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

**HELD ON Monday 4th October 2021 at 7.00pm at North Euston Hotel in the Residents Lounge**

Present: Chairperson Christine Smith, Secretary Julie Dalton, Lorraine Beavers, Karen Witcomb, Amanda Slater, Mary Stirzaker, Karen Nicholson,

**1215** Opening of the meeting.

**Chairperson welcomed**

**1216** To receive apologies for absence*.*

**Clerk, Irene Tonge, CEDO Lauren Harrison, Cheryl Raynor, Fiona English, Dawn McCord, Craig Armstrong**

**1217**  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.**

**1218** 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.**

**1219** To consider and approve the minutes of the Festive Lights Committee Meeting of the 20th September 2021

**Minutes approved. To be signed and sent to the office.**

**1220** The committee chairman reminds all members to take note of the standing guidance at appendix A.

**1221**To note the updated budget sheet.

**The current balance is £35068.54 – No change from last meeting.**

**1222** To receive verbal updates from Richard Ryan re: NB. Richard Ryan did not attend the meeting at the NEH.

* whether to purchase projectors or floodlights following site test on the Mount and Marine Hall building and Committee to make decision.

**The committee agreed to purchase the two projectors. An email had been sent to Richard asking:**

 **Were GOBOS included in the price?**

**How much would be required as a part payment?**

 **The quote to purchase two projectors was £5,635. Does this include VAT?**

**At the time of the meeting no response had been received to the email to Richard Ryan. A further email will be sent requesting this information and GOBO choices Action Point – Mary Stirzaker**

**10 Gobos’ have been selected**

 **Santa & Sleigh x 2 (77720)**

 **Reindeer 78383**

 **Snowman 780188018**

 **Snowflakes 27912999129**

 **Merry Christmas 77939939**

 **Christmas Tree G824**

 **Elf Santa (MX2) 765386538**

 **Angel 78367**

 **Jingle Bells 76539**

**To be approved retrospectively at the next meeting.**

* Update re meeting with Mark Fenton whether Wyre Council have approved the use of the columns for festoons and features in the Marine Gardens.

**Approved. Julia Robinson and technicians have done a risk assessment and they are happy to go ahead.**

* To update the meeting, together with photos, of what the Committee have already approved

**Due to technical problems online, the photos will be resent to the committee**

**Action Point – Mary Stirzaker**

* Update on lighting up the Fisherman’s Walk and the Pocket Park and to consider and approve switch on times.

**The times for all lighting of trees was agreed as 3pm to 11pm Richard Williams - Fisherman’s Walk. Action Point – Secretary**

**Barton Grange Trees - Gary Barrowclough Action Point – Mary Stirzaker**

**Church trees and Pocket Park - Richard Ryan Action Point – Mary Stirzaker**

**1223** To update the meeting re the switch-on Podium – Cllr Stirzaker (Photo to be sent to the committee). Deferred from last meeting if unrepairable, to consider and approve to have a large Christmas Jars of Joy on stage when the tree is to be turned on by the competition winner.

**Cllr Stirzaker showed the photo of the podium at the meeting and with tweaks is fine and can be used at Switch On night.**

**1224** To give update on letters to schools with invites to the Lantern Parade and Switch on Night and confirmation of the choir performing on the night.

**The secretary informed the committee that unfortunately Chaucer School do not have a choir at the moment and there would not be time to organise one and rehearse before the switch on night. Larkholme School were approached for their choir to perform and they accepted our invitation . Letters to the schools have been prepared and sent to the Clerk for printing and posting. Action Point – Clerk**

**1225** To consider and approve to have 80 A3 size posters printed from Panther Press for the Lantern Parade and Switch-on event.

**The committee approved 80 posters to be printed Action Point – Clerk**

**1226** To consider and approve raffle prizes and raffle tickets for Quiz Night and confirm names of committee members attending.

**It was agreed to have 12 raffle prizes to be brought by the committee members. Raffle ticket books should be in the office. The Secretary showed the committee a book Jay’s Virtual Pub Quiz which she bought as a fundraiser. She suggested giving it to Martin Crane Quizmaster as a thank you from the Committee. This was agreed by the committee.**

**The trophy will be collected from the office and sent to be engraved with the winning team after the Quiz. Action Point – Secretary**

**Committee members attending: Christine, Lorraine, Karen W, Cheryl, Karen N. Others to be confirmed. 18 teams are booked. 3 Tables are required, for committee, Quizmaster and raffle prizes. Bar is booked from 7pm to 11pm. Committee to help organise the room from 6.30 -7pm.**

**1227** To consider and approve to have 140 tickets and 10 A3 posters printed from Panther Press for Christmas Party Night .

