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

**HELD ON Wednesday 2nd February 2022 at 7.00pm North Euston Hotel in the Residents Lounge**

Present: Chairperson Christine Smith, Secretary Julie Dalton, Clerk, Irene Tonge , Fiona English, Karen Nicholson, Amanda Slater

**1394** Opening of the meeting. Chairman welcomed

The committee welcomed Simon Slater

**1395** To receive apologies for absence*.*

CEDO Lauren Harrison, Cheryl Raynor, Lorraine Beavers, Mary Stirzaker, Dawn McCord , Craig Armstrong, Guest Richard Ryan

**1396** 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.

**1397** 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.

**1398** To consider and approve the minutes of the Festive Lights Committee Meeting of the 7 December 2021

 Minutes approved. Signed and passed to the Clerk

**1399** The committee chairman reminds all members to take note of the standing guidance at appendix A.

**1400 To note the updated budget sheet .**

**To be revised to include VAT repayment for the last 3 years Action Point - Clerk**

**1401 To consider and approve additional GOBOS to mark other celebrations throughout the year.**

**To be added to the agenda for the next Full Council meeting to agree GOBOS to be paid for from their budget**

**The CEDO emailed the committee a list of potential celebratory, remembrance or awareness occasions.**

**The committee also made suggestions such as advertising the Switch On night and Fireworks extravaganza.**

**1402 To update the committee regarding the mid-summer Christmas Ball.**

**The Secretary advised the committee that the Ballroom at the North Euston Hotel has been booked for the “Spring into Christmas Party” Saturday 28th May. The deposit of £150 has been carried over from the cancelled December event.**

**It was agreed to use the poster from the cancelled December event with the following amendments:**

**“Spring into Christmas Party” Saturday 28th May**

**Deleting the words Fleetwood Festive Lights committee invite you...... this would be thought to encourage more of the general public to buy tickets.**

**Insert as the final wording. In support of lighting up Fleetwood for Christmas**

**The tickets from the December event will also be reused.**

**The Manager will be asked to decorate the room with a Christmas tree Action Point -Secretary**

**Cozy Powell will be contacted to confirm that he will be available to DJ on 28th May Action Point-Fiona English**

 **The committee agreed that the advertising of the party should take place in March.**

**1403 To update the committee regarding raffle prizes.**

**Raffle prizes already donated will be taken to the event on 28th May.**

**The pair of tickets donated by the Marine Hall for the American Four Tops Show in February has been returned. Julia Robinson will donate a pair of tickets for a summer show as a raffle prize at the Spring into Christmas Party**

**1404 To consider and approve a handover plan and timeline by Secretary to the CEDO.**

**Secretary/CEDO**

**A meeting will take place at the office on Tuesday 8th February between 9.30 and 10am**

**1405 To consider and approve new ideas for 2022.**

** Fundraisers**

**Ideas put forward by the committee were:**

**Family Quiz Night at the end of the school summer break, possible venues, Bowling Club, upstairs at the Working Mens Club,Cricket Club. Appropriate children’s raffle prizes to be donated by the committee.**

**Quiz Night Thursday 29th September Ballroom NEH**

**Psychic Night to include a chippy supper, venue suggested Ferry Cafe**

**Ideas to be placed on the next agenda for discussion and decisions**

** New Features**

**Karen Nicholson had been in touch with a company who design features for towns. It was suggested to hold a competition for school children to design a feature that will be illuminated and placed in a prominent position.**

**To be placed on the next agenda for further discussion**

** Date for Switch-on**

**The committee agreed Saturday 19th November. The date will have to be agreed with Julia Robinson that the Marine Gardens will be available that evening. Julia to be invited to the next committee meeting Action Point –Secretary/CEDO**

** Bookings for tram and heritage bus**

**An email will be sent to book whichever tram will be available for Saturday 19th November and also to book the heritage bus. It was suggested that the bus could take the tram passengers to the Marine Gardens when they disembark at the tram terminus.**

 **1406 To retrospectively approve the invoice for City illuminations which was authorised by the Clerk and paid on 28 January 2022 - £28,771.20**

**The committee approved the payment.**

**1407 AOB**

**No other business was highlighted by the committee**

**1408 Items for the next Agenda**

**Update on revised poster and ticket details for the Spring into Christmas party**

**Update on GOBOS and FTC agreement**

**Update on handover plan and timeline by Secretary to the CEDO.**

**Discussions and decisions on Fundraiser ideas**

**Discussion and decision on features competition**

**Update on the booking of Switch On night in the Marine Gardens for Saturday 19th November**

**Update on booking of tram and heritage bus**

**1409 Date and Time of next meeting Monday 14th March 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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