**MINUTES OF THE MEETING OF**

**KNARESBOROUGH TOWN COUNCIL CHRISTMAS COMMITTEE**

**HELD AT KNARESBOROUGH HOUSE, KNARESBOROUGH,**

**on MONDAY 11 NOVEMBER 2019**

**PRESENT: Chair:** Councillor A Willoughby

 **Councillors**: H Gostlow and S Mearns

**Staff Present:** The Clerk

**Also Present**: N/A

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

**19/010 ITEM 1 -** To receive **Apologies** for inability to attend the meeting

 Apologies were received from Councillors Wood and Wright

 **19/011 ITEM 2 - Councillors’ Disclosure of an Interest** - None

**19/012 ITEM 3 – KTC Public Speaking Session** - None

**19/013 ITEM 4 - To consider**, and if thought fit, **approve** as a correct record, **the**

 **Minutes** of the **Christmas Committee** Meeting held on**:**

**4.1** Monday 09 September 2019

**RESOLVED:** That the minutes of the Christmas Committee Meeting, held on Monday 09 September 2019, be approved as a correct record and signed by the Chair.

**19/014** **ITEM 5 - Verbal update** from Chair of Bright Friday Working Group and consideration of any Recommendations brought to the meeting

Councillor Gostlow informed members that the arrangements for Bright Friday were continuing at a pace. The road closure plans are close to being finalised and Councillors Gostlow and A Willoughby are meeting with the signage contractor this week.

Window Competition Letters have been distributed. Road Closure letters to residents and businesses to be delivered later this week or early next week.

Councillor Gostlow asked members if they would be happy to agree to the production of 12 x A3 Correx signs that would be placed around the Market Place and used to inform members of the public of the timings of the event. All agreed that these signs would be a very useful addition to the event arrangements.

The Clerk gave members a summary of the known costs associated with Bright Friday 2019 to date (see table below).

|  |  |  |  |
| --- | --- | --- | --- |
| *Date* | *Description* | *Cost* | *Paid* |
| August | TEN Application | 21.00 | Yes |
| October | HBC Bond | 100.00 | Yes (refundable) |
| October | Sweets/Stickers | 31.21 | Yes |
| November | Sound and Lighting | 440.00 (exc VAT) |  |
| November | A3 posters | 22.75 | Yes |
| November | Correx Signs x 12 | 80.00 (exc VAT) |  |
| November | St John Ambulance | 67.20 (exc VAT) |  |
| November | Paper Bunting (window comp) | 23.00 | Yes |
| TBC | Road Closure(B Cowell) | ? |  |

Total Actual Spend to date: £197.96 (includes £100 refundable bond)

Total Additional Spend to date: £587.20

**Total Overall Cost of Event to date: £785.16** (includes £100 refundable bond)

**19/015 ITEM 6 - Christmas Lighting Scheme** - Draft Invitation to Tender Documentation

Members discussed the latest version of the documentation and agreed that they were happy with most of the document. Councillor Mearns apologised for her absence at the previous meeting and asked to go through a few points for further clarification.

The main concern raised was that it was not clear that Council are asking for the majority lights to be leased as part of the contract and amendments were suggested to make this point clearer.

Other minor amendments were suggested, and the Clerk agreed to amend the documents accordingly and circulate the revised versions to committee members.

The Clerk informed members that it was the intention of the office to be able to send the documents out to tender in the latter part of January or early February and members agreed this timeframe was reasonable.

**19/016 ITEM 7 - Agree date** for next Christmas Committee meeting:

Members agreed to the next meeting taking place onMonday 13 January 2020 (subject to confirmation of the Meeting schedule at Full Council on the 18 November 2019).

**Meeting closed at:** 9:10 p.m.

**Signed by Chair**

**Councillor A Willoughby**