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

**HELD ON Monday 28th March 2022 at 7.00pm**

**North Euston Hotel in the Residents Lounge**

**Present:** Chairperson Christine Smith, Secretary Julie Dalton, Clerk, Irene Tonge , Amanda Slater, Simon Slater, Lorraine Beavers, Mary Stirzaker, Dawn McCord , Fiona English, Karen Nicholson

Guest Richard Ryan

**1430** Opening of the meeting.

**1431** To receive apologies for absence*.* Cheryl Raynor, CEDO Lauren Harrison. 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**

**1432** 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.

**1433** 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.

**1434** To consider and approve the minutes (as amended) of the Festive Lights Committee Meeting of the 14 February 2022 (sent by email). Chairman

 Minutes approved. Signed and passed to the Clerk

**1435 The committee Chairman reminds all members to take note of the standing guidance at appendix A below. Chairman**

**1436 To note the updated budget sheet. No change from the previous meeting.**

**1437 To update the committee regarding the Spring into Christmas Party:**

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

**UPDATE – CEDO contacted Steve Dale who confirmed that they hire decorators in to dress the room at approx £150. He needs to know asap what is required because that is the same weekend they start to roll out their Wedding theme and the same hire company deals with that too.**

**To be placed on the next agenda for the committee to approve the payment of £150 to the Euston to dress the ballroom for the Spring into Christmas Party. The Euston to be advised that Christmas crackers should be supplied and included in that cost. Action Point-CEDO**

**The committee will provide table decorations and novelties.Revised Poster and Ticket details. Update – CEDO has designed 3 posters for consideration and approval (will send by email and hard copies to be brought to the meeting). The committee did not receive an email with the poster designs. These are now urgently required to allow the committee to vote via email and have the agreed poster printed (10 copies ) for anyone who wants them and to advertise on social media and in the press. Action Point-CEDO**

**• Raffle prizes (see revised list sent by email) and to consider and approve the purchase of any further prizes. The committee were provided with the list of prizes to date.**

**Added to this should be :**

**2 vouchers for a summer show each to the value of £20 donated by the Marine Hall - Julie**

**Voucher for a meal at the Cafe Royal - Julie**

**Voucher for £20 received from the Trafalgar Restaurant - Julie**

**£25 food voucher - Lorraine**

**To be requested:**

**Haven Holiday - Mary**

**Bicycle from Brooks Cycles - Mary**

**Blackpool Transport 12 month Bus/Tram Pass - Lauren**

**Voucher for Afternoon Tea – The Barn at Scorton - Karen**

**Voucher from Fleetwood Working Mens Club - Amanda**

**Voucher for a day at Ribby Hall - Lauren**

**Andy Pilley to be approached for a Fleetwood Football Club Hospitality Day - Mary**

**Voucher for an experience day Lauren**

**Table at Scarletts Cocktail Bar Action Point- Karen Nicholson**

**It was suggested that when being advertised on Facebook, we ask people to like and share the post, one winner to be drawn out to receive two tickets for the party. Action Point- All.**

**• Balloons – need to contact Natalie to reorder the 150 black and gold balloons . Action Point- The Chair**

**• Table decorations are ready for the event. Costs need to be established and presented to the Clerk for re-imbursement. To be auctioned at the end of the night with a tag saying “BUY ME” Action Point- Karen Nicholson**

** Publications – by whom, what, when?**

**To be advertised on social media and the press. The wording needs to be approved by the committee. Action Point- Secretary**

**1438 To update the meeting regarding Projectors and GOBOS. Richard Ryan/Clerk.**

**It was explained that the GOBOS can be used indoors and the committee might like to offer them for hire to organisations for different events they are both weather and salt resistant. Richard will advise how much to request for hiring out and the legal requirements. They can be used for different times like Halloween, Remembrance Day, Christmas parties, Valentines and then take them down for the year. There is possibly 8 Gobos and some are duplicates. To be confirmed. Action Point-Richard Ryan**

**1439 To update the meeting regarding switch-on date and event venue.**

**Several members of the committee attended a meeting with Park committee members together with Richard Ryan and Mike Chadwick there to advise on Health and Safety. Prior to the festive lights meeting Richard emailed with his thoughts and costing for illuminating the trees in the Park. Both a permanent and temporary illumination was considered but the outcome was that unfortunately the costs would run into thousands and would therefore be prohibitive. It was decided not to be pursue this option.**

