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

**HELD ON Wednesday 14th March 2022 at 7.00pm**

**North Euston Hotel in the Residents Lounge**

**Present:** Chairperson Christine Smith, Secretary Julie Dalton, Clerk, Irene Tonge , CEDO Lauren Harrison, Amanda Slater, Simon Slater, Cheryl Raynor, Lorraine Beavers, Mary Stirzaker, Dawn McCord , Craig Armstrong,

Guest Julia Robinson

**1410 Opening of the meeting.**

**1411** **To receive apologies for absence***.*

Fiona English, Karen Nicholson

**1412** **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.

**1413 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.

**1414 To consider and approve the minutes (as amended) of the Festive Lights Committee Meeting of the 2 February 2022 (sent by email). Chairman**

Minutes approved, signed and passed to the Clerk

**1415 The committee Chairman reminds all members to take note of the standing guidance at appendix A below. Chairman**

Committee duly noted

**1416 To note the updated budget sheet Balance £1449.07**

**To note confirmation of VAT Claim for the last 3 years will be after 6 April.**

Committee duly noted.

**1417 To note the additional GOBOS to mark other celebrations throughout the year, will be tabled at the March FCM.**

Richard Ryan had advised that when the GOBOS for the year have been selected then the projectors will remain. We can have GOBOS for Remembrance Day, Christmas, Valentine’s Day and Easter. He also mentioned about salt damage to weather conditions.

The committee need to know whether we are being charged for Richard taking down the projectors and reinstalling and the concern about salt damage when they were sold to us as being weather protected.

An email will be sent to Richard Ryan for clarification of these points. **Action Point- Clerk**

**1418 To update the committee regarding the Spring into Christmas Party:**

* **Decoration of the room to include a Christmas Tree.**

To be confirmed with the Manager that there will be a tree in the Ballroom

All decorations that were acquired for the original Christmas Party last December to be used in the room. . **Action Point - CEDO**

* **Revised Poster and Ticket details**

The CEDO will liaise with the Secretary Tuesday 15th March to devise a poster using the new programme. The words to be deleted are “Fleetwood Festive Lights Committee invite you to their”

Words to be inserted “SPRING INTO” Saturday 28th MAY. IN SUPPORT OF LIGHTING UP FLEETWOOD FOR CHRISTMAS

The posters will then be printed and circulated. Advertised on social media and in the press with the wording:

“If you have missed having a Christmas Party for the last two years then spring back in time for a fun night out. Book your table for family, friends, workmates or your social club members. There are some great raffle prizes to be won“. **Action Point – CEDO/ Secretary**

* **Confirmation of the availability of the DJ.**

Fiona English was not at the meeting but had previously confirmed that Cozy Powell would be available for the 28th May.

**1419 To update the committee regarding raffle prizes**

Revised list to be sent by email. **Action Point- Clerk**

**UPDATE** – List enclosed with these minutes. Clerk

Any vouchers will need to be checked for expiry dates – **Action Point CEDO**

Julia Robinson will provide a voucher for a show as a raffle prize to be picked up Tuesday afternoon 15th March. Action Point- The Secretary

Julia then left the meeting but later, during the meeting she phoned the secretary offering the outside Market as a venue for the 19th November. This was passed on to the committee who rejected the idea. The area would not accommodate the large crowd which would be expected. We have paid out for GOBOS on the mount and festoons in the Marine Gardens. The Secretary will convey this to Julia when she visits the Marine Hall on Tuesday 15th March.

**UPDATE**: Clerk, CEDO and Secretary met with Julia Robinson and Tony Mitchell (technician) at the Marine Hall Tuesday 15th March and received 2 vouchers each to the value of £20 to be used at certain shows.

The points raised as to reasons why having the Switch on at the outside Market would not work for the Festive Lights were conveyed to Julia and that if possible the committee would prefer if possible to have the 19th November if timings could allow between the international dance festival tea break at the Marine Hall. Tony advised that it would not be possible technically to do that in the time frame. Julia said that they have the Dance festival booked for 2023 and 2024. Switch On night would therefore have to be Saturday 25th November 2023 and 2024 would have to be confirmed as their diary had 16th November 2024 for the dance festival which she thought could be an error as she thinks it should be 23rd November 2024. This helps our committee to plan ahead for the next two years for the Switch on night. We thanked Julia and Tony for trying to make it possible for the 19th but it was concluded by us that we would have to have the switch on as advised on the 26th November, provided the committee agree. **Action Point – Clerk to issue email to Committee**

**UPDATE –** Email sent 16/6/22.

**1420 To consider and approve a handover plan and timeline by Secretary to the CEDO.**

**Secretary/CEDO**

**Update – owing to unforeseen circumstances this meeting was cancelled.**

Re-arranged for Tuesday 15th March

**1421 To consider and approve the details for the Family Quiz Night.**

**And**

**1422 To consider and approve the details for the Psychic Night.**

The committee decided that due to commitments of the Christmas party in May and the Queen’s Jubilee in June that these fundraisers would be put on hold until 2023. Match funding needs to be considered. We have an Asda bucket collection arranged for Saturday 29th October 2022.

