

MINUTES OF THE HOLT CHRISTMAS LIGHTS COMMITTEE

**Meeting date Tuesday 22nd September 2009 8.30 at
Bakers and Larners Coffee Shop**

Attending: Esme (Chair) EBO, Alison (Fund Raiser) AH, Di DD, Duncan DB
Josh JD
Clive Casburn – Premier Fireworks

Agenda:

1. Apologies

Sarah T. Noted that ST was working in Norwich, Nina at work.

2. Chairman's Report and introducing Clive

The Chairman welcomed Clive. CC advised that the Firework show would be with shells and he thought it was a good idea to fire to music. DB would work with North Norfolk Radio on this Roy Woods was suggested. CC would undertake a risk assessment which would be required for insurance purposes. DD would provide CC with a more detailed map of the east end of town. DD would ask the Fire Brigade to be on stand by in the Gresham's Grounds area. DD would ask Alan Godfrey if the cars would be removed from the Gresham's Pre-Prep car park. It was noted that Church Street would be closed at 4.15 p.m. Notices would be put up the week before, and notices delivered around the properties in St Andrews Close asking for cars to be put under cover and pets kept indoors. It would be necessary to involve the PCSO's Without the removal of the cars the Firework event could not take place at this end of town.

3. Minutes of the meeting held on 11th August

These were agreed and signed.

4. Treasurers Report

2009 Lights had so far received £1556 in donations and also one payment of £20 for a craft stall at the Community Centre. If this amount is added to the balance carried forward from the 2008 event (£2914.55) this gives a total bank balance of £4490.55

Transfer of signatories was currently being processed by the Bank. AH advised that one account was due for payment.

DD advised that a further three cheques each for £20 for Craft Stalls at the Community Centre had been received.

5. Entertainment

DB advised that:

Organ booked at £60; Raz and Pearl booked £165; Lantern Workshop (ESBO arranging); Tony Nelson Town Crier booked £50; Rig a Gig booked £150; Reindeer had been booked; 2 Choirs booked; Gresham's Brass band booked Mother Christmas booked; Chris C booked as the celebrity Switch on guest

There would be no Winston and no Bagpipes and there would be no generators The Wall Adventure had yet to be confirmed and the Cromer Pier team had been asked and a reply was awaited as was a reply from Alan Mansfield the Stilt Walker

DD would ask NNDC if the TIC could be used as a hospitality site for the event for about 3 days prior to the event.

6. Community Centre

DD advised that C & O had confirmed the lighting plan for the Centre. So far 4 stalls had paid for pitches. DD would prepare a poster for the Centre. EBO would contact Leigh Chalcraft to give him permission to sell novelties hopefully he would then be able to limit other casual hawkers.

7. Fund Raiser

Noted that all new businesses had given to the event. Donations totaled £1756 with £4160 outstanding in invoices and £3450 to be confirmed Gresham's School had been immensely helpful with the advert in the Old Gresham's Magazine the Upper School having an Art Auction for the Lights event and the Prep School having an Owl Calendar with funds raised being donated to the event. Extra calendars would be ordered to sell on the night.

8. Website

New site now running well and it could be easily updated. More pictures were needed.

9. Road closure

DD had prepared form with closure at 4.15 p.m. DD would contact Zurich for insurance as this would be needed before the road closure notice would be granted.

10. Other

ST had reported that she was liaising with C & O and would give Gary the tree order. It was still to be decided about the small trees.

The Photographic Competition was considered very good and Rodney would be asked to arrange this by EBO. EBO was liaising with the buses.

9. Date of next meeting

Notes as Tuesday 6th October 2009 at 8.30 a.m.

DD thanked for buying all the coffees - it was her turn!