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

**HELD ON Monday 31st October 2022 at 7.00pm**

**North Euston Hotel in the Residents Lounge**

**1591 Opening of the meeting.**

The Chair Cllr Christine Smith opened the meeting and welcomed all in attendance.

**Present:** Chairperson Christine Smith, Secretary Julie Dalton, Lorraine Beavers, Cheryl Raynor, Karen Nicholson, Mary Stirzake,

Guest Richard Ryan.

**1592 To receive apologies for absence*.***

Apologies received for CEDO Lauren Harrison, Amanda Slater and Simon Slater, Dawn McCord

**1593 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.

**1594 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.

**1595 To consider and approve the minutes of the Festive Lights Committee Meeting of 10th**

**October 2022 (sent by email).**

***The minutes were approved and signed***

**1596 The committee Chairman reminds all members to take note of the standing guidance at appendix A below. Chairman**

Committee duly noted.

**1597 To note the budget sheet.**

**Clerk advised that there were pending items to be updated. Action Point- Clerk**

**1598 Update regarding paying for GOBOS by FTC and FFL.**

**Clerk confirmed the approval from FCM on 25 October for the cost of the Gobos (Valentine’s Day, Remembrance Day and New Year’s Day). Requires Invoice from RR.**

**The poppies GOBOS will be installed on Wednesday 3rd November. Action Point-Richard Ryan**

**An email will be sent to Richard Ryan regarding the unmetered supply and the new supplier. Action Point- Clerk**

**1599 General update from Richard Ryan and also with regards to the purchase of Snow Blowers.**

**Richard has offered 2 snow blowers for free, he showed a video at the meeting of one in operation which also had a light display. The committee were delighted and thanked Richard for this generous offer. He will liaise with the technicians at the Marine Hall regarding the siting of them. It was suggested that they be switched on by remote control when Wal & Dion perform their final song, Shakin Steven’s Merry Christmas Everyone, and hopefully it will last for the duration of the concert. UPDATE Richard sent the video to the secretary who forwarded it on to the committee.**

**1600 Update from Richard Williams Blackpool Illuminations regarding tree lighting at Fisherman’s Walk**

**The secretary informed the committee that she had received a telephone call that afternoon from him, he will be sending out one of his team tomorrow 1st November and will report his findings to the secretary after the site visit. Action Point- Secretary**

**1601 Update on tickets sold for the Xmas Party –**

**The Clerk advised that 34 tickets have been purchased and 20 deposits paid so far. Cllr Raynor is due to have a meeting with the Heads of the schools and will invite them and their staff to the Christmas party. Action Point- Cllr Raynor**

**The cut off date to buy tickets will be Friday 11th November. The Manager of the North Euston Hotel will be contacted to arrange the catering. £20 per head for the 3 course meal was agreed in April and a deposit of £150 held over from the cancelled Spring party. The balance will be paid by the clerk when final numbers are confirmed. Action Point- Clerk**

**Katy Connelly has asked whether she can plug in her USB to the DJ’s sound system. Cllr Smith has confirmed this with Cozy Powell. Katy is to be informed of his response. Action Point- CEDO**

**Table plan to be arranged when names of ticket holders are confirmed. Action Point- CEDO**

**An invoice for materials relating to table lanterns will be sent to the clerk Action Point- Cllr Nicholson**

**Table lanterns with a label BUY ME will be available to purchase for £20. To be announced at the end of the evening. Action Point- Cllr Smith**

**1602 Update on bike, 2 main prizes and hampers for the Xmas Party.**

**The bike has been requested and will be collected Thursday 17th November. Action Point- Cllr Stirzaker/Secretary**

**Cllr Raynor has advised that a laptop has been ordered and a discussion was held regarding purchasing a Blackpool attractions ticket depending on the cost. Asda will be approached for a hamper for the Christmas party raffle. Action Point- Cllr Raynor**

**1603 Update on Chaucer school choir and songs by all performers at the concert.**

**The secretary informed the committee that the school had not responded to a request to perform. Cllr Stirzaker and the secretary met with Marine Hall technician Tony Mitchell technician regarding the possibility of Rossall School choir performing live at the concert. Options were discussed and a meeting will be arranged with the Rossall School Choir Master to pass on the technicians ideas. Also discuss the arrangements to transport the choir to the Marine Hall for a sound check at 5.30pm, the number of choir members and their song choices, and to download their music on to a memory stick.**

