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

**HELD ON Monday 18th October 2021 at 7.00pm at North Euston Hotel in the Residents Lounge**

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

**1240** Opening of the meeting. Chairman welcomed

**1241** To receive apologies for absence*.*

CEDO Lauren Harrison, Karen Witcomb, Craig Armstrong

**1242**  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.

**1243** 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

Committee duly noted.

**1244** To consider and approve the minutes of the Festive Lights Committee Meeting of the 4th October 2021 Minutes approved. To be signed and sent to the office.

**1245** The committee chairman reminds all members to take note of the standing guidance at appendix A.

**1246  To note the updated budget sheet. The current balance is** **£34,981.61**

**1247 To receive verbal updates from Richard Ryan re:**

 ** Total Costs to of 10 Gobos, including VAT and confirmation that these have been ordered as per the list (item 1222 of minutes of 4/10 refers). Richard advised the committee that the GOBOs are £16 each. The committee had chosen 10 for the projectors. Richard will decide which GOBOs for each projector. He will send an**

**email to the committee confirming total prices. Richard advised that the projectors should arrive in 2/3 weeks. Further GOBOs for Valentines Day etc. can be purchased at a later date through Fleetwood Town Council.**

 ** UPDATE – Upfront payment of £4305.72 (this is a 60% down payment inclusive of VAT)was transferred to R Ryan for passing on the supplier on 12 October. Richard thanked the committee for this upfront payment.**

 ** UPDATE – email received on 11 Oct with photos of all items which Committee have approved – sent as part of meeting pack. Richard advised that he forgot to bring to the meeting the choices for 8 pole features going in the Marine Gardens so that the committee can decide via email which they would like to purchase. He will send an email tomorrow.**

**He advised that Barry Stoddard of Wyre Council has this month issued new guidelines regarding installations but didn’t think it would affect our plans. Richard asked the committee for permission to start work on the trees. The committee approved the request and asked that the lights are checked but not to be switched on until the night of the parade.**

**1248 To give update on letters to schools with invites to the Lantern Parade and Switch on Night. Clerk**

**UPDATE – Owing to Clerks absence the Secretary sent out the letters to schools; the clerk has reimbursed, using delegated powers the sum of £5.95 to the Secretary for the postage costs, the receipt was sent as part of the meeting pack. The Committee to approved payment retrospectively.**

**Committee approved retrospective payment of £5.95 the Secretary**

**The Chair advised the committee that Larkholme School would not be taking part in the Where is Elf competition as they are doing a fundraising event because of a little girl who had died. The committee approved the donating of the sweetie explosion to the school. This means that only seven and not eight schools will take part in the competition. It was suggested that the competition should be open to brownies and cub groups next year.**

**1249 To place the order for printing of 80 A3 size posters from Panther Press for the Lantern Parade and Switch-on event. UPDATE – Order for posters placed with Panther Press . When the posters have been received in the office, the Clerk to notify the secretary who will distribute to shops and businesses in the town. Action Point – Clerk and Secretary**

**1250 To update the committee regarding raffle prizes and raffle tickets for Quiz Night and confirm names of committee members attending.**

**UPDATE – One prize of a Beauty Voucher has been received at the office and the Clerk confirmed there are 3 part-used raffle ticket books: 1x105 tickets; 1x350 tickets and 1x710 tickets. Pink, green and yellow tickets are held in the office.**

**Committee members attending on the night will be:**

**Secretary and Fiona English (in teams)**

**Collecting £5 admissions from the team members. Gift of a Quiz book and Thank you card for the Quizmaster Action Point – Secretary**

**Selling raffle tickets. Action Point – Amanda Slater, Karen Nicholson**

**Presenting the trophy to the winning team Action Point – Chair**

**Score monitor Action Point – Action Point – Cheryl Raynor**

**There is a full council meeting so some committee members may arrive a bit later but should be available to count up monies taken on the night. Each team will swap sheets for marking and committee members will collect them after each round. A running total will kept on the score board for each team.**