**A query was raised as to whether we should get three quotes for printing. The committee were advised that Panther Press was an approved supplier under the FTC regulations. The committee approved and the 10 Posters would be issued to NEH, Marine Hall, Town Council Office window etc. It was thought that no more posters for the party night were required for printing as it had been extensively publicised on social media.**

**1228** To consider and approve how many balloons and weights, including decision on colours, to

order from Natalie. NB. Minutes 14 th October 2019 Christmas party we ordered 150 balloons

**The committee approved ordering 150 balloons with weights £1.15 per balloon. Colours agreed to be gold and black. Action Point – The Chair**

**Committee member Karen Nicholson has offered to make Christmas Jars of Joy table decorations. 14 would be required for 10 tables and to be auctioned at the end of evening. Receipts would need to be sent to the clerk for materials purchased and approved for Karen to be reimbursed. Action Point – Karen Nicholson**

**1229** To consider and approve the sourcing of raffle prizes for Christmas party.

**Source a bike from Brooks Cycle Shop on 11th October and to approach other venues when visiting schools. Action Point – Mary Stirzaker and Secretary**

**Holiday voucher for Cala Gran, meal voucher from Trafalgar, hair vouchers, Orchid’s florist, Nails, hairdryer, Champagne and candle, vanity case. Hampers and Christmas items for them.**

**50 Gold envelopes in the office for vouchers to be printed Action Point – Karen Whitcomb**

**Raffle prizes to be wrapped as they come in. Action Point – Lorraine Beavers**

**1230** To update the meeting in regard to the First Aid Training**.**

**All participants passed the training course and so first aiders would be available for the Lantern Parade. Certificates to be issued Action Point – CEDO**

**1231** To update on children’s lanterns, GTees voucher and workshops for the Parade.

**Karen Nicholson informed the committee that GTees would either donate Tee lights or give vouchers to spend in the shop. 100 small jars have been purchased, which her mother’ Sparkly Margaret’ is donating to FTC Festive Lights event. It was suggested that Karen confirms the value of the Jars for Joy and the value of the contribution by GTees, so that this can be recorded within the minutes and also supports the match funding requirement for the purposes of the Grant application. Action Point – Karen Nicholson**

**Karen is intending to go to the Museum on 23rd October to do workshops. She will be visiting Lighthouse View and has asked if the residents can help decorating some jars and hopefully they can take part in the Lantern Parade. Action Point – Karen Nicholson**

**Karen has also been asked to make some Jars of Joy at the Lady Mayoral evening on Friday 29th October they have the wording round the edge “Jars of Joy in support Fleetwood Festive Lights”. Action Point – Karen Nicholson and Cllr. Lorraine Beavers**

**Also, on the Saturday 6th November Santa and Elf Julie will be at the Market by the stall with Karen’s Jars of Joy lanterns. Action Point – Mary Stirzaker and Secretary**

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**1232** To update on illuminating beach wheelchairs. Karen Nicholson

**Karen has not had a meeting with them yet. Cllr Beavers has a meeting with them Tuesday 5th October and will discuss with them regarding having on illuminated beach wheelchairs in the Parade. Action Point – \Cllr. Lorraine Beavers**

**1233** To update on visit to schools with sweetie explosions and Where is Elf competition posters.

**The sweetie explosions can be picked up in time to deliver to school at 11am on 11th September. The cost for eight will be £56. The payment to be made to Candy Shack. Action Point – Clerk**

**To check with the clerk that the Elf doll has been ordered Action Point – Secretary**

**1234** To update on invitation letters to dignitaries riding on the illuminated tram in the Lantern Parade. CEDO.

**Deferred until the next meeting as CEDO was not present. Confirmation is required that the tram has been booked to be at Fisherman’s Walk for 4.30pm. Action Point – CEDO**

**1235** To consider and approve the order of cellophane and red florist ribbons to make up hampers.

**There is enough cellophane in the office so none needs to be ordered.**

**Keeping with the black and gold theme of the poster, the committee decided on ordering gold ribbon for bows it was suggested to obtain this from Country Baskets Action Point – Lorraine Beavers**

**1236** To update on committee members visiting the Market on 4th December.

**Julia Robinson will publicise our visit to the Market.**

**1237** AOB

**The secretary asked whether Wal and Dion, the Karaoke Kings could advertise the selling of their CDs at the Christmas concert in the Marine Gardens. This was agreed by the committee.**

**Lantern Parade Poster will be sent to the committee to approve.**

**1238** Items for the next Agenda

* **Update from Richard Ryan regarding email response of costs to order 10 GOBOs, whether VAT is included and how much of a down payment is requested.**
* **Update regarding time for tram arrival at switch on night**
* **Family Quiz night for February next year**
* **Update on raffle prizes**
* **Dignitaries on the tram**
* **Update on beach wheelchairs**
* **Update on order of Elf doll and photo taken at the agreed location for the competition**
* **Update on orders of ribbon**
* **Update on payment of £56 for Sweetie Explosions**
* **Update on payments for balloons**

**1239** Date and Time of next meeting

**Monday 18th October 2021 at 7pm 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.