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

**HELD ON Monday 25th April 2022 at 7.00pm**

**North Euston Hotel in the Residents Lounge**

**Present:** Chairperson Christine Smith, Secretary Julie Dalton, Clerk Irene Tonge, CEDO Lauren Harrison, Cheryl Raynor, Lorraine Beavers, Dawn McCord, Fiona English, Karen Nicholson

**1447** Opening of the meeting

**The Chairman opened the meeting and welcomed all in attendance.**

**1448** To receive apologies for absence*.*

**Mary Stirzaker, Amanda Slater, Simon Slater, Craig Armstrong who has not attended any meetings for the last 2 years is to be contacted by the Clerk to confirm whether he wishes to step down from the Festive Lights Committee.** **Action Point- Clerk**

**1449** 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.**

**1450** 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.**

**1451** To consider and approve the minutes (as amended) of the Festive Lights Committee meeting of the 28th March 2022 (sent by email)**.**

**Voucher provided by Cllr Beavers was for £25 not £20 – minutes were amended by the Clerk.**

**1452** The committee Chairman reminds all members to take note of the standing guidance at appendix A below.

**Committee duly noted.**

**1453** To consider and approve the invoice for final payment to Richard Ryan £4070.58 (sent by email).

**Committee approved the payment of £4070.58**

**1454** To note the updated budget sheet (sent by email). Added in was £2080 for the festoons and precept £20,780.00 brought the total to £24,179.07.

**Committee duly noted.**

**1455** To discuss and decide if Spring into Christmas Party is to go ahead, if so, updates required for the following:

* Ticket sales, (Secretary/CEDO) There have been no ticket sales apart from Fiona English selling 4 tickets.
* Decorating the room (All)
* Advertising the party, SM, Instagram A/C, posters/tickets. (CEDO)
* Balloons (Chairman)
* Table decorations (Karen)
* Raffle prizes (see revised list sent by email)
* Haven Holiday (Cllr Stirzaker)
* Brooks Bicycle (Cllr Stirzaker)
* Blackpool Transport (CEDO)
* FTFC – Hospitality Day (Cllr Stirzaker)
* The Barn Scorton (Karen)
* Working Men’s Club (Amanda)
* Ribby Hall (CEDO)
* Experience Day (CEDO)
* Scarlets Cocktail Bar (Karen)

If Committee votes to cancel the Spring into Christmas Party, discuss and decide if a

Christmas Party in December should be planned (All).

**The Committee made the decision to cancel the event.**

**The donation from Regenda should be offered back to them or given the option to carry it over for a Christmas party in December.**

**The Manager of the NEH to be advised of our decision and to be asked for an alternative date possibly Saturday 10th December and whether he would hold over the £150 deposit.**

**Other venues should also be considered if NEH cannot book us for a Christmas Party.**

**Action Point- Clerk**

**The Cricket Club was mentioned, enquiries to be made as to whether they cater for a sit down meal for £25 and how many can be seated. Action Point- Secretary**

**The Committee decided that a deposit of £10 should be paid at the time of booking to reserve a table with the remaining £15 to be paid 2 weeks before the event. Local businesses could be approached to book the event.**

**Natalie who provides the balloons is to be advised about the cancelled event.**

**Action Point- Cllr Smith**

**DJ Cozy Powell is to be advised about the cancelled event. Action Point- Fiona English**

**The Grand Quiz Night needs to be booked in the Ballroom NEH for Thursday 29th September 7.30 for 8pm start. Action Point- CEDO**

**1456** To consider and decide if mascots need to be booked for the Switch-on event

**The Committee agreed to book the same mascots as last year. Christmas Mickey and Minnie Mouse, Olaf and Grinch. Can we have the price agreed last year which was £250 per hour for 2 hours and from the time of assembling at Fisherman’s Walk 5.30pm. 4 mascots at a total of £500 and to pay 20% deposit to book now. Action Point- CEDO**

**1457** To update the meeting regarding the booking of the heritage trams and bus (CEDO).

**The Heritage Bus and Fisherman’s Friend Trawler Tram has been booked. HMS Blackpool has already been booked for Heritage Tours and so is not available for our switch on event.**

**It was suggested that the Heritage Bus could be used to transport the choir, choir organiser and Martyn Kenyon from BSL to the Marine Hall. We need to know the capacity on the bus. Rossall School has been approached by email to perform this year and they should arrange to meet the technicians at the Marine Hall in advance of the event to record their 4 songs and then on the night the recording can be played and the choir sign and mime.**

