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

**HELD ON Monday 20th February 2023 at 7.00pm**

**North Euston Hotel in the Residents Lounge**

**1651 Opening of the meeting.**

**The Chair Cllr Christine Smith opened the meeting and welcomed all in attendance.**

**Present: Chairperson Christine Smith, Secretary Julie Dalton, Clerk Irene Tonge, CEDO Lauren Harrison, Cheryl Raynor, Mary Stirzaker, Lorraine Beavers, Dawn McCord, Karen Nicholson, Guest Richard Ryan**

**1652 To receive apologies for absence*.***

**Not applicable**

**1653 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 - none declared**.

**1654 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 - none declared.

**1655 To consider and approve the minutes of the Festive Lights Committee Meeting of 5th**

**December 2022 (sent by email).**

***The minutes were approved and signed***

**1656 The committee Chairman reminds all members to take note of the standing guidance at appendix A below. Chairman**

Committee duly noted.

**1657 Accounts:**

**Budget £1,700.49**

**To note the final invoice for £9,709.44 from City illuminations was approved at FCM on 31 January**

**2023.**

**To consider and approve the quote for the installation of lights on the trees at Ash**

**Street.**

**Richard Ryan informed the committee that the lights have come to the end of their usage and need to be replaced and he can give us a price. The cable has to be disconnected in January, coiled up and left in the trees. He could provide a quote if we want him to take this on rather than Richard Williams from Blackpool Illuminations who is currently responsible for the Fisherman’s Walk trees. The quote from Richard Williams listed the requirements to meet LCC standards such as** Install Feeder Pillar adjacent to **Col  12  .**

**Richard Ryan explained that this means you would not have to reconnect every January, The feeder pillar becomes the supply, we only use the lights as Christmas so he suggested staying with this system, plug it in and leave in the trees for the rest of the year so we probably wouldn’t need a feeder pillar. He will look at the items noted in Richard Williams email such as: Install Underground Duct to base of Trees to right and left. Install Feeder Pillar base of Tree. Install Underground Duct to Col 5. He will provide a like for like quote for these items. During the meeting Councillor Stirzaker emailed Richard Ryan omitting the prices provided by Richard Williams. Approval will be required by Barry Stoddard. Action Point -Richard Ryan**

**Richard Williams will need to be contacted in response to his email giving quote for work required if the job is to be given to RR. Action Point - Clerk**

**Richard Ryan was also asked whether it would be possible to wrap lights around the trunk of the trees. It was decided that that it would be expensive and in too easy reach to be vandalised.**

**1658 To update on unmetered supply invoice.**

**The Clerk advised that no invoice had been received to date. Richard will chase up ENW. Action Point -Richard Ryan**

**To update on the broken GOBO.**

**Richard explained that there had been a problem with the left hand side projector. He has spoken to the supplier, it could have been weather affected. It could be the gobo wheel that when dropped in, it came loose and jammed the mechanism but it was not possible to fix before Christmas. It will be taken down in the week and stripped down to ascertain the problem and contact the manufacturer as necessary. Richard had not sent us an invoice and so as recompense he has offered to waive his invoice which was appreciated and accepted by the committee.**

**Richard also advised that the floodlight on the south clock tower was not working. It was an LCC supply problem to the column. The turn right bollard close to it had been hit, water got into the electrics at the bottom. Barry Stoddard was informed.**

**The committee asked Richard to provide a third snow machine for the outside stage in the Marine Gardens for switch on night as they were a great success last year.**

**Richard offered to make a new podium switch with adjustable height, lightweight and flat packed to be storable. The committee also asked whether some red and green glittery paper could be inserted so that when the plunger is pressed they spray out of the top.**

**Our 3 year contract with City Illuminations comes to an end this year so the committee need to decide whether to stay with Richard Ryan. After Richard left the meeting the committee put it to the vote and it was unanimous to stay with Richard Ryan and City Illuminations. It was also suggested that we ask him to take on the Fisherman’s Walk trees, this was also agreed by the committee. The Clerk will email Richard with a to-do list of everything discussed and ask whether he would also be happy to take on the responsibility of lighting and maintaining the Fisherman’s Walk trees and be contracted for the next 3 years for illuminating Fleetwood. Action Point - Clerk**

