

Church Fenton Parish Council

Minutes of the meeting – CHRISTMAS COMMITTEE

Minutes of the Christmas Committee of Church Fenton Parish Council held on Thursday 28 September 2021 at Church Fenton Village Hall

In attendance: (Chair) Cllr Jess Cooper, Cllr Stewart Ferris, Theresa White (CF High Flyers WI), Serena Lowes, Georgina Ashton Clerk to the Council.

Meeting started at 7.33pm

1. To note Apologies and Approve Reasons for Absence

Cllr Seguss, Rev Anne Fox, Eileen Clarkson (Methodist Pastor), Margaret Miles (VH Committee) Rev Lucy, St Marys. Helen Smith, Jigsaw Nursery, Karen Leeson, Brownies.

2. To note any Declarations of Interest and to approve any Dispensation requests

It is a requirement in law, Localism Act (2011, s31) that Council members declare any Disposable Pecuniary Interest.
None.

3. Public Participation Period (no longer than 30 mins) *Members of the public are politely reminded to speak for <5 mins.*
None

4. To approve Minutes of the Christmas Committee Meeting of Church Fenton PC – not applicable.

This is the first meeting convened of the Christmas Committee.

5. Policy & Strategy

a. Terms of Reference for the Committee

The Clerk presented a Terms of Reference to the group and discussed how the committee will operate. It was agreed that the committee will be made up of Cllr Cooper (Chairman), Cllr Ferris, Cllr Seguss, Theresa White, Serena Lowes and Helen Smith. The agreed number to be quorate is three in line with a full parish council meeting.

b. Delegated powers for nominal spends (up to £400)

Cllr Cooper had put a motion to full council at the meeting held on 20 September 2021, which resolved that the Christmas Committee had a nominal budget spend of £400. In addition to the delegated budget from full council, Cllr Seguss has the carry forward from Christmas Carols round the tree in 2019 of £164.62.

6. Actions / Updates

a. Extended invites – other interested community groups

Local businesses, school, nursery, VH committee, LEA, Bowling Club, Cricket Club, Sunar Bangla, CF High Flyers WI. Agree to go to local businesses for sponsorship.

b. Christmas Tree quotations

Christmas 2020 the tree was provided and delivered by Fields Garden Centre. Milford Plant £165 14ft. Lumby Garden Centre £220-£360 14ft. Fields will do a deal at £155 for 14ft tree delivered to the village green. Weekend to put up tree and lights Saturday 20th/Sunday 21st November.

Resolution: to order the Christmas tree from Fields Garden Centre for delivery on the weekend of Saturday 20th/Sunday 21st November 2021.

Suggestion of speaking to the lady who organises the Forest School to support with a creating a Christmas decoration (with an eco-friendly wooden disc and hessian string). Name on the back and design on the front. Approx 220 children on roll at Kirk Fenton Primary. Theresa to provide the logs. Cllr Ferris to provide the string.

Resolution: Cllr Cooper to investigate supply of 300-400 wooden discs for materials for the Christmas decorations to give to children (at the primary school) and remainder for the Rainbows/Brownies, Cubs and Beavers. Some left at the village shop for children to collect.

c. Hole hatch for the village green

The grass cutting contractor has commented to the parish council that the hole cover for the Christmas tree on the village green is inadequate. Quote for creation of a bespoke drain cover is £40. Perhaps needs a better waterproof box for the electrics.

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Resolution: Cllr Cooper to action the fitting/fabrication of the cover. Clerk to contact electrician with regard to checking power supply for the tree.

d. Maintenance & repairs to current streetlights

The project engineer for NYCC (electrical) has been out to check the fittings and attachments at each of the current 8 lanterns that have Christmas light attachments on. Each lantern requires some work and as a minimum requirement the lantern and the Christmas socket are individually fused (DPDF Isolator). The preferred requirement would be a timer unit so that the Christmas decoration is protected by a main circuit board and lantern by a fuse. The minimum requirements for each lantern would cost £1080 + VAT and the preferred requirement would be £2084 + VAT.

Resolution: Cllrs to go back to next full council meeting to explain the situation regarding Christmas sockets and streetlighting fuses. Minimum spend is £1080.00 + VAT. If 4 additional lights were added at Sandwath Lane end and Busk Lane, the cost of the fittings would be an additional £520 + VAT. Total spend £1,600 + VAT.

Resolution: Speak to District Cllr Ellis to seek a grant for 4 new ex-rental Christmas lights at £1000.

e. Christmas Lights

£400-£600 for a new Christmas light, ex rentals are £250. Cllr Cooper to circulate the ex-rental catalogue to members to choose 4 lights.

f. Carols round the tree

WI will provide the mince pies for the occasion. 7pm, Carols round the tree on Friday 24 December 2021. Balance of £164.62 is retained with Cllr Seguss from the Carols round the tree in Christmas 2019. Cllr Ferris to investigate song sheets. Cllr Ferris to source costs of Mulled Wine, cups, and Squash.

g. Marketing of Christmas by the PC

Clerk to contact publisher for Fenton in Focus to check date for next print deadline. Discussion over setting up a new Facebook page for CF Christmas. Decision to make Cllr Cooper to be made admin on CFPC facebook page to provide updates for all Christmas activities. Theresa White to create the poster and send to the Clerk.

7. Discussions / points raised from the floor

a) Rev Lucy – suggests that 25 people decorate a front window like advent calendar boxes ie 3 wise men, Christmas crackers. Opportunity to have a walk around the village to check out the 25 advent calendar boxes.

b) Santa? Perhaps an idea for next year.

c) Santa letter postbox – for santa letters to post. – decorate the current letter box outside the village shop? Agreed that with so few on the committee that these would remain as ideas for 2022 as the committee develops.

8. To note Agenda Items for next meeting:

Christmas Lights, Streetlighting electrics, Christmas tree, Carols round the tree. Christmas decorations for children activity.

9. To confirm date and time of next meeting

Tuesday 19th October 2021, 7.30pm.

The meeting closed at 8.52pm.

Signed: Cllr Jess Cooper, Chairman, Christmas Committee: _____

Date: 19 October 2021