



Fleetwood Town Council

Onward to a Better Future

THE MINUTES OF THE FLEETWOOD FESTIVE LIGHTS COMMITTEE MEETING HELD ON Monday 17 June 2024 at 6.00pm FTC Office 122 Poulton Road

1929 Opening of the meeting. The Chairperson opened the meeting and welcomed all in attendance.

Present: Chairperson Cllr Christine Smith, Secretary Julie Dalton, Cllr Jimilai Kuravakadua, Cllr Robbie Raynor, Shirleyanne Munroe Assistant to the Clerk, Guest Richard Ryan

1930 To receive apologies for absence. Cllr Cheryl Raynor, Cllr Mary Belshaw, Cllr Karen Nicholson, Dawn McCord, Clerk Irene Tonge, CEDO Lauren Harrison,

1931 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. Committee duly noted

1932 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.

1933 To consider and approve the minutes of the Festive Lights committee meetings of 14 May 2024 and for the chairman to sign them
Minutes approved and signed.

1934 To remind all members to take note of the standing guidance at appendix A below. Chairman
Committee duly noted.

1935 Accounting. Clerk

To consider and approve any invoices for payment: None



To note any donations received: A donation of £50 was received from Gill from Dollys Café. A donation of £50 was received from Cllr Jimilai Kuravakadua iro ticket reimbursement from cancelled Race Day

To note the updated Budget sheet – Not received due to the Clerk being on sick leave

1936 To update the meeting regarding issues with the invoices from City Illuminations. RR The issue has now been resolved. The committee owed Richard and there was a £200 discrepancy so it was agreed to pay Richard less and he would sort with City in future. The Clerk is dealing with monies to be paid. **Action Point - Clerk**

1937 To update the meeting regarding the removal of lamppost feature near the hospital. Richard confirmed that it has now gone, the issue had been that it was right by a tram stop so dangerous to park up to deal with it. Richard will talk to City regarding removing the feature out of hours.

1938 To update the meeting regarding the columns which are open to water ingress and damp, causing outages and to present the quotes. RR liaised with Dave at City regarding the state of some of them. Last year there were quite a lot of faults with breakers tripping at the bottom, some are different ages, some have new equipment in and some are obsolete. LCC would not pay for them, Barry Stoddard said that it's our responsibility for anything hanging on the lamppost. Plan A would be to produce a report, an example was given as to how this is carried out in Conwy Wales. There would be a list showing every column and its type, do an electrical test on every column, a reading of resistance issues, cables fraying and whether damp is getting in. A report is produced with listed issues with the column number. A charge of £40 per column would be incurred due to requiring a vehicle and two staff. We have about 43 columns which would cost over £1600. Plan B would be to action the six worst columns so less cost and make the reliability of the columns better. This option would mean that over time the other columns are degrading so a decision would have to be made as to whether to tackle all at one go with a 5 year guarantee of no trouble or do it piece - meal. Richard will send the example used by Conwy ie, a report with the date tested, nature of any faults found and recommendations. Richard will send this next week so we will have it in time for the next meeting to allow the committee to discuss the options. It was suggested asking Fleetwood Town Council for money to cover the cost as it is a maintenance of lamppost issue. **Action Point -Richard Ryan**

1939 To consider and approve any work/spend relating to the item 1937. All

Richard and Irene have been liaising regarding the £740 owed to EDF. Richard sent an email 11th June to a lady called Shona asking for details of why the bill is this amount but he has not had a reply yet. He will give it a couple more days and state that the committee need a response asap. **Action Point -Richard Ryan**

1940 To update the meeting regarding the details of the Christmas Features for 2024. Richard shared some designs to the committee to consider and whether we want to order some new features or keep what we had last year. The committee did say they liked the design features to be placed randomly so we don't get a bunch of the same design. Richard will send an email with everything discussed at the meeting together with a video of the designs to the clerk to distribute to the committee. A poll can be set up on our facebook group page to decide what features we want this year. **Action Point -Richard Ryan/All**



1941 To update the meeting regarding the survey. RR (see above)

1942 To consider and approve the purchase of a Snow Globe and to ask RR if he can obtain one at a reasonable price. Richard will advise the cost to buy and to rent and include the details in the email he is sending regarding the above items. A suggestion was that we get one in June before the prices go up the nearer to Christmas. The snow globe is inflatable and can be packed flat and stored in the garage.

Richard confirmed that both projectors are fine, he has been testing them occasionally and he will put extra cover over them and they will be put up in time for Remembrance Sunday.

1943 To update the meeting regarding Psychic Night to include Poster details, printing and advertising of the event and sale of tickets. At the time of the meeting 33 tickets have been sold. All committee members asked to repost the advert on their own facebook page stating: we have a few tickets left you can pay £10 you can pay on the door, first come, first served.

