



Please join us for the Meeting of Thornbury Christmas Lights Association on Monday 28th January 7.30pm 2018 at The Swan Function room, High Street, Thornbury

1. Apologies
2. Attendees
3. Approval of the Minutes of 12th November 2018
4. Matters arising
5. Finance
 - a. Finance Report
 - b. Fund-raising/grants etc
6. Correspondence
7. Lights Sub-Committee lessons, 2018/19
 - a. Schedule
 - b. Fittings/equipment
 - c. Teams
 - d. Hoist
 - e. Date of Sub-Committee meeting
8. Switch-on Sub-Committee lessons, 20th NOVEMBER 2018/19
 - 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. Collection Tesco Saturday 24th November 10am-1pm
 - b. FOODFAYRE 8th DECEMBER 9am-2:30pm
11. Website
12. Publicity
13. Date of next TCLA meeting

A copy of the minutes of 12th November 2018 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 2018/19 ALL WELCOME!		
30 th SEPTEMBER	Barn Based (Wheatsheaf) – Testing	9:30-12:30
7 th OCTOBER	Street Fitting	8.00 start at yard
14 th OCTOBER	Street Fitting	8.00 start at yard
21 st OCTOBER	Street Fitting	8.00 start at yard
28 th OCTOBER	Street Fitting	8.00 start at yard
4 th NOVEMBER	Street Fitting + HOIST	8.00 start at yard
11 th NOVEMBER *	Street Fitting + HOIST	8.00 start at yard
18 th NOVEMBER	Street Fitting + HOIST /TREES	8.00 start at yard
TUESDAY 20th NOVEMBER SWITCH-ON 7PM THE PLAIN		
REMOVAL OF LIGHTS		
6 th JANUARY	SWITCH-OFF/REMOVAL WHERE POSSIBLE 8AM START	
13 th JANUARY	REMOVE DISPLAYS/HOIST	8.00AM START
20 th JANUARY	REMOVE DISPLAYS/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 12th November 7.30pm 2018 at The Swan Function room, High

Street, Thornbury

1. **Apologies:** Brian Lowrie, Sally and Emma Higgins. Claire and Mac McLellon, Liz Slocombe, Claire/Mac Maclellon
2. **Attendees :** Gill Dunkley, Brian Roberts, John Francis, Rex Davies, Terry Ray, David Ridge, Bob Griffin, Joan Roberts, Kath and Mike Witshire, Lorraine and Chris Saich, Liz Slocombe, Alan Light, Tony Wilcock, Margaret and Adrian Savery, Paul Morrish, Angela Ashton, Fred Macey.
3. **Minutes of 15th October were accepted as a true record.**
4. **Matters arising:** Apologies from Gill that meeting of Sub-Committee on 29th Oct at her house had to be cancelled at short notice due to critical illness of a family member. Rearranged at The Swan for 8th November. Thank you to all for their support.
5. **Finance**
 - a. **Finance Report, as attached.**
Apologies from GD cheques for gazebos and the Road Closure reimbursements are still to be banked. No of stalls payments by BACS for first time. Donation from Thornbury Magazine, Mr Bennet and £2000 from Tesco Scheme. No news re Co-op - TW discussed with Co-op and will source sweets as normal for Switch-on.
Renewed Premises Licence.
 - b. **Fund-raising/grants**
Apply for TTC Grant, applying for gazebos now and insurance at next round.
2 new Gazebos purchased and at the Barn for use in inclement weather and on switch-on night. Town Council finance meeting in December to discuss grants, AS willing to attend.
Submit Application to Magnox Socio-economic fund for set of Ladders /steps/balance for gazebo(2 funding streams available(Magnox company scheme and Oldbury Private Charity fund).
ACTION:BR/GD
6. **Correspondence**
E-Mail Shaun Fudge Chairman SAG committee...received no comments, no need to attend meeting 15th Nov, wished us successful event.
Receipt of Road Closure Order.
7. **Lights Sub-Committee 2017/18**
 - a. **Schedule**
On track- 89 fitted/95 consents....need 1 to be made/ 1 to be finished. Others available/Trees.
Anchor Tuesday morning 10am.
 - b. **Fittings/equipment**
Fitting Tanners Court, discussion with owners required, on-going **ACTION:AS**
Barclays Bank , dependent on connection by their electrician
RMB, will supply two trees, one to be paid for...delivery last Sunday. Acknowledgement to be by TTC.
AS has Roundel for Crossmans.
 - c. **Teams:** as usual. Wiring teams week prior to switchon for connections - BR, Pip Walker, TR, FM, CS, PM.
PM will generate lists of connection status. GD to provide 'passes to all those necessary.
ACTION: GD, All
 - d. **Hoist:** new hoist working well!
 - e. **Next sub-committee meeting - TBA- Sunday morning!**
8. **Switch-on Sub-Committee - Switch-on Tuesday 20th November 2018**
 - a. **Event**
Shaun Fudge, SAG chairman, e-mail to say received no comments. Hence no need to attend meeting 15th Nov and wished us a good event.
Alcohol traing: Rotarians - some still valid from last year(can't test early), 3 new ones and all notified
Topsy Mare - still valid from last year.
Melrose- names to upload as staff received **ACTION:GD**
Brian Lowrie/Gill Dunkley retest due NOW **ACTION:GD/BL**
The Close - need to notify residents of need for Albert to park vehicles. **ACTION:TR**

