



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

1. Apologies
2. Attendees
3. Approval of the Minutes October 16th 2017
4. Matters arising
5. Finance
 - a. Finance Report
 - b. Fund-raising/grants etc
6. Correspondence
7. Lights Sub-Committee, 2017/18
 - a. Schedule
 - b. Fittings/equipment
 - c. Teams
 - d. Hoist
 - e. Date of Sub-Committee meeting
8. Switch-on Sub-Committee, 21st November 2017
 - a. Event - Premises Licence
 - b. Closure, risk assessment, charity stalls and food fayre
 - c. Charity
 - d. Date of sub-committee meeting
9. Membership
10. Events
 - a. Food Fayre December 9TH
11. Website
12. Publicity
13. Date of next TCLA meeting
14. AOB

A copy of the minutes from 16th October 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!		
24 TH SEPTEMBER	Barn Based (Wheatsheaf) – testing	9.30-12.30
1 ST October	Street Fitting	8.00 start at yard
8 TH OCTOBER	Street Fitting	8.00 start at yard
15 TH OCTOBER	Street Fitting	8.00 start at yard
22 ND OCTOBER	Street Fitting	8.00 start at yard
29 TH OCTOBER	Street Fitting	8.00 start at yard
5 TH NOVEMBER	Street Fitting + HOIST	8.00 start at yard
12 TH NOVEMBER *	Street Fitting + HOIST	8.00 start at yard
19 TH NOVEMBER	Street Fitting + HOIST /TREES	8.00 start at yard
TUESDAY 21ST NOVEMBER SWITCH-ON 7PM THE PLAIN		
REMOVAL OF LIGHTS		
6 TH JANUARY	SWITCH-OFF	
7 th JANUARY	REMOVE DISPLAYS/HOIST	8.00AM START
14 TH JANUARY	REMOVE DISPLAYS/HOIST	8.00AM START
21 ST JANUARY	RESERVE DAY FOR REMOVAL IF NECESSARY/HOIST	8.00AM START
*NB. THIS WILL BE REMEMBRANCE SUNDAY		
E-MAIL OLDMALTHOUSE@BTCONNECT.COM FOR MORE INFO.		



Meeting of Thornbury Christmas Lights Association on
Monday 16th October 7.30pm 2017 at The Swan Function
room, High Street,

1. **Apologies:** Tony Wilcock, Bob Brommage.
2. **Attendees :** Gill Dunkley, Fred Macey, Brian and Joan Roberts, David Ridge, Terry Ray, Paul Morrish, Angela Ashton, Sally Higgins, Emma Higgins, Chris and Lorraine Saich, Adrian and Margaret Savery,
3. **Minutes of 18th September** , with the adjustment in Item 11, Publicity should read 'Glos FM', were accepted as a true record, Switch-on Notes of 26th September were tabled.
4. **Matters arising** would be covered under agenda items.
5. **Finance**
 - a. **Finance Report**, as attached. Note a donation received from Specsavers for £500...'out of the blue'? New ladder purchased.
 - b. **Fund-raising/grants**

Suggested we should be applying for a Revenue grant TTC **ACTION: FM**
Coop / the Tesco scheme. **ACTION:FM/BR**
South Glos Council - MFA grant. BR/GD submitted application to Maggie Tyrrell, Clare Fardell, Shirley Holloway. £1500 granted. Await receipt **ACTION:BR/FM**
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**
TTC have had a VAT visit, concern expressed over bill submission to TTC/ payment and offset against grant. TTC suggest we apply for all grant items including VAT and we will need to pay our own bills. Issue with some companies require a bonafide 'business' to supply, using TTC gave us that.
Murray Hire, TW has an account. £2000 invoice for festival lighting.
Great Wall has closed. Check that any collecting box has been returned. **ACTION:MW**
6. **Correspondence**

Premises Licence - GD has sent e-mail to invoke the premises licence for 21st November and 9th December for Food Fayre (Chamber of Trade).
E-mail from Helen Harrison(Mayor). Civic reception/invite to say thank you lights same eve, come help photo session. Response gone that unlikely to be able to attend as committed elsewhere. Welcome to come on a Sunday but would not be able to 'schedule as weather dependent/working to potential tight schedule.
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**
GD Applied to 'Parklegally' with updated list of number plates
7. **Lights Sub-Committee 2017/18**
 - a. **Schedule**

86 consents received/1 promised tomorrow/ Another 5 awaited 55 fitted. It covers 99 Businesses.
Ask Andrew for hoist on 29th October? **ACTION:RD/BR**
 - b. **Fittings/equipment**

Fitting Tanners Court, discussion with owners required, on-going **ACTION:AS**
20 more Timers purchased/ marked TCLA-2017-1 to 20, all set ready to go out, 7pm switch-on/3.30pm adjustment of pin next day.
RD has obtained a 16ft tree for Town Hall. RD to supply donors name to GD. **ACTION:RD**
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? **ACTION:BR**
 - c. **Teams:** as usual. Short handed at the Barn.

d. **Hoist:** bring Andrew in for 29th October?

