

Notes of Christmas Tree Sub Committee:- On Wednesday 13<sup>th</sup> March 2024 at 4.30pm in the Windrush Room.

Attending:- Cllr. Hadley, Wareing, Hicks & Roberts

## **Notes**

1. No apologies for Absence.
2. Risk Assessment amendments to reflect new date changes for erecting and removal and disposal of the Tree. Att. :-Clerk
3. Village Green Railings to be installed W/C 4<sup>th</sup> November 2024. Att. Asst Clerk.
4. Purchase of the 30ft Tree, the same supplier to be contacted, Somerford Keynes Christmas Trees, contact name Jago. Cllr Bob Hadley to follow up. Noted Dowdeswell Forestry possible backup supplier.
5. Site visit to be arranged to choose the Tree, Att. Cllr. Hadley, Hicks & Roberts.
6. Cost of the Tree including Disposal will be around £600 to £700, Bourton Business Network (BBN) have agreed to Pay for the Tree this year and Dale Hackling will arrange collection on 15<sup>th</sup> November 2024 FOC.
7. Bourton Vale Car Park Ltd to be contacted to see whether they would be willing to fund the lighting installation. Att. Cllr Hadley.
8. Agreed date of Delivery & Installation on the Green, Saturday 16<sup>th</sup> November 2024 from 8.30am, Asst Clerk to arrange with Dale Hackling, collection of the tree from supplier Friday 15<sup>th</sup> November 2024 and delivery to the Green on the 16<sup>th</sup>. Asst Clerk also to arrange volunteers, Pete Scarrott, Gareth Davies etc, Cllr. Hadley, Hicks, Wareing and Clerk to assist.
9. Telehandler, insurance and driver will be supplied by Hackling's.
10. Lights Installation, supplier C. Baldwin from W/C 18<sup>th</sup> November 2024 Asst Clerk to arrange.
11. Date for Official Christmas Light Switch on agreed Friday 29<sup>th</sup> November 2024 @ 4.30pm. Att. Clerk to advertise in the Bourton Browser.
  - Cllr Lynda Hicks to arrange with the Primary School for the Choir to assemble in front of the Victoria Hall at 4.15pm.
  - A dedicated sound system to be supplied by the Parish Council.
  - Bourton Business Network (BBN) to be contacted whether there was going to be a low-key late-night shopping event for residents on 29<sup>th</sup> November 2024.
12. Lights to be fitted Friday 22<sup>nd</sup> November 2024 by Colin Baldwin, Asst. Clerk to action.
13. Date agreed for Removing the Tree from the River, Saturday 11<sup>th</sup> January 2025 8.30am.
14. Asst Clerk to arrange volunteers to assist with the removal.as above.
15. Date of next meeting:- TBA.

**Meeting closed 4.45pm**