Double gazebo at Bonds. Single from Alan Cole.

ACTION:BR

Be aware COSTA delivery lorry/ Prezzo, Frying Machine, take-away drivers, Park House entrance, residents ...all were notified.

Look at using spare barriers to make a chicane at approach to Owens Corner?

ACTION:DR/BR/RD/AS

Stalls: updated T and Cs, 25 stalls. Balper to host the 'entertainment. Steel band first,Balper till Switch-on Couple of songs from Jodie Mellor, Balper/local band (Ghosts- now Poisoned Youth).

Monitor how popular Jodie Mellor prove.

ACTION:AA/SH/EH

Sound System/generator to be supplied by Tom Grey for 'Switch-on element.

Have Control Room banner

Child lost flag from Carnival

ACTION:PM

CTK have their aspects under control. Believe they can park 20 cars/own stewards.PM will ascertain any availability for parking at the Chantry.

ACTION:PM

Police: there will be coverage for the eveningas well as cadet attendance. Confirmation that the Switch-on is in the diary and shifts organised to maximise support. Help required to deal with

Hawkers, ask for police assistance. Purchase some ' glow wristbands' we will give away...our stall, Father Christmas, charity collectors etc. for children...might steal the thunder of the Hawkercs! £50

budget . Might Roundtable have any left after fireworks?

ACTION:EH

GD has replacement DBS

Switch-on winner notified, 2 young girls to act in place of the winner. Arrive at Swan by 6:15pm.

ACTION: SH

21st NOV- Comms meeting 8:45am Swan.. Check bus compliance.

Tables: about 25, perhaps Chris Davy would deliver to Castle Street when sorts signs?

ACTION:BR/RD

b. Charity

Jodie Mellor, 'u-tuber' . Monitor poularity for crowd implications? Bear Mascot-'Charlie' too. 6 Volunteers to collect. Collect buckets 5:30pm at Swan.. 8 tabards(PM). Buckets with TR for prep(GD) 1 bucket to be kept for TCLA/Chamber stall for TCLA funds! TR has collection licence.

ACTION:EH/SH/TR/GD/PM

9. Membership

No change

10. Events

Food Fayre 9th December 2017: as a one-off there will be an Xmas food fayre with use of our Premises Licence.

Help required...

ACTION:ALL

AA to pass T & Cs to Penny for stall holders.

ACTION:AA

11. Publicity

Usual. Thornbury FM: Glyn Roylance is the contact. Make sure we highlight the Switch-on is at THE PLAIN.

Contact check details My Thornbury., Made in Bristol. Team photo on facebook...Photocall Sunday. Thank yous on Facebook. Board Town Hall railings agreed, again with thank yous...liaise.FM to supply donors.

ACTION:SH/EH/GD/FM

PM has put posters on lamp-posts. 38 out/122 printed. 3x A3 to AS/ 1 xA3 to Albert.

Should we have banners?. Think about for next year..but would need to ask permission from South Glos to put out (max 10).

12. Dates of next TCLA meetings will be 29th January, AGM - April 2nd 2018 at The Swan 7.30pm , all booked.

13. AOB

Request that the Barn store was sorted/ cleared of surplus equipment/items(sofa), whilst the fittings were out. Would help with storage subsequently. Stock take. Sunday after Switch-on?

With lights on. All to review and identify those with issues/in need of revamp. Next year must have a specific refurbishment plan that we stick to, plan to be produced and agreed and costed, so that we have specifics for grant requests.

ACTION:all/RD/SH/DR

Thank you to all!

TCLA Statement of Account NOVEMBER 2017 attached.