Letter re Funfair confirmation sent, awaiting response(post November 5th) TW to e-mail.
 BR/TW met with Albert Rogers, all as usual. Will provide required first aid. **ACTION:TW/BR**
 Schedule of the event timings to be passed to EH for 'personality'. **ACTION:AA/TW/BR**
 Cones - Armstrong Hall, Castle School(overnight only), Bonds. Sourcing some (25/30)from Murray Hire. Consider possibility of purchasing some in the future for general use, need for some road safety signs for working Sundays. **ACTION:TW/PM/AS/BR**
 Mark pitches for Charity stalls Saturday morning 9am, Paint from Penny at Bonds. DR/AS available to help if needed. **ACTION:AA/RD**
 Could approach Roundtable to see if they have leftover light products from Fireworks, to undercut the hawkers?
 Pillars of Nat West gate are to be rebuilt next year. Reminder for customers at Nat West, castle street/Plain to remove vehicles. **ACTION:AA**
 Event plan, risk assessments to all TCLA Control Officers, DR,PM,AA **ACTION:GD**
 Hawkers (Pedlars) ask Police to support us. Try tack that they are 'not permitted on our premises'. Advised that elsewhere they produce 'armband' saying they are an authorised seller and ask people to only buy from those identified? **ACTION:All**
 Try to make contact with the police ahead of Switch-on to discuss arrangements and the situation re 'Pedlars', obtain Phone nos. **ACTION:BR/PM/GD**

b. Closure, Risk assessment, Charity Stalls, and food fayre

'Thornbury Clinic' premises will be our Control centre(no 4).
 Thornbury Radio: david Wrench will be manning switch-on evening. AA to make contact and discuss **ACTION:AA**

Road Closure received.

Stalls: 25, including the usual ones . 6 double pitches. Balper will be 'in the Pump'
 T's and C's identical to last year, however, given allergy concerns in national press, no legal requirement on our part, but will advise stall holders to display allergy notices
 Choir will provide reg plates for up to 10 vehicles for parking purposes. **ACTION:AA/DR**

c. Charitable cause

Thornbury Welcomes . Bryony from 'Bake Off'. GD met her this morning at Southmead Hospital and introduced herself....she is really looking forward to it! Request for a 'walkabout' afterwards visiting all stalls. **ACTION:TW/EH/AA**
 Switch-on Helper will be Bethan Fox-Evans. **ACTION:EH**
 Collection licence applied for. Bucket labels required, Thornbury Welcomes will supply a logo **ACTION: TR/Thornbury Welcomes**

d. Date of Sub-Committee TBA

9. Membership

Provide larger print Active members list for Sunday morning registration. **ACTION:TR**
 Update list to comply with GDPR requirements **ACTION:GD/TR**

10. Events

a. TESCO, 10-1pm 24th November 2018

we have a slot for making a collection for TCLA, at TESCO. Volunteers needed to cover the 3 hours (2 per slot?, need to do board showing what we do!(Arts Festival boards)-fresh working photos?Wear TCLA T-shirts(SH)-need to purchase a few more? **ACTION:PM/BR/GD/SH**
 Helpers: PM,GD,Liz S/KW(last), CS/LS(early),BR. Chair required. Generate rota. **ACTION:All/GD**

b. Food Fayre 8th December 2018

Will need rota for help. AA will do face painting. Have notified South Glos we are invoking our premises licence ,Supplied Event plan to Penny at Bonds, she will submit.
 Helpers:SH,LS,CS,GD,RD,BR,MS/AS,AA **ACTION:ALL**

11. Publicity

All in hand.
 Photographs of previous /current season etc to PM.

12. Dates of next TCLA meetings will be :28th Jan 2019...with may be an early supper at The Swan for those that wish to!

Switch-on 20th Nov

Strike down 6th Jan 2019 (where possible!?)

13th Jan 2019 strike down, 20th Jan 2019 reserve

13. AOB - Thank you to all!

Thornbury Christmas Lights Association
Income/Expenses November to date 2018

Current Account Income			
Date	Transaction	Credit No.	Amount
05/11/18	Donation - R G Bennett	178	25.00
07/11/18	Donation - Thornbury Magazine	179	100.00
08/11/18	Donation - Groundwork UK - Tesco Blue Token Scheme	BACS	2,000.00
	Totals		2,125.00
Current Account Expenditure			
	Transaction	Cheque	Amount
05/11/18	Park Insurance, Commercial and Liability Insurances	249	1,265.20
05/11/18	South Gloucestershire Council - Annual Premises Licence	250	70.00
	Totals		1,335.20
	Current Account Carried Forward		2,709.55
	Income		2,125.00
	Expenditure		1,335.20
	Total - Checked correct on statement		3,499.35
Reserve Account Income			
	Transaction	Credit No.	Amount
	No transactions this period		0.00
	Totals		0.00
Reserve Account Expenditure			
	Transaction	Cheque	Amount
	No transactions this period		0.00
	Totals		0.00
	Reserve Account Carried Forward		8,148.52
	Income		0.00
	Expenditure		0.00
	Total		8,148.52
	Current, Reserve Accounts & Cash in Hand Total		
	Current Account		3,499.35
	Reserve Account		8,148.52
	Cash in Hand		
	Totals		11,647.87
	Contingency for Continued Operation		5,000.00
	Committed Funds		
	Adjusted Balance		6,647.87