**1659 To consider and approve the date for 2023 Xmas Party.**

**Suggested dates are Saturday 2nd or 9th December. The CEDO checked at reception at NEH only to be advised that both dates were already booked. The only date available was 11th November. This was dismissed by the committee as being too early for a Xmas Party and also because of Remembrance functions taking place.**

**Another venue option is Parkside. An approach will be made regarding availability for Saturday 2nd or 9th December although the cost of drinks there was a concern. Action Point – Cllr. Stirzaker**

**Committee members who were not present at the 5th December meeting gave feedback on the Christmas party held at the NEH in November 2022. There was disappointment by some regarding both the meal and the DJ. It was thought that there should be a meeting with Steve Dale at the North Euston Hotel to give him feedback on last years’ party.**

**1660 To consider and approve the DJs for Xmas Party and the Christmas switch-on event 2023 and to book them. If Parkside is available they provide a DJ.**

**Wal & Dion and Katy Connolly to be asked to perform and be given free tickets for Xmas Party.**

**1661 To consider and approve the quotes for a new podium. CEDO**

**(See 1658)**

**1662 To consider and approve performers for the 2023 Switch-on event.**

**The committee agreed School Choir (pre-recorded), Katy Connolly, Father & Son Karaoke, Magical Mascots.**

**The committee agreed to have Dave Scrivener to compere at the switch-on event Saturday 25th November if he is available. Action Point – Secretary**

**Don’t Panic Event Hire was also suggested. To be checked out. Action Point – CEDO**

**The Lantern Parade to include OBB, the Royalettes, Highbury Dance Troupe. Also Willow Group and Karen Thomas to be contacted to produce a Large Lantern Action Point – CEDO**

**1663 To book the Western train Tram for 25th November 2023.**

**The CEDO advised that the Western train Tram was already booked so the Fisherman’s Friend Tram will be made available.**

**1664 To consider and approve the fundraiser events for 2023.**

**Race Night 29th April 7pm at the Bowling Club. Action Point – CEDO. After much discussion it was decided not to provide catering for the event. Raffle prizes to be provided.**

**Martin Crane to be contacted to be Quizmaster for Quiz Night Thursday 28th September. Action Point – Secretary**

**Bongo Bingo and Tram Sunday were dismissed as fundraisers. It was suggested that we could have online competitions but it was thought that the committee would not have time to organise due to other fundraisers taking place.**

**1665 To consider and approve a Go Funding page for 2023. Also, a project could be put forward to LCC to which people donate, up to £20k could be raised by match funding. Action Point – CEDO**

**1666 To discus and agree the steps to be taken for recruiting more committee members.**

**A recruitment advert for new committee members was put out on social media. There could be new councillors at the next election and may join the committee.**

**We could ask for help marshalling the Lantern Parade such as the Police Cadets and maybe the Army Cadets as long as we give them 8 weeks’ notice. Committee members could ask family to help out at events if necessary.**

**Angelica from House Cultural is doing the final arts commission with the theme being the three lighthouses and light based installation and they will receive money from shared prosperity fund for it. She wants to come to a committee meeting to discuss as this would be at the same time as our switch on and generate more publicity for the festive lights. The committee agreed and she will be invited to the next meeting. Action Point – Cllr Raynor**

**1667 AOB**

**It was suggested purchasing a card reader Action Point -Clerk**

**Items for the next Agenda**

**Update from Richard Ryan re;**

 **Accepting a contract for the next 3 years for lighting up Fleetwood**

**Taking on responsibility for lighting and maintenance at Fisherman’s Walk**

**Quote for replacing tree lights at Fisherman’s Walk**

**Quote for the work required at Fisherman’s Walk as stated in Richard William’s email**

**To update on unmetered supply invoice**

**To confirm acceptance that RR will not submit an invoice for broken GOBO**

**Update on providing a third snow machine and new podium for switch on night**

**Update re booking Race Night**

**Update re venue and date for the Xmas party**

**Update re compere for Switch On event**

**Update re booking Wal & Dion and Katy for switch on event**

**Update re booking OBB, Royalettes and Highbury dance troupes, and Magical Mascots for the Lantern Parade and switch on event**

**Update re Don’t Panic Event Hire for switch on event**

**Update re booking Martin Crane for Quiz Night**

**Update re Go Funding page**

**Update re submitting Festive Lights project and match funding to LCC**

**Update on purchase of a card reader**

**1668 Date and Time of next meeting Monday 20th March 2023 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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