

Minutes of a meeting of the Festive Lights Committee
11 March 2011 – 8.30am
Bakers and Larners coffee shop

1. Apologies were received from Jen
2. The minutes from the last meeting were agreed, albeit with a small adjustment with respect to Kieron Williamson who has not already been contacted but will be soon.
3. Nina was appointed as minute secretary.
4. Esme reported back from the Chamber of Trade meeting 02/03/2011
 - As the Lights night is a community event, Di can help with licences, dealing with NNDC etc
 - The chamber of trade will help with fundraising again this year
 - At the first meeting in September, each willing volunteer will be given 6 businesses to visit and therefore the fundraising pack needs to be ready by this date.
5. Treasurer's report - £4,453 is in the bank and the pie charts for last year's income and expenditure have been compiled by Josh and will be submitted for publication in the Holt Chronicle. The NNDC refund is still being chased.
6. Charity Boxes/Raffle/Prizes – Sandra (Budgens manager) will request prizes for the raffle at the next chamber meeting. The quiz will cost £1 and will take place over the summer months with a £25 first prize. Any monies from the sale of raffle tickets will go to Nina along with the ticket stubs. Sue and Alexa will look into designing raffle tickets along with the design for the charity collection boxes. The Benjamin Foundation was suggested as a possible charity for 2011.
7. Website – Josh has updated the contacts and will put a pdf copy of the pie charts and poster on the website.
8. Street stalls – Tom will liaise with Di re a town map and siting of the stalls. It was decided that Tom will contact local organisations to offer them a stall and that charity's/local clubs & societies will pay £25 for a stall on the night.
9. Ideas required:
 - Lights – perhaps someone from Byfords would volunteer?
 - Trees – Chris Lambert offered to take this role
 - Thank you/Pledge/Community Liaison
 - A draft form is needed for fundraising.
10. Josh has offered to organise the lantern workshop before the switch on and perhaps a 'making' session the weekend before. Josh will contact Janky D's, the schools and the community centre to see if this is viable.

11. Next meeting dates were set as 8.30am on the:

- 8th April
- 6th May
- 10th June
- 22nd July
- 9th September

12. Buckets – nearer the time someone needs to organise 12 people to do the bucket collections including counting and collection. Also police liaison and road closure needs to be discussed at a later date.

Meeting closed at 9.30am