**THE MINUTES OF THE FLEETWOOD FESTIVE LIGHTS COMMITTEE MEETING**

**HELD ON Monday 8th November 2021 at 7.00pm at North Euston Hotel in the Residents Lounge**

**Present:** Clerk, Irene Tonge, Chairperson Christine Smith, Secretary Julie Dalton, Cheryl Raynor, Amanda Slater, Lorraine Beavers, Fiona English, Mary Stirzaker, Karen Nicholson, Dawn McCord

**1297 Opening of the meeting.** ***Chairman***

Chairman welcomed all in attendance.

**1298**  **To receive apologies for absence*. Chairman***

CEDO Lauren Harrison, Craig Armstrong

Richard Ryan was invited to attend the meeting but sent his apologies due to having other commitments. He has sent updates regarding his action points.

**1299**  **To record Disclosable Pecuniary Interests from members (including their spouses, civil partners, or partners) in any item to be discussed. Committee members MUST NOT make representations or vote on the matter therein*. Chairman***

Committee duly noted.

**1300**  **To record Other (Personal or Prejudicial) Interests from members in any item to be discussed. Committee members should state if they need to bar themselves from discussion and voting on any related matters. *Chairman***

Committee duly noted.

**1301 To consider and approve the minutes of the Festive Lights Committee Meeting of the 1st November 2021 Minutes approved.** ***Chairman***

Minutes were approved. Action Point - Chairman to be signed and send to the office.

**1302 The committee chairman reminds all members to take note of the standing guidance at appendix A.**

Committee noted.

**1303   To note the updated budget sheet from last meeting is unchanged, as** **£35,334.89.**

Committee noted.

**1304 To receive verbal updates from Richard Ryan re:**

* **To update the committee on the ordering of the committee’s choices for the festoons and post features in the Marine Gardens.**

Blue Stars organised and festoons already in place. (AWAITING POLE INFO FROM JULIA), NB in an email from Julia on another matter the secretary brought this to Julia’s attention, she confirmed that all had been discussed with him and she is still waiting for him to drop off a sample piece of the lighting. Julia will reply to him.

* **To update the committee with confirmation of projectors and GOBOS for the Mount.**

They have thankfully ARRIVED in UK, £balance being paid by him today, he will collect next week or later this week, all ON TRACK. GOBOS also now here, he will email invoice tomorrow, all done at cost.

* **To update on payments.**

Details of costs have been received and Purchase Order will be sent to Richard Ryan. Action Point-Clerk

* **To update the meeting with regard to the licence required by LCC (email from Clerk**

**refers).**

Richard advised that he had emailed Barrie Stoddard from LCC for a formal meeting re this (Tues last week) No response yet- assuming all ok. The form still needs completing so Barry Stoddard and Richard Ryan will be contacted to supply the relevant information.Action Point-Clerk

**1305 To update the committee with the value of donation by ‘Sparkly Margaret.’**

This is ongoing. To be deferred to the next meeting. Karen Nicholson informed the committee that one of the parents at the lantern workshop told her where she could source materials for the lanterns of joy handles. Another parent who was present at the workshop donated £5 towards Festive Lights funds. This was passed to the clerk to be recorded.

**1306 To update the committee with regard to the lantern making workshops at the Market.**

Karen Nicholson informed the committee that the workshop was very successful and enjoyed by committee members who attended Cllr Stirzaker (aka, Mrs Claus), Julie Dalton (aka, elf Julie) and Amanda Slater Dalton (aka, elf AJ) to help with the making of the lanterns.

Karen will be going back to the Lighthouse to help with the making of more lanterns which will be given out on Switch On night to children who had not had chance to make them. Depending on how many lanterns are made there, Karen will consider holding another workshop at the Market and will contact Julia Robinson to book if required.

**1307 To update the committee with the response from Wyre Council concerning the Welcome Back Funding.**

There has been no response from Wyre Council so far. A search was conducted as to whether Fleetwood Town Council had been informed of this funding and it appears that no such notification had been received by the Clerk.

