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

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

**North Euston Hotel in the Residents Lounge**

**1669 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, Karen Nicholson, Guest Richard Ryan

**1670 To receive apologies for absence*.***

Apology from Dawn McCord - accepted.

The committee welcomed new member Robbie Andrew Raynor.

**1671 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.

**1672 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.

**1673 To consider and approve the minutes of the Festive Lights Committee Meeting of 20th**

**February.** The budget sheet was not sent by email as advised by the Clerk; however, it was handed out at this meeting.

The amount quoted as a budget **(£9,709.44)** was incorrect, this related to the final payment to City illuminations. The minutes of 20th February require amendment to show the correct budget amount and approved and signed by the Chairman. **Action Point – Clerk.**

**1674 The committee Chairman reminds all members to take note of the standing guidance at appendix A below. Chairman**

Committee duly noted.

**1675 Accounts: Budget**

There was a query regarding banners. It was confirmed that NEH and Fleetwood Town Council were not required to pay. Other payments received for the banners and xmas party tickets to be checked and confirmed by email. **Action Point - Clerk**

To update on unmetered supply invoice. An apology was sent to the Clerk from xxxxx. The company said they will send it but it might be for 2 years; they will send details to the Clerk. Richard Ryan advised that we need transparency regarding payments due and to ensure that it would not reflect the increased cost due to the war in Ukraine. When the invoice is received it is to be referred to Richard Ryan to assess before any payment made. **Action Point – Clerk/Richard Ryan**

To note the budget sheet. **Total £1700.49.**

**1676 Updates from Richard Ryan:**

To discuss and approve the solution and costs associated with the tree lights at Fisherman’s Walk and for taking on the annual lighting and maintenance of these.

* Richard advised the committee that there had been miscommunication regarding costs to repair lights on the trees, which was sent to him relating to information provided by Richard Williams from Blackpool Illuminations. It referred to a cost to put mains into the street lamps. If, as we decided at the last meeting, we unplug them in January and coil them up in the trees this would be acceptable to LCC. What happened last year was LCC cut the cables which, due to a temporary licence, which was the thinking 3 years ago they were left connected all year.

The committee has confirmed that the tree lights will be switched off after the Christmas period.

The lights need to be removed and new lights installed.

The committee stated that they did not want to continue with Richard Williams having responsibility for the FW trees as he was not considered reliable and would like Richard Ryan to be responsible for all the lighting in the town over the Christmas period so that the committee are only dealing with one person.

* To consider and accept the draft contract for the next 3 years for lighting up Fleetwood to include Fisherman’s Walk – formal approval of final contract to be tabled at next meeting. **Action Point – Clerk/Richard Ryan.**
* The committee for the last 3 years has rented the Christmas features for the town with enhancements each year.

An idea put forward for this year would be to have 10 minutes of pre-programmed rainbow coloured lights. It was suggested this could be an idea for the Fisherman’s Walk trees or from lamp post to lamp post on Poulton Street. Richard will show the committee a video at the next meeting together with costs so that a decision can be made whether to purchase for this year and if so where to place them. **Action Point – Richard Ryan.**

* To update on the provision of a third snow machine and new podium is required for switch on night, if costs have been sourced, the committee to consider and approve, if not, defer until next meeting.

Richard informed the committee that he would provide a third snow machine at zero cost which was much appreciated by the committee. It was suggested that this could be placed in a middle position on the roof of the Marine Hall if permitted. **Action Point – Richard Ryan.**

A podium has not been sourced. Richard Ryan has offered to make one which will be adjustable and to fold up suitable for storage. **Action Point – Richard Ryan.**

* Richard also suggested having fireworks at the finale. The committee liked the idea and this could be discussed at a meeting to be arranged next week with Julia Robinson at the Marine Hall. **Action Point – Richard Ryan/ Cllr. Stirzaker/Secretary**.

**1677 To update on the submission of Festive Lights project and match funding to LCC.**

The CEDO advised that Space Hive for crowd funding is launching 16th May. Would this be too late or should we consider a standard Go Fund Me page? The CEDO was not sure if a percentage would be taken. It was suggested to wait until September as it might be too early to undertake this project now. Other suggestions for funding were the CO-OP lottery and the Asda Green token scheme. **Action Point – CEDO.**

**1678 To consider and approve the purchase of a card reader.**

The Clerk investigated but advised that it’s expensive unless you are spending at least £1000. A suggestion put forward was Sum Up £39 which connects to a smart phone at 2.5% or to have a dedicated phone at £129 and 1.69% per transaction. Further investigations are required and put forward to the Town Council for the next meeting. **Action Point – Clerk**

**1679 To discuss who will give the feedback to NEH.**

This item was deferred.

