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

**HELD ON Monday 27th June 2022 at 7.00pm**

**North Euston Hotel in the Residents Lounge**

**1493 Opening of the meeting.**

The Chairman opened the meeting and welcomed all in attendance.

**Present:** Chairperson Christine Smith, Secretary Julie Dalton, Clerk, Irene Tonge, Fiona English, Lorraine Beavers,

**1494 To consider the proposal from FTC Full Council and elect a Chairman of the Committee. To appoint representatives to Fleetwood Town Council Committees and Sub-Committees.**

**ITEM 3588a. Festive Lights Committee x12, currently Cllrs Smith (Chairman), Stirzaker, Raynor, Beavers, Julie Dalton (Secretary), and Irene Tonge (Clerk), Lauren Harrison (CEDO) and 5 Members of the public – Dawn McCord, Fiona English, Karen Nicholson, Amanda Slater and Simon Slater.**

**Cllr Beavers confirmed that Cllr Smith (in her absence) passed on that she wishes to remain, Cllrs Stirzaker, Raynor, and Beavers all wish to remain; all Cllrs voted by show of hands - unanimous.**

**Action point for ratification by Cllr Smith as the proposal and vote was in her absence.**

Cllr Smith confirmed she will accept the chairmanship for another 12 months.

**1495** **To elect a secretary of the committee.**

Julie Dalton was elected as Secretary of the Festive Lights Committee

**1496** **To consider and approve the updated Terms of Reference (sent by email).**

The committee approved the updated Terms of Reference

**1497 To receive apologies for absence*.***

Apologies received from Lauren Harrison (CEDO), Cheryl Raynor, Karen Nicholson, Dawn McCord, Amanda Slater, Simon Slater, Mary Stirzaker and Guest Richard Ryan

**1498 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.

**1499 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.

**1500 To consider and approve the minutes of the Festive Lights Committee Meeting of the 30 May 2022.**

Minutes approved and signed.

**1501 The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman***

Noted by All

**1502 To note the updated budget sheet. The balance is £28,682.66**

Noted by All

**1503 To update the committee on the number of meetings that Cllr Armstrong has not been present for and for the committee to consider and approve any recourse.**

The committee were advised that as long as Cllr Armstrong had attended some council meetings or working groups he should not lose his seat of office. He has not attended any Festive lights committee meetings in the last 6 months and has informed the Festive Lights committee that he is leaving the FL committee.

**1504 To update on quotes for projector and gauze for window competition.**

Richard Ryan sent his apologies for absence and he will put some information in writing this week. **Action Point – Richard Ryan**

**1505 To update on the laptop from the Town Council office and insurance requirements for the use of Cat Smith’s office.**

Clerk advised there is a white laptop plus an old one. At the next meeting the clerk will ask Richard to check the laptops and confirm whether either is suitable to use. **Action Point – Clerk/Richard Ryan**

The insurance requirements for having a projector in Cat Smith’s office need to be confirmed. **Action Point – Clerk**

**1506 To update on quote for new LEDs in the Pocket Park, new Christmas features and charges for lampposts. Also, to confirm if the festoons have been collected from Marine Hall and c**

To be deferred to the next meeting.

**Action Point – Richard Ryan**

**1507 To update on the booking of Turkey & Tinsel Party Friday 18th November at NEH and whether Steve Dale has been told about decorating the room and if he will do table plans.**

Deferred to the next meeting

**Action Point – CEDO**

**1508 To update on the ordering of balloons.**

As the date has been confirmed as Friday 18th November and deposit already paid, an order will be placed for the balloons. **Action Point – Chairman**

**1509 To update re the booking of the DJ Cozy Powell.**

Confirmation required as to the fee payable for the evening. **Action Point – Fiona English**

**1510 To update on sponsorship by Harris & Co. Karen Nicholson**

Karen advised the committee that she has secured a £200 donation from Stuart Harris’ and thought he could put his two banners around two trees perhaps one at West View roundabout and one other at Ash Street. **Action Point – Karen Nicholson,** Cllr Stirzaker advised the committee that she has an interested party for a banner too.

