

**MINUTES OF THE MEETING OF  
KNARESBOROUGH TOWN COUNCIL CHRISTMAS COMMITTEE  
HELD AT KNARESBOROUGH HOUSE, KNARESBOROUGH,  
on MONDAY 09 SEPTEMBER 2019**

**PRESENT:**   **Chair:**                   Councillor A Willoughby

**Councillors:**           H Gostlow and A Wright.

**Staff Present:**        The Clerk

**Also Present:**        N/A

**Late Arrivals:**       None           **Early Departures:**   None

**19/001**   **ITEM 1 – To Elect a Deputy Chair of Christmas Committee (if required) for the civic year 2019/2020.**

**RESOLVED:** Not to elect a deputy chair at this time, but to appoint a stand in chair if needed at a meeting.

**19/002**   **ITEM 2 - To receive Apologies for inability to attend the meeting**

Apologies were received from Councillor Mearns and Councillor Wood.

**19/003**   **ITEM 3 – Councillors’ Disclosure of an Interest - None**

**19/004**   **ITEM 4 - KTC Public Speaking Session - None**

**19/005**   **ITEM 5 - To consider the Christmas Committee Terms of Reference and make a Recommendation for Full Council**

Members discussed the document put forward by the Clerk and, after agreeing a number of minor amendments, it was:

**RECOMMENDED:** That the Terms of Reference document (detailed in Appendix A) is submitted to Full Council for approval.

**19/006**   **ITEM 6 - Verbal update from Chair of Bright Friday Working Group and consideration of any Recommendations brought to the meeting.**

Councillor H Gostlow gave members a summary of the current situation regarding arrangements for the Bright Friday Event 2019. Road closure and TEN applications have been submitted, with permission for use of the Castle Grounds still pending, but in progress. Performers have been invited, as have the Farmers Market and the response to date has been positive. The office is completing the necessary forms to enlist the help of St John’s Ambulance

Service and will be asking for quotes for the provision of sound and lighting as per previous years.

There was some discussion as to whether the Christmas Events Brochure was included in the budget line for the event and Councillor Gostlow asked that a request be put to council to allocate money specifically for the brochure, she also asked that a request be made to suspend financial regulations to allow the brochure to be produced in the same way it had been done in previous years without the need for obtaining quotes from other companies.

**RECOMMENDATION:** KTC to agree to the design and production of the Christmas Events Brochure as an additional cost to the budget already allocated to the Christmas Event and to set aside its Financial Regulations so that the brochure can be produced by the same designer and printing company used in previous years.

**19/007** **ITEM 7 - Christmas Tree Lighting 2019 - to consider upgrading the lighting on the 2 Christmas trees (Gracious St and Market Place)**

Members discussed, at length, the details from the quotation supplied by the current Christmas Lighting Contractor. The Clerk was asked to clarify the need for a new 70W transformer and whether the £600 for installing and removing lights was just for the extra strings.

**RECOMMENDATION:**

- a) KTC to agree the proposed change of lighting on the Gracious St Christmas tree as per the quotation (N.B this is not to include the hire or installation of the star which is intended to be in the Market Place) (*ca*)
- b) KTC to agree that (*should a*) *be approved*) the coloured lights that were on the Gracious St tree be installed on the Market Place tree in addition to the lights previously used in the Market Place and in addition KTC hire and install the star (as mentioned in the Gracious St quote) on the tree in the Market Place.

**19/008** **ITEM 8 Christmas Lighting Scheme - Draft Invitation to Tender Document**

The Chair suggested that the document was scrutinised line by line as he felt some changes to wording was required. Members went through the document and agreed several amendments. The amended document together with further documentation required for the tender will be brought back to the committee at the next meeting.

The Clerk agreed to send the documentation to members of the Committee as soon as practically possible rather than to wait until the agenda circulation.

**19/009** **ITEM 9 - Agree dates for further Christmas Committee meetings**

The Committee agreed to arrange the next meeting for Monday 14 October 2019.

**Meeting closed at: 10:00 p.m.**

**Signed by Chair  
Councillor A Willoughby**

<b>Christmas Committee</b>	
<b>Established:</b> May 2019	<b>Terms of Reference Adopted:</b> by Full Council September 2019
<b>Objective:</b> To deal with all matters relating to the Christmas, including Christmas Light Invitation to Tender and Agreement for the supply of services (contract) and to stage the annual Christmas Light Switch On event	
<b>Membership</b> Between five and eight councillors appointed annually by Council	
<b>Quorum</b> Three members	
<b>Areas of responsibility:</b> (i.e. subjects which the committee is entitled to debate and make recommendations to council where necessary)	<b>Delegated Authority:</b> (i.e. where the committee has been given the power to make final decisions)
1. General responsibilities as a committee which apply to all subjects listed below	See Standing Orders Section 4 for full details
2. Christmas Lights Contract	To draft for full council approval the Christmas Lights Contract Invitation to Tender and Agreement for the supply of services and deal with all matters arising
3. Christmas light switch on event	To oversee the Bright Friday working group in organising and staging the Christmas Light Switch on Event and deal with all matters arising.
4. Christmas light switch on event annual budget	To make decisions to spend budgeted monies on behalf of the Council in the commissioning and/or purchase of goods and services beneficial to the staging of the Christmas light switch on event. All expenditure to comply with KTC's Standing Order 18 – Financial Regulations.
5. Christmas light switch on event additional funding	To raise additional finances from sources outside the Council to enhance the Christmas Lights display and the staging of the Christmas light switch on event.
6. Publicity	To market and publicise the Christmas Light switch on event and any other Christmas related activities in Knaresborough.
7. To involve, as required, other individuals and organisations	To create, or disband, working groups (within the Committee's Area of Responsibility) that shall report to the Committee. This includes: the appointment of members to the Working group (including co-opted members of the public), and the working group's terms of reference. (Note: Councillors appointed to working groups do not need to be members of the Committee).
<b>Agenda template guide:</b> 1. To receive apologies for inability to attend the meeting 2. To notify Declaration Disclosable Pecuniary Interests 3. Public Speaking Session 4. To approve the minutes of the previous meeting 5. Business Remaining from the previous meeting	
<b>Minuting Officer:</b> The Clerk or Deputy Clerk	
<b>Review:</b> Terms of Reference to be reviewed annually.	