



Please join us for the Meeting of Thornbury Christmas Lights Association on Monday, 30th January 7.30pm 2016 at The Swan Function room, High Street, Thornbury

1. Apologies
2. Attendees
3. Minutes of 14th November 2016
4. Matters arising
5. Finance
 - a. Finance Report
 - b. Fund-raising/grants etc
6. Correspondence
7. Lights Sub-Committee, 2016/2017
 - a. Schedule
 - b. Fittings/equipment
 - c. Teams
 - d. Hoist
 - e. Date of Sub-Committee meeting
8. Switch-on Sub-Committee, 2016/17
 - a. Event
 - b. Closure, risk assessment, charity stalls and food fayre
 - c. Date of sub-committee meeting
9. Membership
10. Events
11. Publicity
12. Date of next TCLA meeting
13. AOB

A copy of the minutes from 14th November 2016 are enclosed. If you have an e-mail address, all minutes and notices can be sent to you this way, to help reduce our postage costs...

Please contact Gill Dunkley at oldmalthouse@btconnect.com

THORNBURY CHRISTMAS LIGHTS ASSOCIATION WORK SCHEDULE 2016-17

WORKING SUNDAYS:		
25TH SEPTEMBER	NOT REQUIRED	
2nd October	Barn Based (Wheatsheaf) – testing	9.30-12.30
9TH OCTOBER	Street Fitting	8.00 start at yard
16TH OCTOBER	Street Fitting	8.00 start at yard
23RD OCTOBER	Street Fitting	8.00 start at yard
30TH OCTOBER	Street Fitting	8.00 start at yard
6TH NOVEMBER	Street Fitting + HOIST	8.00 start at yard
13TH NOVEMBER	Street Fitting + HOIST	8.00 start at yard
20TH NOVEMBER	Street Fitting + HOIST /TREE	8.00 start at yard
TUESDAY 22ND NOVEMBER SWITCH-ON		
REMOVAL OF LIGHTS		
6TH JANUARY	SWITCH-OFF	
8TH JANUARY	REMOVE DISPLAYS/HOIST	8.00AM START
15TH JANUARY	RESERVE DAY FOR REMOVAL IF NECESSARY/HOIST	
8AM START		



Chairman: Brian Roberts, 1 Chantry Road, Thornbury, South Glos. Tel:01454 822626
Secretary: Gillian D Dunkley, 'The Old Malthouse', Upper Morton, Thornbury. BS35 1LH Tel 01454 281801

Meeting of Thornbury Christmas Lights Association on Monday 14th November 7.30pm 2016 at The Swan Function room, High Street,

