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Christmas Lights Committee

Core Membership: Cllr D. Hallett, Cllr O. Lovell, Cllr S. Williams

Notice is hereby given of a meeting of the Christmas Lights Committee to be held in **Unit 1A, St Michael's Business Centre**, Church Street, Lyme Regis, on Monday 11 September 2017 commencing at **11am** when the following business is proposed to be transacted:

John Wright
Town Clerk
06.09.17

AGENDA

1. Election of Chairman and Vice-Chairman

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2017/18

2. Terms of Reference

To allow the committee to receive its terms of reference

3. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

Individuals will be permitted a maximum of three minutes each to address the committee

4. Apologies

To receive and record any apologies and reasons for absence

5. Minutes

To confirm the accuracy of the minutes of the Christmas Lights Committee meeting held on 3 October 2016

6. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

7. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting

8. Appointment of Christmas Lights Sub-Committee

To allow the committee to appoint a new sub-committee, confirm its terms of reference and the number of members, to receive nominations, and to elect a chairman and vice-chairman for the 2017/18 council year

9. To receive the minutes of the Christmas Lights Sub-Committee on 24 January and 13 June 2017

10. Christmas Lights' Finances, 2016/17

To inform members of the current financial position of the Christmas lights' fund

11. Switch-on Date

To note the Christmas lights' switch-on date is Saturday 2 December 2017 at 5.15pm.

12. Exempt Business

Committee: Christmas Lights

Date: 11 September 2017

Title: Election of Chairman and Vice-Chairman

Purpose of Report

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2017/18

Recommendation

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2017/18
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2017/18

Background

- 1. On 24 May 2017, the council approved the terms of reference for its committee structure. The terms of reference have been amended so that each committee will elect its chairman and vice-chairman from among its membership.
- 2. Consequently, nominations are sought for the chairman and the vice-chairman of this committee.
- 3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.

- 4. Standing order 1.t states:

‘Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members so request voting may be by signed ballot.’

- 5. Standing order 12.a states:

‘Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman’s casting vote. As the first business of a council is to elect a Chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, he/she is in a position to

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open and Chair a subcommittee meeting temporarily, with the benefit of a casting vote, until a committee Chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in the same way. The Town Clerk or other officer cannot open or Chair a committee or sub-committee meeting.'

6. The election of the chairman and vice-chairman of the Christmas Lights Committee will be reported to the Full Council on 20 September 2017.

John Wright
Town clerk
September 2017

Committee: Christmas Lights

Date: 11 September 2017

Title: Terms of Reference

Purpose

To allow the committee to receive its terms of reference

Recommendation

The committee receives its terms of reference

Background

1. On 24 May 2017, the Full Council approved the terms of reference for its committees.
2. The terms of reference for the Christmas Lights Committee, along with the general terms of reference that apply to all of the council's committees is attached, **appendix 2A**.
3. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

John Wright
Town clerk
September 2017

Terms of Reference

2. Committees – General

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report will normally include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to West Dorset District Council on planning applications.
- 2.3 Each committee will:
 - 2.3.1 Elect its chairman and vice-chairman from among its membership;
 - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
 - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
 - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;
 - 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
 - 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
 - 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.

- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

11. Christmas Lights' Committee

- 11.1 The purpose of the Christmas Lights Committee is to facilitate the raising of funds for the town's Christmas lights' display, and to oversee arrangements for that display.

LYME REGIS TOWN COUNCIL

CHRISTMAS LIGHTS COMMITTEE

MINUTES OF THE MEETING HELD ON MONDAY 3 OCTOBER 2016

Present

Chairman: Cllr O. Lovell

Members: Cllr D. Hallett, Cllr S. Williams

Other members: Cllr J. Scowen

Officers: Mrs A. Mullins (administrative officer), Mr K. Wilson (finance manager)

16/01/CL Election of Chairman and Vice-Chairman

The Mayor, Cllr O. Lovell opened the meeting.

