

**CLAYTON PARISH COUNCIL  
EVENTS COMMITTEE**

**MEETING HELD AT CLAYTON VILLAGE HALL – 5<sup>th</sup> September 2016 7.00PM**

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**Minutes**

- 2016/313      **PRESENT**  
Councillors; Thirkill, Pitts, Kaushal-Bolland, Hepton and Gudgeon
- 2016/314      **IN ATTENDANCE**  
Claire Hepton, Clerk  
2 councillors not on the events committee
- 2016/315      **APOLOGIES FOR ABSENCE**  
None
- 2016/316      **DISCLOSURES OF INTEREST**  
None
- 2016/317      **ADMISSION OF THE PUBLIC**  
(Clayton Parish Council Standing Order No 67)  
  
None of the tabled items to be discussed were required to be held in closed sessions.
- 2016/318      **PREVIOUS MINUTES AND MATTERS ARISING**  
Minutes from the Events Committee from 1<sup>st</sup> August were approved and signed as a true record of the meeting.  
  
                                Proposed: Cllr Hepton                                          Seconded: Cllr Thirkill  
                                All in favour
- 2016/319      **PUBLIC CONSULTATION AND QUESTION TIME**  
No questions/comments were received from the members of the public on any matter which was tabled for discussion on the Agenda.
- 2016/320      **EVENTS PLAN 2016/17**  
Carols around the tree – 17<sup>th</sup> December. Clayton Community Choir confirmed their availability. Mince pies, mulled wine, hot chocolate and cartons of juice to be purchased. Cllr Kaushal-Bolland to put together a letter of invitation to local businesses. Advertise in plenty of time – a mention of the use of a torch to be added to the poster. Cllr Hepton to look at lighting for the event.  
Cllr Gudgeon to liaise with Cllr Pitts regarding the gazebo/marquee as she will see Andy Waterman at a Dickensian Market meeting.
- 2016/321      **CHRISTMAS LIGHTS TENDERS**  
Clerk had written to three contractors. One was unable to quote. Of the two remaining LDR Electrical were awarded the contract. Having had the contract the previous year Council felt they were more experienced. The quote was also more favourable. Clerk to inform LDR Electrical and coordinate accordingly.
- 2016/322      **ITEMS REQUIRED FOR PURCHASE**  
Council to look at measures to security tag the equipment.  
PA system/equipment purchase was approved.  
Proposed: Cllr Gudgeon                                                  Seconded: Cllr Hepton  
All in favour
- 2016/323      **CHRISTMAS TREE LIGHT INSTALLATION/TREE PURCHASE**  
TREE - Cllr Pitts to speak with John Summers Butchers regarding the specifics for the tree. He had quoted £600 but needed to clarify the actual type. More details to be researched. Clerk has emailed David Cansfield and Ilkley Parish Council waiting on a response. Cllr Gudgeon suggested contacting Sandy Lane parish Council to see where they get theirs from.  
  
LIGHTS – Quote was due in from Gregson Electrical who assisted Clayton Electrical last year with the job. Clerk to also contact Festival Lighting at Bradford Met and contractors recommended by Ilkley and Sandy Lane Parish Council. Quotes for the lights would be decided upon by Cllr Pitts and the clerk who were delegated these powers by the committee.

A max budget of £800 has been set for the tree. Committee agreed that Cllr Pitts and the clerk would organise this and report back. They would also be responsible for arranging the light installation.

Proposed: Cllr Hepton

Seconded: Cllr Gudgeon

All in favour

2016/324

**DATE OF NEXT MEETING**

The next meeting is on Monday 3<sup>rd</sup> October 2016 at 7.00pm

**There being no further business the meeting closed at 7.45pm**