 **To be collected from the office:**

**Trophy**

**Raffle ticket books**

**Finance sheets**

**Money bags.**

**Twelve raffle prizes are required. Wine, sanctuary products, hairdressing voucher, bottle of gin, chocolates etc. They will be left at the office and brought to the Euston – Action Point – Cheryl Raynor and Chair.**

 **Quizmaster Martin Crane will ask Manager at the Euston if we can use their PA system.**

**1251 To place the order for printing 140 party tickets and 10 A3 posters from Panther Press for Christmas Party Night.**

**UPDATE - Order for posters and tickets placed with Panther Press**

**The committee are required to sell tickets and give names and upfront payments of £25 a head to the Clerk. Action Point – ALL**

**Tables will seat between 8 and 10 persons.**

**1252 To update the Committee with regard to the ordering of the 150 balloons and weights. The chairman**

**advised that 75 black and 75 gold balloons have been ordered. The clerk has paid deposit.**

**To consider and approve if Bah-humbug tickets are to be used again and whether any additional raffle tickets need to be purchased. (note stock, item 1225). The committee agreed using Bah Humbug tickets to be placed in the balloons. All prizes and tickets to be numbered. Action Point – Cheryl Raynor and Mary Stirzaker**

**1253 To update the committee with regard to the purchase and making of the 14 Jars of Joy for the tables at the Christmas Party.**

**Karen Nicholson showed the jars to the committee which are beautiful. They will be filled with gold and black baubles and lights with remote controls and black ribbon with Merry Christmas in gold. The cost per jar would be about £15 for each table if we had 14 tables. A label would be placed on it with the words “BUY ME FOR £20“. The money would be put in an envelope on the table with the number of the table and the name of the purchaser and collected at the end of the evening. All Karen’s purchases to be costed and sent to the Clerk for reimbursement. Action Point – Karen Nicholson**

**1254 To update the Committee on the sourcing of raffle prizes for Christmas party. Action Point – ALL**

**A spreadsheet will be produced listing each item donated and where from. Action Point – CEDO**

**All committee members are asked to notify on the committee messenger page so that nothing is duplicated.**

**A bike from Brooks Cycles has been promised.**

**Blackpool Transport to be approached for a bus/tram pass Action Point – Mary Stirzaker**

**Cala Gran to be approached for a Haven Holiday voucher. Also to confirm that their mascots will be available for the Lantern Parade (poster to be taken to the caravan park) Action Point – Mary Stirzaker**

**Fishing Shop to be approached for items Action Point – Fiona English**

**Trafalgar Restaurant and Café Royal to be approached for a voucher Action Point – Secretary**

**The Steamer and Strawberry Gardens to be approached for a voucher Action Point – Lorraine Beavers**

**Chatsworth Chippy to be approached for a voucher Action Point – Karen Nicholson**

**Orchids Flowers to be approached Action Point – Chair**

**Regenda to be approached for funding which could be used to purchase a raffle prize. Action Point – Cheryl Raynor and Mary Stirzaker**

**Baskets required for hampers - Action Point – Lorraine Beavers.**

**Food items for hampers Action Point – ALL**

**1255 To update the meeting in regard to the First Aid Training Certificates. Clerk**

**UPDATE – CEDO has sent Clerk the email with the certificates, however, 2 certs have incorrect**

**spelling of names so they have been returned for amendment on 13/10. Committee to consider and approve that the clerk asks Panther Press to print them out on thicker paper to include an extra copy of each, which can be framed and displayed in the Office.**

