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

**REMOTE MEETING via ZOOM**

**HELD ON Tuesday 1st June 2021 at 7.00pm**

**1142.** Opening of the meeting.

**Present:** Christine Smith (Chairman), Irene Tonge (Clerk), Julie Dalton (Secretary), Lauren Harrison (CEDO), Mary Stirzaker, Cheryl Raynor, Lorraine Beavers, Richard Ryan (Guest).

**1143**. To receive apologies for absence*.*

**Dawn McCord, Fiona English, Craig Armstrong**

**No apology received from Amanda Slater and Karen Whitcroft**

**1144.** 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 noted.**

**1145**. 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 noted.**

**1146.** To consider and approve the minutes of the Festive Lights Committee Meeting of the 26 April 2021

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

**1147.** The committee chairman reminds all members to take note of the standing guidance at

appendix A.

**1148.**  To update the meeting with regards to the Festive Lights Budget. **The current balance £35891.63**

**A query was raised regarding disclosing the budget balance to members of the public who are not members of the committee. To be investigated and clarified. Action Point –The Clerk**

**1149**. To discuss application for road closures for switch-on night on 27th November.

**The Clerk to liaise with the CEDO accordingly. To be actioned imminently. Action Point –The Clerk and CEDO**

**1150.** To discuss Insurance for switch-on nigh on 27th November.

**The Clerk to liaise with the CEDO accordingly. To be actioned imminently. Action Point –The Clerk and CEDO**

**1151.** To confirm the booking of the illuminated tram (prefer western train tram if renovations are complete – update required.

**Cllr Stirzaker mentioned the western tram to Jane Cole at the Future Fleetwood board meeting last week. Action Point – CEDO**

**Richard Ryan advised the Committee that if no response received from Brian Lyndop then The Clerk to email Richard who will contact him for an update.**

**1152.** To receive updates from Richard Ryan re:

* Planter Trees
* Projector for the Mount - and to arrange a site test.
* Streetlamp features
* Problems with 2 columns.

**Richard has sent an email to the committee. He can light 10 out of the 19 using a cable. Some are 20ft, in one case it will need to go on to the tram infrastructure. One of the columns is by St Peters Church which has a tree in the grounds and could be lit up. A discussion would have to take place with Father John. Richard will send an email with illustration to Cllr Beavers Action Point – Cllr Beavers.**

**Richard also mentioned St Mary’s Church on Lord Street, there is a supply next to their trees if the committee want to pursue with the Priest about lighting up their trees. Action Point – Cllr Beavers.**

**It was also suggested that we might like to spotlight the anchor opposite the Fisherman’s Walk tram stop and put white or coloured lights on the three trees that are situated there. Richard will email costings to enable the committee to make a decision. Action Point – Richard Ryan**

**Projector for the Mount – Richard has chased the supplier three times to date for a response. There is a hold up getting them and as soon as update received, and projectors arrive Richard will arrange a night test. Action Point – Richard Ryan**

**Richard received an email from Julia Robinson who, as well as the Marine Hall and Mount, is also responsible for Fleetwood Market. She stated that she will be in touch in August to discuss. At a meeting with Richard and the Secretary in April, Julia was going to speak to the engineers at Wyre Council regarding the pole mounts and festoons in the Marine Gardens. The committee agreed that August is too late as orders must be submitted and tested and there needs to be a discussion with Julia Robinson to push forward. Richard will email again and if unsuccessful then he will let the committee know and Cllr Stirzaker and Cllr Raynor will make a formal approach. Action Point – Richard Ryan**

**Problems with 2 columns. Richard has sent photos of the damage to Barry Stoddard. Column2 on North Albert Street and column 24 on Lord Street. The cable had been cut. A temporary fix was made last year but needs a permanent fix.**

**Streetlamp features – Costings were received and approved at an earlier meeting. Work starts on them next week.**

**1153.** Christmas Party - To discuss and confirm the venue (NEH) for the Christmas Party and to approve the deposit of £150 to be paid by the clerk to secure the booking.

To also discuss and decide on booking our own DJ.

