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

**HELD ON Monday 17 July 2023 at 7.00pm**

**North Euston Hotel in the Residents Lounge**

**1744 Opening of the meeting.**

Chairperson Mary Stirzaker acted on behalf of Cllr Christine Smith and opened the meeting and welcomed all in attendance.

**Present:** Secretary Julie Dalton, Clerk Irene Tonge, CEDO Lauren Harrison, Cllrs Cheryl Raynor and Robbie Andrew Raynor, committee member Dawn McCord and guest Richard Ryan

**1745 To receive apologies for absence*.* The Chair Cllr Christine Smith, Cllr Karen Nicholson, Cllr Lorraine Beavers (no apology received)**

**1746 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.

**1747 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.

**1748 To consider and approve the minutes of the Festive Lights Committee Meeting of to consider and approve the minutes of the Festive Lights Committee Meeting of 20 June 2023 and for the Chairman to sign them.**

Minutes approved and signed.

**1749 The committee Chairman reminds all members to take note of the standing guidance at appendix A below. Chairman**

Committee duly noted.

**1750 Accounts: Clerk**

**To consider and approve the emails from RR dated 11 July, to include all quotes (forwarded 12 July via email).**

Committee were given copies of the emails and RR went through them (see 1751).

**1751 Updates from Richard Ryan:**

Update from Richard and Clerk re default invoice regarding 2 years unmetered supply:

The Clerk informed the committee that we have been referred to a debt collecting agency. They sent it back to NPower. The Clerk told them that we are not paying as it is still under the wrong address. They have sent two new invoices; the clerk queried the length of time quoted which has increased from 40 days to more than 50 days. Also, queried the cost. They reduced by £382 but no explanation received. Total charges excluding VAT is £971.00. The Clerk has written back asking why it went to the wrong address, why has it taken 2 years to sort out and why the consumption has increased this year. The lights are usually on 45 days. For comparison in 2020 the cost was £510.76, daily usage 51.36 kilowatts, 22.1p per kilowatts. We need the number of days and consumption clarifying before we make any payment. The committee agreed this course of action. **Action Point – The Clerk**

Richard Ryan advised emailed last week for an update stating that they still hadn’t answered questions. At least now the correspondence is going to the correct address and some monies refunded.

Richard has asked for the date that the agreement took place, 3 transactions actions predating 2020 and explanation of tariffs and charges for comparison and why it went to the wrong address. To date he has not had a response. Richard has emailed again tonight. He advised the committee that Cleveleys got Wyre Council to pay UMS on their tariff. It was suggested contacting Wyre Council asking what their tariff is and if less, ask why we are being charged higher rate. **Action Point – The Clerk**

Update on power supply to light trees in the Marine Gardens

Richard advised that there is no power supply nearby so it is unlikely we can light trees in the Marine Gardens. The festoons and icicles have been checked and stored. Richard is making a switch at no charge to the committee. The Mount projectors with GOBOS for Valentines’ Day, Remembrance Day poppies, Christmas and New Year will be used for a total of 5 years.

Update on quotes for lighting Fisherman’s Walk trees and Pocket Park

Stage 1 – Remove existing electrical feeds and lights per each tree

Stage 2 – Replace trees with all new feeds and transformer(s)

Stage 3 – Replace all led lights in draped style

Fisherman’s Walk Station Side

To supply and install LED highest quality mini bulbs, 24v for safety on rubber cable to improve longevity. The lights can either be cool white static or cool white with subtle animation where every 10th lamp flashes, prices for both options are detailed below:

700 led lamps per tree, draped to match the other dressed trees, lights to be switched from existing columns with control gear already in situ.

4 No. Trees with 700 static lamps @ £1017 each plus vat

As above but animated lamps @ £1172 each plus vat

1 No. Larger Tree with 1000 static lamps @ £1293 each plus vat

As above but with animated lamps @ £1513 each plus vat

Opposite Side – Grassed Area – Roadside (Work to be completed out of hours)

5 No. Trees with 700 lamps, lights to be installed when very dry ground conditions @ £1128 each plus vat

As above but with animated lamps @ £1281 each plus vat

5 No. Trees with 700 lamps (work to be completed out of hours) @ £1128 each plus vat

As above but with animated lamps @ £1281 each plus vat

Payment terms are 30 days from date of invoice.

All prices are plus vat at the standard rate

The committee need to decide on flashing or non flashing

Richard is trying to contact Barry Stoddard regarding the state of the inside of some of the columns at Fisherman’s Walk. The committee didn’t think the cost to maintain these columns should come out of the Festive Lights budget and should be met by LCC. **Action Point – Richard Ryan**

**FLEETWOOD CHRISTMAS LIGHTS: MAIN FEATURES LORD ST /NORTH ALBERT STREET COSTING SHEET 2023**

**SCHEME: 43 COLUMN FEATURES, MULTIPLE TREES, PLUS FLOODS ON BOTH CLOCK TOWERS**

**Please find below costs for delivery of agreed items as per scheme list and extras.**

**THE SCHEME**

**1. Rental of features\* 39 off at £142/feature = £5538 / year.**

**2. 04 off at £126/feature = £504 / year Total = £ 6,042**

**3. Annual installation AND Jan removal of 43 pole mounted features = £ 4956 / year.**

**4. Infrastructure testing on all columns @£12/ column x 43 columns = £ 516 / year.**

**5. Replacement (full) of any faulty column supply (includes new socket/supply) = £271/**

**column.**

**6. Storage of all features annually = £480**

**7. South clock tower installation/removal/testing = £126**

**8. North clock tower as South but double head = £147**

**9. Weekly inspection £48/week while lit**

**10. Unlimited Call outs 24/7 during duration of display £194**

**11. “Switch on night” switching £483 (this is to make sure all items are switched on and illuminated fully on the night and is not part of a ceremony as such- a 12m MEWP and team will be present to ensure full operation)**

