



Please join us for the Meeting of Thornbury Christmas Lights Association on Monday 12th November 7.30pm 2018 at The Swan Function room, High Street, Thornbury

1. Apologies
2. Attendees
3. Approval of the Minutes of 15th October 2018
4. Matters arising
5. Finance
 - a. Finance Report
 - b. Fund-raising/grants etc
6. Correspondence
7. Lights Sub-Committee, 2018/19
 - a. Schedule
 - b. Fittings/equipment
 - c. Teams
 - d. Hoist
 - e. Date of Sub-Committee meeting
8. Switch-on Sub-Committee, 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 15th October 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 20 th 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 15th October 7.30pm 2018 at The Swan Function room, High Street,

Thornbury

1. **Apologies:** Bob Brommage, Fred macey, Claire and Mac McLellon, Liz Slocombe, Emma Higgins.
2. **Attendees :** Bob Griffin, Tony Wilcock, Brian and Joan Roberts, John Richings, Rex Davies, Chris and Lorraine Saich, John Francis, David Ridge, Sally Higgins, Mike Wiltshire, Margaret and Adrian Savery, Allan Davies, Paul Morrish, Gill Dunkley, Angela Ashton.
3. **Minutes of 17th September were accepted as a true record.**
4. **Matters arising:** all to be dealt with under agenda items.
5. **Finance**
 - a. **Finance Report, as attached.**
 - b. **Fund-raising/grants**
Apply for TTC Grant now...ideally a specific item. Discussion at the sub-committee meeting re the possibility of two new gazebos that could be linked to make a double. We have used C of Trade gazebos for years and they now only have a few left and they have suffered from mis-handling by others in the past. If we were to buy new ones, we could use them in inclement weather at the Barn on work days and we would have a double for use at switch on etc...and we could loan back to Chamber of Trade as appropriate! Quote from Gala Tents(same manufacturer and frame as our existing single) 2, 3x3 Gazebos, weight bags, ground bars, storm straps and gutter kit £1125.00. Proposed AS/seconded TW, All agreed.
ACTION:GD
Tesco scheme, have confirmation £2000 awarded. Need to supply account details for payment etc.
ACTION:PM/GD
Phonecall from CO-OP, given to understand the manager Sharon has put us forward for an award of £250. Thank you! We will need to wait for confirmation. She will also supply sweets for the switch-on night for Father Christmas.
ACTION:TW
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**
Keith Parr requesting Fair stretches further up the street...responded that we work with Albert to provide what is appropriate for the site and within the constraints of our Premises Licence.
7. **Lights Sub-Committee 2017/18**
 - a. **Schedule**
On track- 25 fitted/85 consents.
 - b. **Fittings/equipment**
Fitting Tanners Court, discussion with owners required, on-going
Barclays Bank to contact their electrician.
ACTION:AS
Trees 'R' us, no longer believed to be trading. Phone call to RMB, request for the usual tree donation and supply of a second tree for which we would pay.Awaiting return call.
ACTION:BR/RD
 - c. **Teams:** List of number plates submitted to park legally, all drivers should have received their signs.
 - d. **Hoist:** dates as per schedule, unless otherwise advised. Has new hoist.
 - e. **Next sub-committee meeting - TBA- Sunday morning!**
8. **Switch-on Sub-Committee - Switch-on Tuesday 20th November 2018**
 - a. **Event**
Premises Licence, advised South Glos we will be invoking it. Approached by SAG Chair(Shaun Fudge)re submission of event plan and attendance at SAG meeting Thurs 18th Oct. Have sent in Event Plan, acknowledged receipt...still awaiting date/time of meeting.
Need to pass Alcohol training to Rotarians etc late October/early November
ACTION:GD
Generator booked for delivery along with railings from Murray hire(24 plastic/24 metal).Security for generator - floor bolts?PA systems (Tom Grey)- 2 horns/2 mics?
ACTION:PM/BR
Letter re Funfair confirmation sent, awaiting response(post November 5th?)
ACTION:TW/BR
Schedule of the event timings to be passed to EH for 'personality'.
ACTION:AA/TW/BR

Town Crier will be John Smith. FC- Mike Wiltshire/assisted by kath.