Cllr D. Hallett nominated Cllr O. Lovell as chairman of the Christmas Lights Committee, seconded by Cllr S. Williams.

There being no other nominations, Cllr O. Lovell was duly **ELECTED** as chairman of the Christmas Lights Committee.

Cllr O. Lovell nominated Cllr D. Hallett as vice-chairman of the Christmas Lights Committee, seconded by Cllr S. Williams.

There being no other nominations, Cllr D. Hallett was duly **ELECTED** as vice-chairman of the Christmas Lights Committee.

16/02/CL Terms of Reference

Proposed by Cllr S. Williams and seconded by Cllr D. Hallett, members **RESOLVED** to adopt the terms of reference for the Christmas Lights Committee.

16/03/CL Public Forum

There were no members of the public present.

16/04/CL Apologies

Cllr Ms A. Williams - illness

16/05/CL Disclosable Pecuniary Interests

There were no disclosable pecuniary interests.

16/06/CL Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

16/07/CL Appointment of Christmas Lights Sub-Committee

Proposed by Cllr S. Williams and seconded by Cllr D. Hallett, members **RESOLVED** to appoint a new Christmas Lights Sub-Committee, with Mrs C. Lovell as chairman, and Mrs P. Stamp as vice-chairman.

Proposed by Cllr O. Lovell and seconded by Cllr D. Hallett, members **RESOLVED** that all members of the Christmas Lights Committee be appointed to the Christmas Lights Sub-Committee.

16/08/CL To receive the minutes of the former Christmas Lights Committee on 3 February and 28 June 2016

Members noted the minutes.

16/09/CL Christmas Lights' Finances, 2016/17

The finance manager said the current balance of the Christmas lights' fund did not yet include any payment from West Dorset District Council (WDDC), which had historically been administered via the Hotels and Restaurants' Association (HRA).

Cllr S. Williams said WDDC's donation to the Christmas lights fund was in lieu of free parking in Lyme over the Christmas period, but he was concerned that the value of the donation had not been increased over the years, although the parking income would have increased in that time.

Cllr O. Lovell said Lyme Regis Business Group, which replaced the HRA, had to make the funding application to WDDC and the business group would then make the donation to the Christmas lights' fund. He suggested the council approached WDDC to discuss whether the donation could be increased and if there was a more straightforward process for releasing the funding. Cllr O. Lovell said he would follow this up with Cllr D. Turner on the committee's behalf.

Cllr J. Scowen suggested the traders were asked to contribute to the fund, in addition to paying for a tree on their premises.

Cllr O. Lovell suggested this was left with Mrs C. Lovell and Mrs P. Stamp to pursue, but he agreed the business group needed to make a contribution.

Members discussed the small display of lights at the Cobb and the absence of any lights at Coombe Street and agreed this needed to be addressed for future years.

16/10/CL Switch-on Date

Members noted the switch-on date of the Christmas lights was Saturday 26 November at 5.15pm.

The meeting closed at 10.40am.

Committee: Christmas Lights

Date: 11 September 2017

Title: Appointment of Christmas Lights Sub-Committee

Purpose of Report

To allow the committee to appoint a new sub-committee, confirm its terms of reference and the number of members, to receive nominations, and to elect a chairman and vice-chairman for the 2017/18 council year

Recommendation

The committee formally appoints a Christmas Lights Sub-Committee, and confirms its terms of reference and the number of members, receives nominations, and elects a chairman and vice-chairman for the 2017/18 council year

Background

1. The terms of reference for this committee states it will:

Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them.
2. The former Christmas Lights Committee has previously worked independently of the town council. However, following the establishment of the council's Christmas Lights Committee, a sub-committee, made up of non-council members, was formally appointed on 3 October 2016.
3. Members are now asked to formally appoint the Christmas Lights Sub-Committee for the 2017/18 council year, confirm its terms of reference, confirm the number of members on the committee, receive nominations to the sub-committee, and elect a chairman and vice-chairmen to the committee (who could be non-council members).
4. A member of the Christmas Lights Sub-Committee will be invited to attend meetings of the Christmas Lights Committee, and it is suggested one council member sits on the sub-committee.
5. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

John Wright
Town clerk
September 2017

CHRISTMAS LIGHTS SUB-COMMITTEE

Notes of meeting held at Lyme Regis Fire Station on 13th June 2017

Present : Christine Lovell – Chairman
Bob McHardy, Linda Peadon, Una Quick, Pat Stamp, Lorraine Thom,
Virgil Turner, Lynne Vian and Cllr Stan Williams.