**1423 To update the meeting regarding the Quiz Night at the NEH on Thursday 29 Sept 2022.**

The secretary informed the committee that Martin Crane the Quizmaster is available and has been booked.

**1424 To consider and approve whether to hold a competition for school children to design ‘Features’ for the town, which can be illuminated and placed in a prominent place.**

Karen Nicholson was not present at the meeting, deferred to be discussed at the next meeting**.**

**1425 To update the meeting with confirmation of the switch-on date for 2022.**

The committee had agreed 19th November but was advised in an email by Julia Robinson that an Annual International Dance event between 17th and 20th November.

Julia Robinson said that it would not be possible to have an event outside during the competition and that dates had been reserved for a Festive weekend as Saturday 26 & 27th November. This would cause a problem for the Festive Lights committee as some members would be unavailable on 26th November. Julia would talk to the technicians and organisers and see if timings could be tweaked and our event could take place during their break.

It was also mentioned that the trees lights were off for some time during the Christmas period. Festoons in the Marine Gardens were vandalised so they may have to be located elsewhere out of reach.

An email will be sent to the clerk when she has spoken to the technicians andorganisers. **Action Point – Julia Robinson/ Clerk**

 **1426 To update the meeting regarding the booking of the heritage tram and bus.**

The Western train tram should be available and committee also agreed to have the heritage bus again.

These to be booked as soon as the date for the switch on has been confirmed. **Action point - CEDO**

**1427 AOB**

**To include here any updates re QPJ from the previous meeting and that of 9 March.**

**QPJ**

* The CEDO was assigned the marketing for the event.

 Bunting 100 metres to decorate the frontage of the Marine Hall which Richard Ryan suggested would be about £1982.00, which Margaret Lund thought too expensive. Cllr Beavers informed the committee that

 she has £500 funding which can be used for the bunting and Rotary might like to apply for this funding to be used for that purpose and to produce an invoice. **Action Point** **- CEDO will liaise with Cllr Beavers and Margaret Lund.**

* The Festive Lights committee has been assigned to marshal the parade. (Fancy dress optional) The Old Boys Band has been contacted to take part and Fylde TV will be available to video the event.
* The route previously suggested was starting from the Pier site and along the lower promenade to the Marine Gardens. It was mentioned that spectators would not be able to see the parade from this route. The Carnival Queen would be in a car leading the parade and there would be beach wheelchairs, decorated prams and people on mobility scooters taking part. The alternative would be to have a road closure for about an hour from the North Euston Hotel to the Marine Gardens. This would have to be applied for and paid out of funds or depending on the cost, paid for out of the £500 funding held by Cllr Beavers. **Action Point – CEDO/ Cllr Beavers.**
* The secretary advised the committee that she had requested a pitch at the event for the Platinum Balls Band it and also for the Jubilee Jars of Joy workshop. This was agreed by Margaret Lund (Rotary) who is overseeing the event. For the Bandit a gazebo will need to be purchased.

**Action Point - Clerk**

 Silver, red and blue balls would be required and the plunger to be decorated in the same colours. **Action Point – Cllr Stirzaker**

 Price will be £1 for 3 goes all proceeds it has been agreed, will be for Festive Lights funds . Festive Lights T-shirts will be worn by the committee on the day. Cllr Beavers and Cllr Stirzaker have spare T-shirts which can be issued to committee members who do not have one.

* £20,000 has been allocated by Fleetwood Town Council for the Jubilee event. The rides booked include helter-skelter, swings train teacup roundabout totalled about £6, 000. Margaret said that any monies left over would be returned to FTC.
* There was mention of a commemorative book for school children, possibly being arranged nationwide. The next Jubilee meeting is Wednesday 13th April 7.30pm at NEH
* Lancashire County Council have stated that there will be a charge of £55.31p for any features being placed on lampposts (44 altogether).

 Lewis Slater (Amanda and Simon’s son) works for Harris & Co and would like to sponsor something connected with the Festive Lights.

 It was suggested that local businesses could be approached to sponsor a lamppost with their business logos.

**1428 Items for the next Agenda**

* Updates regarding Spring into Christmas Party
* Poster, tickets, raffle prizes, Christmas tree, balloons, table decorations, publication on social media
* Update from Richard Ryan regarding projectors and GOBOs
* Update on Switch On date following meeting at the Marine Hall with Julia Robinson and Tony Mitchell
* Update on road closures for the Queen’s Jubilee and for Switch-on Night
* Update on school children designing ‘Features’ which can be illuminated for the town
* Discuss/decide on businesses sponsoring adverting on lampposts

**1429 Date and Time of next meeting Monday 28th March 2022 at 7pm in the 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.**

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