The Swan available for reception.

Police cones now not available. Could source some 25/30 from Murray Hire?/ talk to PC Natalie Jones?

ACTION:TW/PM

Could approach Roundtable to see if they have leftover light products from Fireworks, to undercut the hawkers?

Nb Pillars of Nat West gate are to be rebuilt/ check when?- unlikely it will be an issue.

ACTION:AA/AS

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

'Thornbury Clinic' premises will be our Control centre(no 4). Approach Thornbury Radio

ACTION:AS/BR

Application for Road Closure acknowledged,

Stalls: approx 25, the usual ones . Messagae on facebook etc, Thornbury Welcomes will have a stall.

Entertainment:Balper, approaching choirs. T's and C's identical to last year, however, given allergy concerns in national press, should there be a requirement for an allergy notices? Ask the SAG group at meeting and send out , subsequently.

ACTION: AA/GD/BR

Remind stall holders to bring torchlights

c. Charitable cause

Thornbury Welcomes . Will be advised of personality last week in October.

Collection licence applied for. Bucket labels required, Thornbury Welcomes will supply a logo

ACTION: TR/Thornbury Welcomes

d. Date of Sub-Committee Oct 29th 7:30pm Gills

9. Membership

5 annual members. 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?)-fresh working photos?Wear TCLA T-shirts(SH)-need to purchase a few more?

ACTION:PM/BR/GD/SH

Helpers: PM,GD,Liz S,...

ACTION:ALL

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,AA

ACTION:ALL

11. Publicity

'Video' on Facebook, All other publicity in hand. Some difficulties with Gazette.Posters out when can release name of 'personality'. Publicise chance to help with switch-on'

ACTION:SH/EH

E-mail address set up for TCLA queries for publicity/posters etc, relevant people can have access, let EH know if you wish to have access.

ACTION:ALL

Need boards done for 24th November/food fayre. Adam at Armstrong Hall has some photos.

ACTION:PM/GD

Photographs of previous /current season etc to PM.

12. Dates of next TCLA meetings will be :

Switch-on Sub-Comm meeting: 29th Oct 7:30pm at Gill's

12th November The Swan (PC Natalie Jones should be at this meeting)

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 September & October to date 2018

| Current Account Income | | | |
|------------------------------------|---|-------------------|---------------|
| Date | Transaction | Credit No. | Amount |
| 25/09/18 | Membership - Tracy Spencer | 174 | 5.00 |
| 25/09/18 | Membership - W H Titycombe | 174 | 5.00 |
| 25/09/18 | Membership - C D & J V Clifford | 174 | 5.00 |
| 09/10/18 | Collection Boxes | 175 | 116.09 |
| 17/10/18 | Membership - Mrs K L Annett & MR B R Annett | 176 | 5.00 |
| 17/10/18 | Membership - N C Templeman Esq | 176 | 5.00 |
| | Totals | | 141.09 |
| | | | |
| Current Account Expenditure | | | |
| | Transaction | Cheque | Amount |
| 17/09/18 | Payment to Gill Dunkley for Road Closures | 244 | 168.00 |
| 04/10/18 | Festive Lighting | 245 | 1,232.70 |
| 14/10/18 | Brian Roberts | 246 | 59.30 |
| | Totals | | 1,460.00 |
| | | | |
| | Current Account Carried Forward | | 4,012.45 |
| | Income | | 141.09 |
| | Expenditure | | 1,460.00 |
| | Total - Checked correct on statement | | 2,693.54 |
| | | | |
| 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 | | 2,693.54 |
| | Reserve Account | | 8,148.52 |
| | Cash in Hand | | |
| | Totals | | 10,842.06 |
| | Contingency for Continued Operation | | 5,000.00 |
| | Committed Funds | | |
| | Adjusted Balance | | 5,842.06 |