**1511 To update on future dates for Switch-on night.**

To be deferred to the next meeting. **Action Point – Cllr Stirzaker**

**1512 To update on the meeting at the Marine Hall re the foyer being opened for the performers and if hot drinks will be provided.**

To be deferred to the next meeting. **Action Point – CEDO**

**1513 To update on the invite to the Mayor Elect to attend the Switch On night. *CEDO***

Julia Robinson the Mayor Elect has confirmed that she will be attending Switch-on Night.

**1514 To update on the cost of Festive Lights T shirts.**

Cllr Beavers advised the committee that the T shirts were £14.50 each. The number ordered needs to be confirmed. No invoice received to date. **Action Point – Clerk**

**1515 To update on the amount raised by the Platinum Balls Bandit at the QPJ Funday.**

Confirmed amount was £468.50 which made a profit of £258.50 towards the FL budget.

**1516 To update how the Carnival Parade went on Saturday 18th June.**

Committee members had to pull out of this event due to holiday leave and illness. Apologies were given to the Carnival Committee by Cllr Raynor

**1517 To note that Katy Connelly, local vocalist who sang at the QPJ event, has kindly offered to sing for free at the switch-on event; committee to consider and approve this.**

Committee approved this suggestion. Katy is to be informed of the committee’s decision. **Action Point – CEDO.** Also, to consider and approve if we should extend an invite to her, and a plus one, to join us for the Xmas party and ask if she would sing a couple of festive songs in exchange for the 2 tickets. Committee approved this suggestion to invite Katy plus one to the Xmas party. **Action Point – CEDO**

**1518 To consider and approve if the committee should accept the invite of attending, with our fundraising unit, the FOFMP Fun day on 9 July from 11 am to 3 pm. Please note we will need to donate 20% of any funds raised to FOFMP.**

The committee decided not to participate in this event. It would not be worth it as a fundraiser for Festive Lights if we have to give up 20% and it is too short notice as we have other events to organise. **Action Point – Clerk**

**1519 To consider and approve if the Fleetwood Royalettes Morris Dancers can be invited to perform at the Marine Gardens.**

The committee approved the Royalettes taking part in the parade but not to perform in the Marine Gardens. Due to time constraints given the time of year November 25th and also because of the number of performers already taking part i.e.; Rossall School Choir to sing two songs, Katy Connelly to sing 2 songs and Wal & Dion 4 songs. It was thought that the concert would be go on too long if the Royalettes Morris Dancers were performing as well. Sammy Williams the co-ordinator will be advised of the committee’s decision. **Action Point – Secretary**

**1520 To consider and approve to invite the High School band Elements to Switch-on night.**

The committee decided that they would not be invited to the event due to the time to set up and for the reasons given at 1519.

**AOB.**

* **Sweetie explosions and 2 jars of lollies for the Human Balls Bandit (Tram Sunday 17th July).**

**Action Point – Chairman**

* **A new poster advertising the bandit is required, £1 a go. 3 white balls wins a prize. All other requirements for the event to be advised to the committee by email. Action Point - Mary**

**1521 Items for the next Agenda**

* To update on quotes for projector and gauze for window competition. *Richard Ryan*
* To update on the laptop from the Town Council office and insurance requirements *Richard Ryan/Clerk*
* To update on quote for new LEDs in the Pocket Park, new Christmas features and charges for lampposts. Also, to confirm if the festoons have been collected from Marine Hall and where they are being stored. *Richard Ryan*
* To update on Tram Sunday event and the amount raised from the Human Balls Bandit stall. *Clerk*
* To update on banners and sponsors. *Cllr Stirzaker*
* To update on the future dates for Switch-on night. *Cllr Stirzaker*
* To update on the meeting at the Marine Hall re the foyer being opened for the performers and if hot drinks will be provided. *CEDO*
* To update on the number of Festive Lights T shirts ordered and total cost. C*lerk*
* To update on Katy Connelly performing at the Switch-on and at the Christmas party in exchange for 2 tickets. *CEDO*
* To approve retrospectively the cost of the sweetie explosions and the lollies for the tram Sunday fundraiser. *Clerk*
* To update the meeting with the final amount of funds raised on Tram Sunday. *Clerk*

**1522 Date and Time of next meeting**

Monday 1st August 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.**