**Update: The day after the meeting the secretary spoke to Alison Lochler at Rossall School who said that she did not receive an email from Mary sent 14th October. "Regarding a meeting in the week with the tech people at Marine Hall to discuss how to proceed". Alison said that she replied to that email stating that the choirmaster made other arrangements when we originally asked him to pre-record and they wanted to perform live. Mary did not receive that email. Alison apologised as there seems to have been a breakdown in communications. The secretary messaged the co-ordinator Sammy Williams of the Royalettes who are performing in the Lantern Parade, asking if they would like to perform one dance at the concert after Steff and Stingrays do their 4 songs and before Wal & Dion do their 4 songs, followed by the switch on of the snow blowers and Christmas lights. Awaiting a reply asap from the Royalettes so that last years’ poster can be tweaked by Panther Press, 80 A3 posters printed and circulated to businesses in the town.** **Action Point- Secretary**

**Steff and the Sting rays will be performing:**

**1. Angels (Robbie Williams) 2. Proud Mary (Tina Turner) 3. All I want for Christmas is you (Mariah Carey) 4. Rolling in the Deep (Adele).**

**Wal. & Dion father and son. Rock n roll versions of Rockin around the Christmas tree, Winter wonderland, Jingle bells and Shakin Steven’s Merry Christmas everyone.**

**1604 To retrospectively approve £56 for the 8 sweetie explosions.**

**Committee approved payment**

**1605 To retrospectively approve to reimburse £5 to the secretary for the engraving of the trophy.**

**The secretary advised that the shop is closed due to illness. The trophy will be collected Thursday 3rd November. The committee approved payment when the receipt is received by the clerk. Action Point- Secretary**

**1606 To retrospectively approve £20 for weight to be attached to the balloons.**

**Committee approved payment**

**1607 Update on vehicles taking part in the lantern parade.**

**Illuminated fire engine confirmed. To be positioned at the front of the Parade in case of having to attend an emergency. The RNLI have not yet confirmed whether they are taking part.**

**1608 Discussion and decision regarding advance booking of the Western Train tram for Saturday**

**25th November 2023, Saturday 16th November 2024 and Saturday 22nd November 2025**

**Deferred from last meeting. Deferred until the next meeting.**

**1609 Update on ASDA bucket collection.**

**David Nuttall Community Champion at ASDA Fleetwood informed Cllr Raynor and Cllr Beavers that the Poppy Appeal bucket collection was booked for 30th October which was the date of our bucket collection so he cancelled our fundraiser and offered to arrange a Saturday in December.**

**The committee decided against a December date as the Christmas lights would already be switched on and the public might be less likely to donate.**

**1610 Update from Cllr Stirzaker regarding the idea put to the schools of having future switch-ons on a Friday.**

**A decision would be deferred until after this year’s switch on. Some committee members stated that this year’s should be regarded as a one off and to keep to a Saturday.**

**1611 To update the meeting re the payment for Banners.**

**Harris & Co. FBK paid. Melton Motors, Deols,Wyre Labour Group, Steve Clark, Cllr Beavers, Cllr Raynor. North Euston Hotel (free because of party booking), Panther Press. Action Point- Cllr Stirzaker/Clerk**

**1612 AOB**

**Cllr Nicholson held a very successful lantern making workshop at Affinity and more dates may be available.**

**The secretary asked whether the Fleetwood Royalettes could perform one dance on the Marine Hall stage during the finale of the concert. The committee decided against that on the grounds that, if there was a problem with the snow blowers due to windy weather, the “snow” could be blown backwards onto the stage making it slippery and dangerous for the dancers.**

**The Heritage bus will be available to members of the public for a donation. (See update at 1603)**

**1613 Items for the next Agenda**

**Update on GOBOs installations on the Mount hill and Marine Gardens features**

**Update on unmetered supply invoice**

**Update on snow blowers, switch on of lamppost and town centre features**

**Feedback from the Christmas Party**

**Update on Large Christmas trees, barriers and banners installation**

**Update from Richard Williams regarding Fisherman’s Walk trees**

**Update re the payment for Banners.**

**Approval of Switch on Itinerary**

**Update on printing of 80 A3 Lantern Parade posters and distribution**

**Update on vehicles taking part and positions in the lantern parade.**

**Rotary volunteers and committee members for the Parade and at the Marine Gardens**

**Update on the Where is Elf competition, amount raised and the number of tram passengers**

**1614 Date and Time of next meeting** Monday 21st November 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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