**The committee approved this action**

**1256 To update the committee re the Jars of Joy:-**

** Value of donation from Sparkly Margaret**

**This will be confirmed when all items have been accrued. Deferred until the next meeting**

** Confirmation of and value of donation from GTees.**

**Karen Nicholson advised that a £10 voucher had been donated by GTees**

** Update on how the arrangements are going for the workshops at the Museum**

**The committee were advised that the Museum could impose a charge of £10 for use of the room at the Museum. Fleetwood Town Council contribute £66k yearly towards the Museum so it was felt that there should not be any charge for a member of the Festive Lights Committee to use the room. Cllr Maureen Blair is a trustee and so she will be asked to revoke any charge to FL. Action Point – Cheryl Raynor and Mary Stirzaker**

**UPDATE: Message received from Karen on Tuesday morning. Zara from the Museum rang to say there will be no charge for using the building for the workshops.**

**Karen advised the dates for the workshops are 2 -3pm Saturday 23rd October and Thursday 28th October. Children from the age of 3 upwards should attend with a responsible adult. Karen showed the committee the type of Jars of Joy lantern that the children would be making. The committee were thrilled with them and thanked Karen for her efforts.**

**A gold card should be placed in the jar to remind the children to bring them to the parade. These will need printing asap Action Point – Secretary**

**There are spaces available for 10 children for the Thursday workshop so committee members were asked if they know of any children who would like to book to get in touch with her. Action Point – Karen Nicholson**

** Update on how the visit to Lighthouse View went and confirmation of any specific arrangements for residents to join the parade. Karen Nicholson will be going to Lighthouse View tomorrow (19th October) she will have helpers to make the lanterns. She will confirm if they are joining in the Parade. Action Point – Karen Nicholson**

** Update re the idea for the ‘Jars of Joy,’ for the Mayoral Evening, being in support of FTC.**

**Karen Nicholson & Cllr Beavers. The date for this event at the Marine Hall has been changed to 19th December.**

**Julia Robinson has told Karen she can have a market stall for workshops to make lanterns from 10am to 2pm on 6th November. Mrs Claus, elf Julie and Fiona as Christmas cracker will be attending and other committee members if available.**

**1257 To update on illuminating beach wheelchairs – deferred from committee meeting of 4 October.**

**Karen Nicholson & Cllr Beavers**

 **The committee were advised that there could be 3 decorated wheelchairs in the Lantern parade (one for Sparkly Margaret) and also that Reece will decorate his wheelchair.**

**1258 To update on visit to schools with sweetie explosions and Where is Elf competition posters.**

**Clerk & Secretary & Cllr Stirzaker**

**UPDATE - Sweetie explosions were picked up and paid for on 6 October. Receipt was enclosed as part of the meeting pack – to be approved.**

**The committee approved the payment.**

**To provide verbal update re the school visits – Cllr Stirzaker & Secretary.**

**Posters, sweetie explosions and money bags were delivered to the 8 Primary Schools on Monday 11th October.**

**On the morning of 19th November an email with photos of the elf’s location will be sent to the schools with t. Rossall school to be contacted by phone to confirm email contact. Action Point – Secretary**

 **On the afternoon of the 19th November schools to be visited to collect winners names, number of passengers travelling on the tram with them and the total amount of monies accrued from the competition. Action Point – Secretary and Mary Stirzaker**

 **Karen will decorate 7 lanterns for the winners and they will have a label with the word WINNER on them. They will be given to the winners as they get on the tram at Fisherman’s Walk at 4.30pm. Action Point – Chair**

**1259 To update on invitation letters to dignitaries riding on the illuminated tram in the Lantern Parade. Clerk in the absence of CEDO**

**UPDATE – Cllr Stirzaker has emailed Joanne Porter in regard to the mayors invite. The Mayor**

**Cllr Andrea Kay has accepted and will be accompanied by her consort Cllr Phil Orme. Also sent email invites to Michael Vincent, David Henderson and Cat Smith – all yet to respond. Clerk has sent invites to Garry Payne and Brian Lindop. The latter has accepted the invitation.**

**1260 To update on the order of Gold Ribbon from Country Baskets. Cllr Beavers**

**UPDATE – Clerk had an informal chat with Cllr Beavers and there maybe logistics issue re travel if Country Baskets is to be used.**