1. Apologies

Apologies were received from Alan Vian and Cllrs Derek Hallett and Owen Lovell.

2. Co-option of Una Quick

The Chairman welcomed Una Quick to the meeting and it was agreed to co-opt her on to the committee. Proposed Lorraine Thom, seconded Chris Lovell.

3. Notes of the previous meeting

Notes of the previous meeting held on 24th January 2017 were confirmed as a correct record.

4. Matter Arising

No items were raised for discussion.

5. Financial Position - Update

The Chairman reported a healthy balance and that the Duck Race and the May Day Fete stall were profitable.

6. Fundraising events

- Red Arrows Community Week Stall – Thursday 21st July
- Beach Stall – Sunday 27th August
- Bingo (Ongoing)
- Harvest Home at the Nags Head. (Date to be confirmed)

7. Selection of lighting display for 2017

The Chairman welcomed Stephen Holdup of Torbay Display to the meeting.

Stephen updated the committee on the ongoing saga with Quality Corner which is being dealt with by his insurers and hoped that it will soon be resolved.

The 2016 multi-colour display was a great success and looked classy. The committee agreed to continue with the traditional multi-colour theme for 2017.

Virgil pointed out that one of the lamp post features in the Square had not worked so Stephen offered a credit of £400.

It was noted that it will not be possible to have lights across Cobb Square only a lamp post feature.

Stephen circulated samples of various displays and following lengthy consideration it was agreed that Broad Street will be red and gold shooting stars alternating with multi-colour festoon lights.

The Christmas tree in the Shambles to be multi-colour with white Starflash bulbs.

Christmas trees on shop premises to be multi-colour. Following brief discussion it was agreed to buy a further 50 sets of multi-colour bulbs.

Bell Cliff apex – White LED icicles plus Barbara Austin multi-colour remembrance candle.

-2-

Lamp Posts x 8 (6 x single multi-colour fountain spray feature. 1 x double multi-colour fountain spray feature at Cobb Square)

Buildings (Rock Point/Solicitors opposite Three Cups) - same multi-colour fountain spray feature as for lamp posts. Smaller feature for the Guildhall.

Bridge Street and Silver Street - multi-colour lights on festoons.

The Switch On date was confirmed for Saturday 2nd December 2017.

The Chairman thanked Stephen for his attendance at the meeting.

8. Any other business

No further items were raised and the Chairman expressed her thanks to Virgil Turner for use of the room at the Fire Station.

C. LOVELL
CHAIRMAN

CHRISTMAS LIGHTS SUB-COMMITTEE

Notes of meeting held at Lyme Regis Fire Station on 24th January 2017

Present : Christine Lovell – Chairman
Les Herbert, Bob McHardy, Linda Peadon, Pat Stamp, Lorraine Thom,
Virgil Turner and Lynne Vian.

1. Apologies

Apologies were received from Alan Vian and Cllrs Derek Hallett, Owen Lovell, Anita Williams and Stan Williams.

2. Notes of the previous meeting

Notes of the previous meeting held on 18th October 2016 were confirmed as a correct record.

3. Election of Chairman and Committee

It was proposed by Virgil Turner, seconded by Les Herbert and agreed by all present that Christine Lovell be elected Chairman. Unanimously agreed that the serving committee be re-elected en-bloc for the forthcoming year.