1. Apologies: Fred Macey
 2. Attendees : Tony Wilcock, Chris and Lorraine Saich, Terry Ray, Bob Griffin, David Ridge, Rex Davies, Paul Morrish, Adrian and Margaret Savery, Angela Ashton, Mike and Kath Wiltshire, Sally and Emma Higgins, Brian and Joan Roberts, Gill Dunkley.
 3. Minutes of 17th October were accepted as a true record.
 4. Matters arising covered under agenda items. DBS and Premises Licence were explained.
 5. Finance
 - a. Finance Report, as attached.
Insurance is to be paid: £1206.75
We anticipate bills of £2000 for equipment/£3000 for garlands. New baubles to be purchased, various colours/designs -42 total.
 - b. Fund-raising/grants
TTC grant application to be made, need support for added costs re premises licence etc. Coop are looking for local causes to support, speak to Sharon Fogarty. **ACTION:FM/BR**
Collecting box at Deep Blue was stolen.
 6. Correspondence
Received Road Closure order and SWERCOTS details for training those 'selling alcohol'. Have NOT received premises Licence yet!
 7. Lights Sub-Committee 2015/16
 - a. Schedule
Schedule working well, on target.
 - b. Fittings/equipment
Fitting Tanners Court, discussion with owners required, on-going **ACTION:AS**
Premises with potential issues - Armstrong Hall and Santa to be finished both on Sunday. Parkys circle working, but not garland.
92 consents, 87 done ,5more to do.
Another set of ladders -3 part(fibre glass?) required. **ACTION:BR/AS**
Two Trees being supplied -20ft and 15ft by RMB (would be approx £150 +VAT each), will come on 20th Nov. approx 8am/10am. Request donation for just one of the trees , to go as charity donation to Sonny Dayman charity. BR has arranged that this will be paid by COSTA. **ACTION:BR/GD**
More help for wiring up required. **ACTION: ALL/TR/PM/BR**
 - c. Teams as usual,
 - d. Hoist this Sunday.
 - e. Date of Sub-Committee meeting - Sunday morning update!
 8. Switch-on Sub-Committee, 2016/17 - Switch-on Tuesday 22nd November 2016
 - a. Event
Premises licence agreed, but awaiting document and what it actually says!
Road Closures agreed
Brian spoke to Albert...good to go...formal agreement **letter sent.** **ACTION TW**
John Smith will be Town Crier.Mike and Kath Wiltshire to be Father and Mother Christmas. BR spoke to Kebab van, will be in at 3pm.
Posts as per Premises license and others:
Premises Licence Control Officer (Gill Dunkley), Event Control Officer (Brian Roberts, Chris Saich, Terry Ray, Tony Wilcock, Adrian Savery)
- Steward Officer(Dave Ridge)
Electrical Control Officer (Rex Davies)
Senior Stewards(TCLA Committee - Lorraine Saich, Margaret Savery, Allan Davies, Alan Light, Tom Barnard, Andrew Owen, Fred Macey, Mike Wiltshire(Father Christmas),

Kath Wiltshire(Mother Christmas))

Noise Officer(Lisa Barley, Terry Ray)

Child Safety Officer(DBS registered - Gill Dunkley, Angela Ashton, Margaret Savery)

Switch-on Controller (Tony Wilcock)

Community Fayre Controller (Angela Ashton)

Bus Controller (Paul Morrish)

Publicity Officers (Angela Ashton, Sally and Emma Higgins)

First Aid (Tim Moore), First Responder(John Riddiford)

Incident Book (Steward Officer-David Ridge)

ACTION:GD

Litter Busters(Alan Davies/ Kim Webber)

Noise Control Record Book required

Have to have 'Challenge 25 'scheme for Alcohol....signs up and what it means/ no provision of alcohol to Under 18's. Signage received from Alan Cahill. SWERCOTS....Need to put instruction package together for Rotary.

ACTION:GD

Lost Children facility with signage(our stand/ Bonds) and DBS registered carer/ Record book

ACTION:GD

Will need noise meter, can use app on iphone/purchase a noise meter. Lisa Barley(Oldbury may have access to use Oldbury equipment) Difficulty may be establishing the accepted levels.

ACTION:BR/AS

Volunteers required for all the named posts.

ACTION:all

Have new tabards, may need to add wording on rear 'TCLA'

ACTION:FM

Additional premium for insurance paid ~ (£88) to cover '4 events premises licence'

TW has sweets for Father Christmas. Has agreed the schedule for Switch-on procession with TTC.

Must have a list ready for communicating to, in the event of 'any 'difficulties'/use social media....very effective last year.

ACTION AA/BR/GD

Litterbusters will be on duty, thank you!. Rubbish to be deposited at three agreed sites and SG will collect next morning.

Microphones will be supplied by BALPER.

Would be helpful if we could take a power supply from BONDS.

ACTION:GD

Photographic record of event, Emma after 6:30pm, possible that Thornbury Camera Club might do this?

ACTION:CS

Use remotes lower end of High Street.

ACTION: PM/BR/RD

9am Swan Tuesday at The Swan for radio training.

ACTION:ALL

Balper will broadcast every half hour where to go for Lost Children.