1944 To update the meeting regarding Elf Trail. Secretary advised that Cllr Nicholson suggested the following; “holding the elf trail in the park in the afternoon of the switch on. a small donation of 20p a person. Serving hot chocolate and biscuits for a small charge unless she can get some donated and for it to coincide with Santa travelling through the park for the switch on so the children can follow him. Maybe sell glow sticks too I think we’ll need a license for that Mum and I will do the hot choc in pavillion and then I’ll go to the marine hall as usual I’m helping with the bug hunt so will plan possible route for the trail and whether we have real elves or QRcodes to scan x Ian and Yvonne are away so we will need permission from Wyre to use the pavillion and a small budget for hot chocolate and permissions for use of land I think” Perhaps children could dress up as elves to follow the sleigh.

The committee rejected having the trail on switch on day as it would be too long a day and thought it would be better held the week before on Saturday 23rd November. The idea of selling glow-sticks was also rejected as it would be extra work for committee members that evening. A decision need to be made when all committee members present. Deferred until the next meeting. **Action Point- Cllr Nicholson**
Cllr Robbie Raynor advised that there had been a discussion regarding decorating the bandstand in the Park.

1945 To confirm the date of the Xmas Party at Parkside.

Football fixtures will be released on 26th June. Decision to hold the party on either 7th or 14th December can then be confirmed. Deferred until the next meeting. **Action Point- Cllr Mary Belshaw**

1946 To prepare and action plan. A timeline will be prepared this week with contacts, dates and roles of committee members **Action Point- CEDO/ Cllr Cheryl Raynor /Clerk Assistant Shirleyann Munro**

1947 To discuss further and decide if to hold children’s Halloween and Christmas Parties. (Item 1927 AOB from previous meeting refers). All



Update regarding approaches to Ferry Café and Dave Scrivener. Cllr Nicholson. It was suggested that we should concentrate more on family events rather than hosting adult fundraisers. As discussions are being held about Warrenhurst Road nothing can be decided yet regarding events. Deferred until the next meeting.

1948 To discuss further and decide if to purchase football cards to raise funds at events (Item 1927 AOB from previous meeting refers). Committee approved the decision to purchase football cards to raise funds.

1949 To consider and approve using template for future Minutes. There was a query regarding this item and needs an explanation. **Action Point -Clerk** It was discussed that perhaps Minutes should show designated actions assigned to committee members, numbered and using a traffic light system.

1950 To consider and approve for Inferno Entertainment, who are available, to do an on air radio broadcast as well as recording the event. They will need electric to connect at the Marine Gardens and to put gazebo up at the side of the steps. A lead can be run from the PA system and gazebo place by the steps so not obstructing the public view of the stage. The committee said we need to ask if Inferno Entertainment would be charging for the live radio broadcast. **N.B Update** The secretary advised the committee that following the meeting, it was confirmed that Inferno Entertainment is offering live radio broadcast free of charge for Switch On night.

1951 To consider and approve pyrotechnics at Switch On.

Last year when it was suggested it was too late to take it forward. Richard Ryan advised at the time that it would have to be stage managed so that no-one would be in the immediate vicinity. Cllr Nicholson would be at the Marine Gardens to stage manage the concert. An idea would be that as each competition finalist is called on to the stage the pyro will be set off. Richard advised that it would be done but a risk assessment and plan would have to be drawn up to confirm areas are safe and not safe. A further discussion is required when all members present. Deferred until the next meeting.

There will be 4 snow machines available for the concert finale.

AOB – members to note NO decisions can be made on items discussed.

Nothing declared

Items for the next Agenda

Update the meeting with feedback from Psychic Night

Update from Richard Ryan regarding EDF response iro. £740 owed on electricity bill

Update from Richard Ryan regarding example report of columns and the maintenance and whether to action Plan A or Plan B and whether to approach FTC to cover costs.

To update the meeting regarding the details of the Christmas Features for 2024 and the results of the poll by the committee members

To consider and approve the purchase or rental of a Snow Globe depending on prices supplied by Richard Ryan



- To consider and approve regarding Elf Trail taking place Saturday 23rd November and all details to be decided as to what form it will take
- To confirm the date of the Xmas Party at Parkside
- Update the meeting with action plan
- Update the meeting with fundraising events and plan for Warrenhurst Road
- To consider and approve using template for future Minutes
- To consider and approve pyrotechnics at Switch On together with risk assessment and stage plan

1952 To consider and approve the date for the next meeting.
Monday 15th July 6pm FTC Office 122 Poulton Road

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**.