**We should ask Julia Robinson Manager of the Marine Hall to open up the foyer so that all performers can wait inside until called on stage. Could a hot drink be provided by management and paid for from our funds. Action Point- CEDO**

**1458 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, deferred from the previous meeting.**

**Karen Nicholson had a meeting with Harris & Co Estate Agents regarding their wish to sponsor the Festive Lights in some way. Ideas put forward were to purchase a projector (see 1459 below), and put their company name in the GOBO or different companies sponsor to advertise on the lamp posts which would help towards the costs being imposed by Lancashire County Council. Sponsor the purchase of Festive Lights T shirts for committee members that require them. Karen is having another meeting with them and will report back at the next meeting.**

**A school would be represented each day on a rotation for the 6 week duration of the festive lights being on.**

**Action Point- Karen Nicholson**

**1459 To update the Committee:**

 **regarding options and legalities for the GOBOS and confirm how many there are.**

**Awaiting this information from Richard Ryan. He has said there are 7 slots for GOBOS plus one white one. He is also putting together some new column displays for 2022.**

 **regarding the meeting with Barry Stoddard iro the charging for using Lampposts. This meeting was postponed but the committee were informed that LCC are imposing a charge of £55** test for columns **older than 7 years for up to 30 months.**

**regarding the projector scheme for the window competition with schools (Richard Ryan)**

**The original estimate suggested by Richard Ryan was that a projector would cost £1000. In an email to the clerk, Richard has said that the cost to purchase a projector has reduced. We would require a quote which we could then approach Harris & Co to see if they would be willing to sponsor this. Richard would operate this via his lap top.**

**It had previously been suggested using the shop used by Cat Smith’s MP although this could be regarded by the town as being political. Another suggestion was find an empty shop in town but it would need to still be empty for the Christmas period, or to project on to St Mary’s Church wall. It was thought best that Richard should walk through town to check out potential sites to set up a projector. Action Point- Richard Ryan**

**1460 To update the Committee regarding future dates for the Festive Lights Parade for 2023, 2024, 2025 (Cllr Stirzaker). To be deferred until the next meeting.**

**1461 AOB - To include here any updates re QPJ from the previous meeting:**

 **Update the Committee (Cllr Raynor, Secretary and CEDO).**

**An invite is required to go out to the Mayor elect via Catherine McDonald to attend the switch on event Action Point- CEDO**

**A Gazebo has been ordered by FTC for the Festive Lights Platinum Baubles Bandit to be used at the QPJ and Tram Sunday event. Tables for sweetie explosions, 3 chairs and 3 buckets are required. A test to erect the gazebo is to be carried out in advance. Action Point- Cllr Raynor**

**A gazebo is required for the Jars of Joy Workshop. Cheryl Walkington Chair of the Carnival Committee has offered their gazebo. Contact details to be obtained for Karen Nicholson to pick up. Action Point- Secretary**

**Karen will ask Julia for a table and chairs for the workshop. She has purchased glass jars for the workshop and been offered £50 from Healthier Fleetwood and asked if any members have available jars that can be used.**

**A map has been drawn up of the Marine Gardens for the QPJ event but it needs to be re jigged for the placing of stalls and entertainment as the bowling greens cannot be used. CEDO will send a revised copy to the secretary.**

 **To inform the OBB of the Parade route, time and performance arena Action Point- CEDO**

**The parade will start at 11.30am from the old pier site, the barrier will be lifted to allow for parade to go down to the lower prom and come off at the Leisure centre and into the Marine Gardens. Timings for workshops and details of the Parade need to be sent to Margaret Lund to be advertised in the QPJ publicity booklet. Action Point- Karen Nicholson/ Secretary**

**Sweetie explosions have increased to £7 and 30 are to be ordered for the Platinum Baubles Bandit. Action Point- Cllr Smith**

**For insurance purposes and accounting, any money earned on the day will go to Rotary and will be given back in the form of a cheque.**

**A form to request a stall for Tram Sunday has been emailed to the committee and requires completion and sent to the organiser. Action Point- Clerk**

 **In future all notifications of absence of Festive Lights meetings need to come through to the Clerk**

**1462 Items for the next Agenda**

**Update regarding Christmas Party date and venue.**

**Update on projector/ window competition**

**Update on sponsorship by Harris & Co**

**Update on future dates for Switch On night**

**Discussion on Festive Lights T shirts to be ordered, numbers and sizes required**

**Update on sweetie explosion order**

**Update on QPJ participation by committee members**

**Update on members taking part in the Carnival Parade Saturday**

**Update on members taking part in Tram Sunday Baubles Bandit**

**1463 Date and Time of next meeting**

**Monday 30th May 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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