**1680 To update the meeting re the booking of Race Night.**

 The Secretary advised the committee that she took on this action point to book the Bowling Club for Friday 27th May and was given the contact’ name Donna. Last Thursday she was told that Donna wasn’t in until the following day but was told that it was £100 to book the room and deposit of £60 was required to secure it and balance of £40. The secretary was unaware of this and so did not make the payment. The following day spoke to Donna who confirmed that as the Race night was a community fundraiser there would be no charge to book the room. A booking was made for 27th May, a copy of which was put on the secretary’s phone. Donna advised that there is a party booked in from 3pm to 5pm that day. She will clear the room and it will be available to us from 6pm. She will contact the secretary the week before to confirm the number of people attending.

The Race organiser has been booked by the CEDO.

To consider sponsors for horses and jockeys or auction the horses. Food is not being provided so tickets to be charged at £5. The organiser will send the pack with details. **Action Point – CEDO**

All committee members to bring raffle prizes

**1681 To update the meeting re the venue and date for the Xmas party.**

Cllr Stirzaker advised that Parkside could be available 2nd or 9th December. It would be card only to pay for drinks which did cause concern about some guests not being happy to do that. Also, the number of raffle prizes that have to be sourced.

It was put to the committee about abandoning the idea of a Christmas party due to the extra work it causes the committee and the pressure to invite guests to make it viable and pay by card. Drinks prices were comparable with NEH. Before a decision is made, a menu will be requested from Parkside in time for the next meeting. **Action Point –Cllr Stirzaker**

The table decorations are in the cellar at NEH. The committee need to decide what to do with these if the Christmas party does not go ahead.

**1682 To update the meeting re the approach made to the Willow group and Karen Thomas**

**re Lanterns for the parade.**

Karen Thomas has confirmed her husband will produce a large Lantern. The Willow group will ask their team and let us know.

**1683 To update the meeting re the bookings for the Festive Lights event from:**

* **The Old Boys Band** - confirmed
* **The Royalettes** (not to be booked)
* **The Highbury Dance Troup** (not to be booked)
* **Magical Mascots** (Mickey, Minnie, Olaf and Grinch) booked
* **Compere** - Not applicable
* **DJ for Xmas Party (if required)** - deferred until next meeting
* **DJ for Switch-on event** - Dave Scrivener booked
* **Father & Son Karaoke** - Wal and Dion not booked. The secretary put to the committee that we have had them perform at the event for the last 2 years and it may put people off coming to see the same act again, she suggested we consider entertainment more for the children, such as a magician (this idea was rejected). Another suggestion put forward was Elsa and Anna from Frozen., which was approved by the committee. **Action Point – CEDO.**
* **Singer** – Katy is booked and has asked for her son to travel on the illuminated tram, which was approved.
* **Fisherman’s Friend Train** - booked (Bpl transport has booked the date, but not sure which tram we will get) **Action point – CEDO to confirm once known**

In addition to the list above, Santa & Rotary sleigh was discussed and agreed they will need to be contacted. **Action Point – CEDO.**

Also, Secretary said that the School Choir from the rota will need to be booked in October. **Action Point – CEDO.**

**1684 To update the meeting re Don’t Panic Event Hire for switch on event.**

To be deferred to the next meeting.

**1685 To update the meeting re booking Martin Crane for Quiz Night.**

Martin Crane and the Ballroom is booked for Quiz Night Thursday 28th September

**1686 To update re Go Funding Page .**

To be deferred to the next meeting.

**1687 To consider and approve to order Hamper boxes from Amazon.**

The committee considered and approved the purchase of 10 biodegradable boxes for £21.99 to fill and use for Race Night/ Quiz Night. **Action Point – Clerk.**

**1688 To consider and approve to purchase Sweetie explosions from Geeks and Treats.**

This was rejected.

**1689 AOB**

Nothing noted

**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
* Decision required re quote for replacing tree lights at Fisherman’s Walk and the Pocket Park
* To update on unmetered supply invoice
* Update on providing a new podium for switch on night

Confirmation of the spend for Banners and Xmas Party tickets.

Update re meeting with Julia Robinson re Switch On requirements on the Marine Hall building

Update re Funding options and a Go Funding Page, which was deferred from March meeting.

Update on purchase of a card reader

Update re booking Race Night and raffle prizes to be sourced by committee members

Update re Menu from Parkside

Update re booking Anna & Ailsa (Frozen) for the switch on event

Update re the train

Don’t Panic Event Hire for switch on event (deferred from March meeting)

Update re booking Santa & Rotary sleigh for switch on event

Update re purchase of 10 hamper boxes from Amazon

Decision on whether to book the Xmas party

**1690 Date and Time of next meeting.**

Monday 17th April 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.**