ACTION:BR/RD

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 submitted but not confirmed yet.

Albert Rogers re Fayre...formal agreement letter sent with SAE for reply. Will need to notify of confirmation of Road Closure

Town Crier(John Smith) to be confirmed

ACTION:TW

Father and Mother Christmas...(Mike and Kath Wiltshire) to be confirmed

ACTION:BR

Have asked for bell from TTC (Helen Harrison).

Formal Mayoral attendance form to be submitted.

ACTION:GD

TW has bought FC sweets.

Sandra has agreed to provide venue for the Switch-on Party. Have invited the Mayor informally(and agreed!)/formal request as above..

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.

Ask Litterbusters (GD has spoken to Jim Hollister informally), need to approach SG for pick-up.

ACTION:TR

Stewards/ have approached Rotary/briefing note produced.

ACTION: DR

New tabards, need to add wording on rear 'TCLA' , being done

ACTION:FM

Power supply from BONDS, also use as 'Control room' confirmed. Have requested a double gazebo.

Be aware COSTA delivery lorry/others, take-away drivers

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

ACTION:DR/BR/RD/AS

Stalls: updated T and Cs, 24 stalls, expect martin hawks too. Balper to host the 'entertainment.

Steel band first,Balper till Switch-on Couple of songs from Jodie Mellor, Balper/local band

(Ghosts). How popular might Jodie Mellor prove, will need to monitor.

ACTION:AA/SH/EH

Balper say amp is at max for household supply.? Generator 10k from Albert? Discuss with Tom Grey/Brian

ACTION:BR/PM

Should have Control Room banner, check!

ACTION:GD

Child lost flag from Carnival

ACTION:PM

CTK up to date, stewards from them to man their car park. Advice to parishioners to walk/ guests parking to arrive before 6pm/parking in Castle Court and enjoy the community fayre before event!

Anticipate their event will cease after 9pm.

PM spoke to Chantry office, will know likely use of car park nearer date, anticipate some spare capacity.

Procession needs to have a 'Pied Piper' effect snaking down to The Plain. Lead must be taken from TW.

Lighting needed at lower end. Last year *time* did not allow...work to ensure occurs this year.

In conversation with the local Police, there will be cadet attendance. Unable to attend this meeting but suggested November 13th/meet alternate time . Confirmation that the Switch-on is in the diary and shifts organised to maximise support.

ACTION:GD/RD/BR

'VORTEX bus' has approached BR...said NO- conflict with Albert.

GD has applied for her replacement DBS. All others are valid.

Letter sent to Jo Perry re the road closure signs/copy to TTC...no response.

ACTION:GD

b. Charity

Approached Great Western Air Ambulance to supply a 'personality' to do 'Switch-on', Jodie Mellor, 'u-tuber', has EP coming out at the end of the month. Monitor popularity for crowd implications? Bear Mascot-'Charlie' too. 6 Volunteers to collect. Collect buckets 5:30pm at Swan.. 8 tabards(PM). Buckets to TR for prep(GD)1 bucket to be kept for TCLA/Chamber stall for TCLA funds!

ACTION:SH/TR/GD/PM

c. Date of sub-committee meeting - THURSDAY 9th NOV GILLS

9. Membership

No change Life Members

6 Honorary

7 Annual

3 new prospective 'helpers'

TR will propose at the AGM next year all 'workers' are automatically members. 'Supporters' will be paying members.

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.

ACTION:SH/EH

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

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

12. Dates of next TCLA meetings will be

13th November, 29th January, AGM - April 2nd 2018 at The Swan 7.30pm, all booked.

NOTE: SWITCH_ON sub committee on 9th NOV 7:30pm Gills.

13. AOB

The Switch-on helper was drawn by Sandra Davies - Pat Hayhurst

ACTION:SH

A-Board(helper request/early start) to go to AS

ACTION:GD

Request that the Barn store was sorted/ cleared of surplus equipment/items(sofa), whilst the fittings were out.

Would help with storage subsequently. Possibly could do Sunday after Switch-on?

ACTION:all

Apologies from PM for 13th November

Thank you to all!

TCLA Statement of Account September/October 2017 to follow