**The Euston Gardens was also considered but due to its position by the seafront it was rejected because of being subject to weather conditions. The Market was also considered but rejected because of its closed in position and not big enough an area for the crowds that would be attending. This just left the option of the Marine Gardens which was agreed by the committee is the best venue for the switch on event. The only issue was the date preferred by the commitee was unavailable due to the international dance festival taking place there. A suggestion put forward by the secretary was to have a weekday event and Thursday 24th November was suggested. This was put to Julia Robinson by Cllr Stirzaker. At the meeting, Cllr Stirzaker advised the committee that Julia has offered the use of the Marine Gardens for our switch on as Friday 25th November. This was put to the vote and unanimously approved by the Committee. Julia Robinson to be informed that we agree this dated for the switch on event. Richard advised that the festoons and features could be placed higher up on the Marine Hall building to avoid being damaged or pulled off.**

**Julia Robinson to be advised that the committee would like to book Friday 25th November for the switch on event at the Marine Gardens going forward we require the dates that would be available for the switch on event for 2023, 2024 and 2025. Action Point-Cllr Stirzaker.**

**The committee agreed that we set off from Fisherman’s Walk at 5.45 which gives time for children to be back from school and is still early enough for younger children to take part. The Old Boys Band, Wal & Dion and Starmaker Fleetwood dance troupe, Dave Scrivener DJ all to be advised of this date and invited to take part. Action Point- Secretary**

**The committee also agreed to inviting Rossall School Choir to perform this year Action Point- The Clerk**

**Martyn Kenyon to be contacted to see if he will be available to teach them signing of 4 songs so that it can be recorded in advance and played back through the PA system on the night. Action Point- Fiona English**

**1440 To consider and approve on businesses sponsoring advertising on Lampposts.**

**Harris & Co would like to sponsor something for Festive Lights. It was suggested that they sponsor the projector and have their name included in a GOBO for advertising purposes. It needs to be determined what budget Harris & Co has to sponsor and exactly what they want. Action Point- Karen Nicholson**

**1441 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 previous meeting. Karen Nicholson**

**Karen had been advised by Blachere that there is quite a time frame to produce a feature and it would cost thousands. The committee had had dealing with Blachere in the past and were not happy with using them again as in the past some monies that should have been refunded by them were not received back into the Festive Lights budget.**

**Richard has suggested using an empty shop, putting a projector in the shop with a screen in the window, have a school competition where each year a school would be chosen and the children would design Christmas features on A4 to be scanned into the projector and project onto the screen in the window. An invite to take part in the competition would be in the school letters sent out at the end of September giving details of the Lantern Parade, Switch on and the Where is Elf competition. The Christmas feature entries could be collected in at the same time as the monies for the where is Elf competition entries.**

 **If there isn’t an empty shop then Cat Smith’s window was suggested as it is large and in the centre of town. A projector would cost about a grand. Richard will give us an update on prices. Action Point-Richard Ryan**

**1442 To update the meeting regarding the booking of the heritage tram and bus. Secretary/CEDO.**

**To be confirmed with Julia whether she can obtain the bus for us and for a donation to be made from our funds. Action Point-CEDO**

**1443 To consider and approve if any road closures are required for Switch-on.**

**A road closure for the switch on event to be arranged for Friday 25th November. The road closure for the Jubilee event on Saturday 4th June is required for 11.30 am from The North Euston Hotel to the Marine Gardens.**

**Forms for both road closures to be completed for both events . Action Point-CEDO**

**1444 AOB**

**Richard Ryan will arrange a meeting with Barry Stoddard of Lancashire County Council regarding the charging of £55 for testing, repairs to lampposts and decorating them with the likes of poppies and Christmas features. He will report back to the committee. Action Point-Richard Ryan**

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

**To approve (retrospectively) the Baubles and Tinsel ordered from Ebay at a cost of £50.85**

**The committee approved the payment. They can also be used for Tram Sunday**

** Road closures?. See above.**

**It was suggested that the CEDO set up an instagram account to reach a wider public when advertising events.**

**1445 Items for the next Agenda**

**Committee to approve the payment of £150 to the Euston to dress the ballroom for the Spring into Christmas Party and to include crackers.**

**Update on printing of posters and tickets advertising Christmas party, decorations in the ballroom, balloons, raffle prizes, ticket sales etc.**

**Update from Richard Ryan regarding meeting with Barry Stoddard LCC regarding Lamppost charging**

**Update from Richard Ryan regarding the number of GOBOs we own and pricing for hiring out and legalities required.**

**Update from Richard Ryan regarding projector scheme for window competition with schools**

**Update on booking heritage bus for switch on night**

**To discuss booking mascots for the parade**

**Update in booking Marine Gardens for 2023.2024 and 2025**

**1446 Date and Time of next meeting**

**Monday 25th April 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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