Pocket contact lists to be made.

ACTION:PM

Sign asking for help

ACTION:AS

More stewards may be required, perhaps ask Roundtable?

ACTION:DR

Have one sign for Car Park, Arrange for another.

ACTION:PM

Contact Transport South Glos to remind about buses. Posters out to all schools(inc Marlwood)

Habintech(Castle Court)(PM has spoken to Warden re carers-no access at all 6:30-7:15), Builders behind Parky's , Domino's, Deep Blue(delivery service)to be reminded of closure Tuesday

ACTION: PM/DR/BR

b. Charity

Armstrong Hall Redevelopment Fund. Celebrity is Sally Conway (Judo Bronze medal Olympics)

Contact all other participants. Charlie Kedward will be switch-on helper. 6:30pm Town Hall.

ACTION:SH

c. Closure, risk assessment, charity stalls and food fayre,

20/21 Charity Stalls confirmed and Balper, Ukeles/Gospel Choir . Chaser e-mail being sent re terms and conditions to a couple.

ACTION:AA

Tables from Horticultural society.

1 large and 1 small gazebo for Balper. 15 Sandbags.

ACTION:RD

Monday - bollards out from Bonds. Put out in the evening in High Street.

ACTION:DR/TR/PM

Disruption with buses, put on 'spotted in Thornbury' - Friday/Monday

ACTION: AA

Facebook- Tuesday 15th (3279 hits)

ACTION: SH

Signs for TCLA stall

ACTION: SH/GD

d. Date of sub-committee meeting as necessary.

9. Membership

61 Life Members

4 Honorary

9 Annual- 5 renewed , 4 outstanding.

10. Events

Other priorities at the moment! Tesco had offered some dates late October.

11. Publicity

Paul Morrish has distributed 140 posters, will supply a list of where to GD.

ACTION:PM

Made in Bristol might attend.

Board for Town hall railings agreed. Donors list etc required.

ACTION:GD/FM

12. Dates of next TCLA meetings will be

Catch-up on Sunday morning._30th January 2017 at The Swan 7.30pm

13. AOB

Thank you to all!

TCLA Statement income/Expenditure October 2016

Current Account Income			
Date	Transaction	Credit No.	Amount
16/10/16	Oldbury Private Charity Fund	145	200.00
24/10/16	Donation - Thornbury Magazine	146	100.00
24/10/16	Donation - Deep Blue	146	20.00
24/10/16	Collecting Boxes - Gill Dunkley	146	142.26
24/10/16	Street Collection	146	75.96
	Totals		538.22
Current Account Expenditure			
	Transaction	Cheque	Amount
16/10/16	Brian Roberts	198	43.98
16/10/16	Park Insurance Services - amount to be confirmed	199	88.00
17/10/16	Gill Dunkley - Road Closure	200	154.00
17/10/16	Gill Dunkley - Premises Licence	200	100.00
17/10/16	Gill Dunkley - Western Daily Press Announcement	200	228.92
27/10/16	Linela Embroidery - Steward's Hi-Viz vests	201	105.60
	Totals		720.50
	Current Account Carried Forward		3,081.41
	Income		538.22
	Expenditure		720.50
	Total - Checked correct on statement		2,899.13
Reserve Account Income			
	Transaction	Credit No.	Amount
	No transactions this period		£0.00
	Totals		0.00
Reserve Account Expenditure			
	Transaction	Cheque	Amount
	No transactions this period		0.00
	Totals		£0.00
	Reserve Account Carried Forward		10,143.36
	Income		0.00
	Expenditure		0.00
	Total - Checked correct on statement		10,143.36
	Current, Reserve Accounts & Cash in Hand Total		
	Current Account		2,899.13
	Reserve Account		10,143.36
	Cash in Hand		

	Totals	13,042.49
	Contingency for Continued Operation	3,000.00
	Committed Funds	3,090.00
	Adjusted Balance	6,952.49