**12. Reconnection and safety inspection of the three major trees ( two Churches plus tree near South Clock tower) installed as new last year £160**

**13. Reinstallation of the smaller ten roadside trees newly installed last year (Note: the product/strings were new last year so this cost is simply a reinstallation/reconnection/removal cost, last years’ strings are still good to use) £ 500 (for the ten). ( Lights left in-situ this season to reduce your costs, was £1300 last year as fully reinstalled)**

**14. Fisherman’s walk NEW THIS SEASON- see above**

**NOTES**

**1) Number 11 depends on what you decide to do at Switch on, we can discuss.**

**2) Regrettably, costs have risen slightly based on 2022 (by 5%) but these increases here are well BELOW current and predicted national inflation rates and we have UPGRADED your features to larger more dynamic versions- see attached document and refer to previous presentation as shown to the group.**

**(\* 39 larger and upgraded features - the 4 smaller ones are for Poulton Street which has smaller columns.)**

The Clerk will advise on what is in the budget so that an informed decision can be made by email. We may consider increasing the Precept because the lights are purchased for 3 years so that leaves 2 years we are not paying out for them so precept can be reduced for those years. **Action Point – The Clerk**

The Secretary informed the committee that she is donating £130 towards Festive Lights funds received from researching family trees. Payment will be by BACS. **Action Point – Secretary**

**1752 Updates from Angelica and Phillip re the display project and actions from minutes:**

* **Feedback from discussion with Civic Society**
* **Media Coverage**

The CEDO has been asked to contact Granada to discuss the project with them and are waiting for a date from Wyre Council to discuss. Defer to next meeting. **Action Point – CEDO/Phillip**

Richard informed the committee that he had met with Phil and is happy to work with him on the project. The idea of putting balls on the floor at the Mount was discounted due to potential of vandalism. Phil would like to light up the Lighthouses. The Wyre Light was discounted due to being at a precarious angle and if any weight attached it would fall into the sea. He will be in touch with Keely at Wyre Council and provide an update regarding lighting up the other lighthouses. **Action Point – Phillip**

**1753 To update the meeting re the cancellation of Race Night. CEDO/Secretary**

The Race Night was cancelled because no date could be arranged. Booked for next year at the Bowing Club Saturday 18th May 2024

**1754 To update the meeting re the menu from Parkside and to give final approval for the poster; to discuss and agree distribution of posters around the town and businesses.**

The committee approved the poster. The Fleetwood Town Council crest to be added and agreed by email. 50 posters to be printed**. Action Point – CEDO**

Distribution to businesses in the town in September. Advertise on social media. **Action Point – Secretary/ Cllr Stirzaker**

**1755 To confirm if hamper boxes for raffle prizes are required and if so, confirm sizes and**

**numbers required.**

Deferred, until raffle prizes obtained. Source raffle prizes from Affinity . Date in August to be confirmed**. Action Point – Secretary/ Cllr Stirzaker**

**1756 To consider and approve if Jars of Joy workshops are required.**

**The committee had a discussion about sustainability and whether paper lanterns would be better. It was decided not to go ahead with workshops or offer £25 to schools for making lanterns due to budget constraints, sustainability and lack of fundraising events this year.**

**When letters go out to schools in September to invite them to enter the Where is Elf competition and details of Lantern Parade and Switch on, we could invite them to take part in a best homemade lantern competition to win a sweetie explosion. A template of a paper lantern will be included with the paragraph *“Don’t despair if you have not won a sweetie explosion. You have the chance to win one if your homemade paper lantern is picked out as the best on the night of the Lantern Parade”***

**A suggestion was made to have a paper making lantern workshop at the park with a bucket for donations of 50p. On the night of the Parade bring your home made paper lanterns with tee lights in jar lid to the judging station and the chosen winner will receive a sweetie explosion from the Chairman of Fleetwood Town Council.**

**It was also suggested to ask for donations of 500 18-inch garden canes from the garden centre to attach to the lanterns so that they are visible in the Parade**

**1757 AOB**

* Approach to be made to Regenda and Haven and HTI Toys for a donation**. Action Point – Cllr Raynor/Cllr Stirzaker**
* Brooks Cycles no longer operating so there will be no bicycle to offer as a raffle prize at the Christmas party.
* Magical Mascots are selling their business but all bookings will be honoured.
* Grand Quiz Night poster to be updated with details Thursday 28th September NEH and advertised on social media. **Action Point - CEDO.**
* Cllr Raynor/Cllr Stirzaker invited the committee to a joint birthday celebration at Wetherspoons on Thursday 20th July at 6pm for food, anytime for just drinks.

**1758 Items for next Agenda**

* Update from Richard and Clerk re default invoice regarding 2 years unmetered supply
* Updates from Angelica and Phillip re the display project and actions from minutes
* Update on printing and distribution of posters for Christmas Party
* Update on Quiz Night raffle prizes from committee members
* Discussion and decision re paper lantern competition
* Update on visit to Affinity and businesses to obtain raffle prizes and donations of canes for lanterns
* Cllr Stirzaker has requested funding for materials required to make a cardboard sleigh for Mrs Claus at the Switch On.
* Approve letters to schools re. Lantern Parade and Switch-on and the Where is Elf competition

**1759 Date and Time of next meeting.**

Monday 21st August 7pm Residents Lounge NEH

**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.**