**1308 To consider and approve the re-imbursement of £4.50 to the secretary for the engraving of the Quiz Night trophy.**

The committee approved the re-imbursement of £4.50 to the secretary. The receipt of payment was passed to the clerk together with the trophy which is to be kept at the office for safekeeping. Action Point-Clerk

**1309 To consider and approve where to place the aeroplane and beach wheelchairs in the Marine Gardens.**

It was suggested that due to the size of the aeroplane that it should be placed on the grass verge at the bottom of the steps that lead up to the outdoor stage alongside the beach wheelchairs. That area of the grass verge will be fenced off and the general public will be directed to stand behind the fenced area.

**1310 To update the committee on Christmas Party Raffle prizes.**

Voucher for £20 received from the Trafalgar Restaurant

Mrs Claus and Elf Julie to source raffle prizes from the Market and Affinity. (Date to be arranged). Action Point- Cllr Stirzaker and Secretary

Chatty Chippy to be approached for a voucher. Action Point- Karen Nicholson

The Clerk informed the committee that the forum confirmed that a star prize could be purchased as it would come under the heading of entertainment. The committee agreed up to the value of £500 and will need to decide what to purchase. Action Point- Cllr Beavers and Karen Nicholson

Cllr Stirzaker informed the committee that she had emailed Andrea Massey at Haven Holidays several times but it transpires that she has left. A new lady has been taken on but she has yet to respond. Confirmation is required that the Haven mascots Tiger Rory and Bradley Bear will be attending the Parade and Switch On event. Action Point- Cllr Stirzaker

An approach has been made to Regenda but no response so far. Action Point – Cllr Raynor

**1311 To update the committee regarding the reprinting of the Christmas party tickets.**

The Clerk informed the committee that the tickets will be in the office Tuesday 9th November and that the committee should inform the clerk as to the number of tickets required and book tables. It was recommended that we book tables of 8.

**1312 To update the committee with the table decorations for the Christmas Party.**

The Clerk informed the committee that these are yet to be ordered. Action Point-CEDO

The North Euston Hotel should be approached to do a table plan when all names are received.

Action Point-CEDO

**1313 To update the committee with regarding TV and Radio companies videoing the event.**

The secretary advised that acknowledgements have been received from Granada Tonight and North West. Fylde TV has advised that they have commitments that day and may only be able to film from the hospital area onwards. If they manage to get down quicker than planned they will film more. There will be no charge to the Festive Lights committee. Cllr. Maureen Blair has been asked to take photos of the event.

**1314 To update the committee regarding the enquiry by Cllr Stirzaker to the Police cadets.**

No response received so far to the online form completed by Cllr Stirzaker. Her son in law is in the army, he is fully qualified and can help out with marshalling at the Marine Hall.

Cllr. Beavers informed the committee that she had been speaking to Belinda who will speak to the girl who runs the Police Cadets and ask them about helping with marshalling. Action Point- Cllr Beavers

It was suggested that First Aid kits should be purchased for every member of the committee who have qualified as a first aider and to source some quotes. Item is to be discussed at the next meeting.

Action Point - CEDO

**1315 To update the committee with confirmation that everything is in place with GM & GB for the**

**erection, installation and call-out arrangements for all trees, also confirmation of call out (names & contact numbers).**

The committee need to establish who will be responsible for switching on the tree in the Marine Gardens which Julia Robinson has purchased from Barton Grange.

On the night Richard Ryan to arrange for the Mount hill projections and the small trees by the stage to be lit up before the parade arrives. Action Point – Richard Ryan

At the finale when the competition winner presses the plunger, GB or Marine Hall tekkies will press the Christmas tree switch and Richard Ryan will press switches for the festoons and post features so that all of them should come on simultaneously.

An email was sent to Julia to hopefully meet up on Monday 15th November about 10am at the Marine Hall to confirm whether Garry Barraclough or technicians Tony and Dave will switch on the Christmas tree lights. Action Point – Cllr Stirzaker and Secretary

**1316 To confirm contact numbers have been given to dignitaries.**

The chairman’s number should be given to all dignitaries so that if they are unable to attend they should ring by 3pm so that the parade is not held up and can set off on time at 5pm. Action Point-CEDO

The committee were advised that Cllr Michael Vincent and his daughter will be riding on the tram.

