

## **MINUTES OF THE HOLT CHRISTMAS LIGHTS COMMITTEE**

**Meeting date Tuesday 3<sup>rd</sup> November 2009 8.30 a.m. at  
Bakers and Larners Coffee Shop**

**Attending:** Esme (Chair) EBO, Alison (Fund Raiser) AH, Di DD, Duncan DB  
Josh JD

### **Agenda:**

#### **1. Apologies**

Sarah T and Nina – both working. Noted that Sarah and Nina had both sent a report.

#### **2. Minutes of the meeting held on 20th October 2009**

These were agreed and signed.

#### **3. Matters arising not included on the agenda.**

There was none

#### **4. Fund Raisers report**

An update of donations had been received. 57 donations in all totaling £7364 £2500 outstanding from invoices sent. This was in comparison to 2008 when 41 donations had been received at the same time, totaling £4700. The average donation for 2009 was also up to £129

The Air Ambulance had requested space for a trailer. It was AGREED not to accept this offer as it was not a quality stall and their presence was not absolutely necessary.

#### **5. Entertainment and Publicity**

DB advised that the stage order had been changed following Paul's pulling out. DB discussed the draft leaflet which he and Josh had worked on. There was general warm applause for this and some adjustments were considered advantageous:

- Remove start time at top of page
- Community Centre

Mention 4.30 for Lantern workshop in the Centre; Mention Craft Stalls open from 2.30 p.m; Mention Lantern procession from 6.15 p.m.

- The Stage

Write NNR in full; mention name of Band "Third Base"; under picture at the top right hand corner mention shops open until late.

Josh would prepare this as a PDF for DD to send to NNDC (This would be Friday following general agreement by all parties of the content of the leaflet). DD to arrange with NNDC printing of 5000 black and white from a PD F DD would collect from NNDC and forward to Chronicle. DD would also circulate remaining 1600 prior to the event and also as posters.

EBO would prepare an article for the Chronicle – front page secured

## **6. Website**

Josh had applied a Google analytical to analyze website users.  
The photo competition would be advertised on the website and displayed as a picture gallery.

## **7. Treasurers report**

£6328 had been banked £200 from the Stalls. Bank balance of £9442.55 p  
Transfer forms had been re-submitted EBO and Nina were new signatories.

## **8. Lighting Officers report**

SP was currently preparing a master list of small tree holders. The height and price of the big trees had yet to be confirmed but these will be erected by Woodrows.

## **9. Community Centre and Road closure**

Noted Road closure had been approved.  
DD advised that there was a long form to complete for Fireworks insurance  
7 booked stalls for the Centre with several enquiries being made. The Flower Club had requested a free stall to make things to sell for the Centre. This was considered robbing “Peter to pay Paul”. The Centre had received lots of help recently. A letter would be sent. Noted that the WI would not be catering in the Centre.  
DD asked for more help with bucket collections and road closure. Town Councillors would be asked once again.  
EBO would contact schools re Lantern making and Razz event.

## **10. Chairman’s Items**

10.1 Post Lights event at Byfords  
Names were put forward - Chairman of Town Council and Chairman of the Chamber of trade and wives; Chris C and wife. The three main sponsors and members of the committee.

10.2 EBO asked for members to submit dates when they were free following the Switch on and up to the early part of December for a supper at Byfords.

## **11. Date of next meeting**

Noted as being 10<sup>th</sup> November at 8.30 a.m.  
DD thanked for buying all the coffees.

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Chairman

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Date