**The secretary informed the committee that Steve Dale the Manager of the NEH has confirmed that we can have our own DJ.**

**The committee were advised by the Chair that Fiona English has spoken to Jim Powell he has valid public liability insurance and equipment PAT tested. It is thought that he will offer his services free of charge. To be confirmed. Action Point – Cllr Smith**

**The committee agreed the payment of a deposit of £150. The Clerk to send a BACS payment to the account and sort code already provided to the clerk by the secretary. Action Point –The Clerk**

**NEH require the final payment to be made the week before the event on the 10th of December. We should have that as our cut-off date to sell tickets so that final numbers can be given to the Manager to arrange catering. Ticket price to be charged at £25.**

**Balloons will need to be ordered and weights could be required. The photo frame seems to have gone missing so a new one needs to be ordered. To arrange posters and publicity and group bookings for tickets in September.**

**1154.** Update on Race Night booking – CEDO/Secretary

 **The CEDO received an email from Toni at Funracing.**

**“We are planning on just taking bookings from September, due to the whole entertainment industry being so restricted due to COVID,, we are not and cannot get any cover for insurance, therefore we need to follow strict government guidelines lines, but we will keep our eye on things and if they change we will change on taking bookings too”.**

**The committee agreed to defer to after the 21st of June.**

**1155**. Committee to decide on the number of characters for the Lantern Parade and the duration of the performances, and…

**1156.** … To discuss and decide on whether to use:

Initiate Theatre Ltd. Theatre, events and education company based in Preston 'deluxe costume' range,£250 for the first hour, and £100 for every subsequent hour, per performer. Grinch, Father Christmas and Frozen characters Olaf & Elsa, 'standard costume' characters for £75 for the first hour, and £50 for every subsequent hour per performer. Father Christmas, Mrs Christmas, Frozen, Cinderella, Beauty & the Beast, and elves.

**The committee agreed that Initiate Theatre were too expensive and to book mascots with Magical Mascots Lancs.**

£50 per mascot for 30 minutes, we have Christmas Minnie and Mickey, Olaf, elf and looking at getting a Grinch before Christmas.

If we could let them know how many mascots we would like and the time frame they would be able to give us a discounted price**.**

**Update from the Secretary: Magical Mascots Lancs.**

**They will charge £90 per hour for each mascot. 4 mascots for £250 for the hour**

**The committee decided that we will book Christmas Minnie and Mickey, Olaf and Grinch for 2 hours from 4.30pm for the Parade and concert. A new quote to be agreed with Magical Mascots and confirm if a deposit is required. Action Point – Secretary**

**Cllr Stirzaker advised the committee that Rory the Tiger is coming from Haven Cala Gran too and there may be more from there.**

**1157.** AOB

**The Secretary informed the committee that the Old Boys Band is booked for the Lantern Parade.**

**To establish with Rotary whether Santa (Robert Wright is CRB checked). To be deferred until next end of September.**

**Some shops have confirmed they will keep their collection buckets until end of July. The remainder of businesses to be approached.**

Items for discussion at the next meeting

Update regarding disclosing budget details to non -committee members

Update on application of road closures and insurance

Update from Richard Ryan regarding illuminations for the town centre, projections for Marine Gardens and the Mount Hill and response from Julia Robinson

Update regarding the two pillars

Update regarding availability of the Western Train Tram

Updates from Richard Ryan regarding costing of lighting up 3 trees and anchor opposite Fisherman’s Walk.

Update from St Marys & St Peters regarding lighting up trees in the church grounds.

To agree revised quote regarding mascots booked for the Lantern Parade.

To update the meeting regarding confirmation of booking the Christmas Party, deposit paid and booking our own DJ.

To update the meeting regarding Cllr Blair for her to be involved with this year’s video/photo shooting and the photos taken by her on the 2020.

To update committee regarding the Where is Elf competition.

**1158.** To consider and agree a date and time for next meeting.

**North Euston Hotel Meeting Room Monday 5th July 2021 at 7pm.**

**NB: This was cancelled and replaced with ‘Tuesday 6 July 2021 via Zoom at 7:00pm’. *Clerk***

**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 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.