**1317 To update the committee with the switching on and off of the trees at Fisherman’s Walk.**

The secretary advised the committee that there had been no response from Richard Williams and so Richard Ryan has been asked to arrange the switch on the Fisherman’s Walk trees at 3pm and

to switch off at 11pm. Action Point - Richard Ryan

**1318 AOB**

**The secretary advised the committee that the Starmaker Fleetwood dance troupe that following feedback after the 2019 event that they would like to be nearer the front in the parade. At the time they were told the reason for this was that the OBB always went at the front and to have the dance troupe any closer would result in a clash of music.**

**The secretary said she would suggest to the committee that as the OBB leave the Parade when it reaches the tram stop at the NEH, that they could take up the position vacated by the OBB if this was approved by the committee. This suggestion was rejected by the committee as this could cause a health and safety issue with trying to reposition the dance troupe as that area gets very congested with the tram passengers leaving the tram and trying to prevent the general public from surging forward.**

 **.**

**The secretary advised the committee that the Starmaker Fleetwood dance troupe would like to have a rehearsal on the outside stage in the Marine Gardens some time before switch on night like they did in 2019.**

**It was also raised as a concern that the competition finalists as they disembark from the tram could lose sight of their chaperone Cllr Smith, so they should be advised to stay with their chaperone during the walk to the Marine gardens and for the duration of the concert until they are called on stage for the finale.**

**A megaphone would be obtained to announce both at the start of the parade and at the tram stop by the NEH that all parade positions to be upheld.** Action Point- Cllr Beavers

**Layla at Asda has emailed regarding the committee advising a date in 2022 to do a bucket collection in store. The committee agreed Saturday 1st October fundraiser. An email will be sent to Layla to confirm.** Action Point – Secretary

**Any committee members who would like to put in a team for Martin Crane’s Quiz night Saturday 20th November should contact Amanda Slater. £5 per team member.**

**Committee members to confirm with Amanda that they will be going for a meal at the Mount Pub after the switch on event. Meal choices to be given to Amanda in advance please.**

Action Point Committee Members

**1319 Items for the next Agenda.**

* To update the committee regarding invoices received for payment from Richard Ryan.
* To update the committee regarding the licence required by LCC and completion of the form by Barry Stoddard and Richard Ryan.
* To update the committee regarding meeting with Julia as to who is switching on the tree in the Marine Gardens
* Updates from Richard Ryan that the ownership of the poles in the Marine Gardens has been confirmed and the blue star pole features dimensions have been approved
* To update the committee with confirmation that RR will switch on the projectors and GOBOS on the Mount hill before 4.30pm .
* To update the committee with contact numbers for call-out arrangements for all trees
* To update the committee with the value of donation by ‘Sparkly Margaret.
* To update the committee regarding police cadets available for marshalling.
* To approve First Aid kits being purchased for every member of the committee who have qualified as a first aider.
* To update the committee regarding whether any further lantern workshops are to be booked.
* To update the committee regarding obtaining a megaphone for use at the Parade.
* To approve itinerary for DJ Dave Scrivener for the concert in the Marine Gardens.
* To update the committee with raffle prizes for the Christmas party.
* To decide on the purchase of a star prize for the Christmas party raffle.
* To update the committee regarding Christmas party ticket sales.
* To update the committee with ticket sales, table decorations and table plan for the Christmas party.

**1320 Date and Time of next meeting**

Monday 15th November at 7pm. Residents Lounge North Euston Hotel

**The press** **and public are welcome to attend all committee meetings of Fleetwood Town Council.**

 **APPENDIX A-STANDING GUIDANCE FESTIVE LIGHTS COMMITTEE BUSINESS**

1. All decisions resulting in actions to be taken by council staff or individual members to be made from an agenda item, approved by majority vote, and brought in good time to carry out the committee'**s request.**

2. Action points may be given to office staff directly. Any actions for other individuals who are not committee members should be taken by a member to approach that person, i.e.: "The chairman to ask Cllr XX to assist with seeking volunteer stewards for event XX"

3. Any financial or legal issues to be discussed and agreed on in an open and publicly accessible meeting of the committee. Decisions on these matters cannot be made by e-mail or in private meetings. Any issues or uncertainties should be referred to the clerk for advice.

4.All proposals involving a cost of over £300 normally require at least 3 quotes to be obtained, and sufficient time must be allowed for staff to obtain these quotes for committee to consider. There are exceptions to this under the council's financial rules: existing suppliers of advertising items, banner design and printing, electricians' services etc. This list is not exhaustive, so for all proposals involving a cost, committee members should discuss with the clerk who will be happy to provide advice on the way forward.