**Committee to consider and approve, therefore, for the Clerk to source some quotes and arrange for the order using delegated powers – receipt to be approved retrospectively.**

**It was suggested that there is a business near Mains Hall where they could be purchased. Action Point – Lorraine Beavers**

**1261 To update on committee members visiting the Market on 4th December – to retain on Agenda**

**for future update following the visit on 4/12.**

**There will be photo opportunities at the Market for children with committee members in festive attire. 11am – 1pm**

**1262 To update the Committee with the arrival time of the tram at Fisherman’s Walk.**

**The secretary advised that she contacted Emma at Blakcpool Transport who confirmed that the Fisherman’s Friend Tram will be there at 4.30. Emma asked that someone to be available to instruct the driver. The secretary told her that that the Chair of the FL committee will be chaperone on the tram and will instruct the driver. An email was sent to Santa to advise him of the tram time. He will contact Blackpool Heritage Trams to arrange to travel on the illuminated tram to arrive at Fisherman’s Walk tram stop.**

**1263 To consider and approve a Family Quiz Night Fundraising Event for February 2022.**

**The Secretary approached Martin Crane Quizmaster who said that he would be happy to host a Family Quiz Night either in February or at any other school holiday.**

**The committee approved a Family Quiz afternoon for 2022 with a sweetie explosion as a prize for the winning team.**

**1264 To give a verbal update the Committee with regard to the order and purchase of the Elf doll. The original elf doll which had been ordered arrived but his feet were back to front. A replacement elf was bought on Fleetwood Market by the secretary**

**Committee to approve £14.99 for a replacement Elf doll and the re-imbursement to the Secretary - receipt enclosed as part of the meeting pack. The Committee approved the re-imbursement**

**1265 Committee to note the email from ASDA, enclosed. The email was not with the pack but the Clerk advised the committee that the winner of the Green Token Scheme would be confirmed by Asda next week. This action was taken online because of covid. It was suggested that the committee would rather have a bucket collection in store in future.**

**1266 To consider the approach by This Great Adventure who would like to discuss their project, storylines and visitor engagement with the committee, so as to integrate with the FLs event and publicity – an email was sent to the Chairman today. The invite was extended to 25th October for consideration by Full Council.**

**1267 AOB**

**The Clerk and Secretary raised a question with the committee as to the payment of £25 to the schools for making a Large Lantern for the Parade. Karen Thomas from St Mary’s Catholic Primary School had made a Dragon Lantern and jelly fish lantern in the past with the school. In a conversation with the secretary she said that this years’ lantern is nearly finished (she didn’t say what it is). She has resigned from the school but this was before letters went out to the schools offering the £25. The secretary has asked whether in this instance the committee would consider allowing Karen to apply for the £25 towards their costs for their materials. This also led to a conversation about opening up the £25 towards other community groups such as Willow Group, brownies and scouts or even elderly organisations.**

**It was suggested putting on the next meeting to consider approving the £25 payment to Karen when she supplies her bank details. Also to approve changing the wording of the offer to include other community groups in subsequent years.**

**1268 Items for the next Agenda**

**Feedback from the Quiz Night Fundraiser**

**Update on the committees choices and order of 8 pole features for the Marine Gardens**

**Update on payments to be provided by Richard Ryan**

**Value of donation from Sparkly Margaret**

**Update on Jars of Joy Lanterns and retrospective re-imbursement of costs for materials**

**Table accessories for the Christmas Party**

**Update on ticket sales**

**Update on Christmas Party raffle prizes**

**Rotary marshals for the Parade and at the Marine Gardens**

**Inviting Police Cadets to the take part in the Parade.**

**Barriers to be erected for the Large Trees.**

**Update on contacting Richard Williams to switch on Fisherman’s Walk trees for 3pm and off at 11pm.**

**List of Procession positions**

**1269 Date and Time of next meeting Monday 1st November 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.**