4. 2016 Christmas Lights Display – Comments

It was noted that the lights on one of the lamp posts in the Square had not worked properly and it was felt that Torbay Display should compensate for this.

One or two members felt that the tree should have more colour as it was not in keeping with the rest of the town.

Virgil advised that DCC are against strings of lights across the road in Cobb Square so it will just be a display on the lamp post not across the street. Some of the lights on the Cobb buildings were not fully working, some were missing, but this didn't detract too much from the overall image.

5. Financial Position - Update

The Chairman reported a healthy balance. All outstanding bills have been paid.

6. 2017 Christmas Lights Display

The Switch On date for 2017 will be Saturday 2nd December.

There will be no need to buy more sets of lights for the trees as we have plenty, coloured and white.

Christmas tree – coloured lights.

Cobb Square – just display on lamp post – no strings across the road.

7. Fundraising events

- 1st May Duck Race (Alan has lottery licence - sell ducks on the seafront)
- 7th May May Day Fete (Tombola & Bric a Brac)
- Red Arrows Community Week Stall TBC
- August 27th Beach Stall
- Bingo (Ongoing)
- Quiz – Linda will book a date at Nags Head
- Harvest Home at the Nags Head. Suggested date Sunday 24th September TBC.

8. Any other business

No further items were raised and the Chairman expressed her thanks to Virgil Turner for use of the room at the Fire Station. The meeting closed at 8.10pm.

C. LOVELL
CHAIRMAN

Committee: Christmas Lights

Date: 11 September 2017

Title: Christmas Lights' Finances, 2017/18

Purpose of Report

To inform members of the current financial position of the Christmas lights' fund

Recommendation

- a) Members note the report
- b) Members plan for the remainder of the financial year

Report

1. **Appendix 10A** shows the financial position of the Christmas lights' fund from April 2014 to date.
2. In 2014/15, a surplus of £2,122 was recorded. There was an incident of vandalism during this year, which meant expenditure on the lights was higher than normal at £14,179. Public donations during the year offset the increased expenditure and the total income was £16,551.
3. In 2015/16, both income and expenditure reduced and the in-year surplus was £1,762.
4. In 2016/17 income was around the same level but expenditure, which included some infrastructure work by both Torbay Lights and SSE, increased to £13,301, leaving an in year deficit of £979.
4. Thus far in 2017/18, relatively little income has been collected. But no expenditure has been made, leaving a current balance of £10. The first part of the lights' expenditure has been paid (the full year cost is likely to be £11,779), and work on street lamps has been commissioned.

Keith Wilson
Finance manager
September 2017

**Christmas
Lights**

	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>
Bal b/f	£6,192	£8,314	£10,077
Income			
LR Town Council	£2,500	£2,500	£4,000
Hotel Association & DCC	£2,000	£4,000	£2,000
Guitars on the Beach	£800	£270	£0
Switch On Collection	£579	£441	£309
Community Bingo	£900	£1,000	£1,250
Duck race(s)	£646	£1,132	£727
Donations & Collections	£9,122	£3,484	£4,035
Interest	£4	£4	£1
	<u>£16,551</u>	<u>£12,831</u>	<u>£12,322</u>
Expenditure			
Torbay Lights	£14,179	£10,125	£12,030
Other costs	£250	£944	£1,271
	<u>£14,429</u>	<u>£11,069</u>	<u>£13,301</u>
 Surplus/(Deficit)	 <u>£2,122</u>	 <u>£1,762</u>	 <u>(£979)</u>
 Closing Bank Balance	 <u>£8,314</u>	 <u>£10,077</u>	 <u>£9,098</u>

APPENDIX 10A

Year to date	Known Future	Total
2017/18	2017/18	2017/18
<hr/>		
£9,098		
	£4,000	£4,000
		£0
		£0
		£0
		£0
£263		£263
£1,603		£1,603
£0		£0
<hr/>		
£1,866	£4,000	£5,866
		£0
		£0
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£0	£0	£0
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£1,866	£4,000	£5,866
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£10,964		
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