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

**HELD ON Tuesday 20 June 2023 at 7.00pm**

**North Euston Hotel in the Vantini Room**

**1728 Opening of the meeting.**

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

**Present:** Chairperson Christine Smith, Secretary Julie Dalton, Clerk Irene Tonge, Mary Stirzaker, Robbie Andrew Raynor. Karen Nicholson, Dawn McCord, Lorraine Beavers, Guests Richard Ryan, Angelica and Phillip

**1729 To receive apologies for absence*.***

CEDO Lauren Harrison, Cheryl Raynor, Andy Craig a new member to be invited to the next meeting

**1730 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.

**1731 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.

**1732 To consider and approve the minutes of the Festive Lights Committee Meeting of 24 May 2023.** Minutes approved and signed.

**1733 The committee Chairman reminds all members to take note of the standing guidance at appendix A below. Chairman**

Committee duly noted.

**1734 To invite discussion from Angelica Vanesse regarding a project she is involved in for lighting display in the Euston Gardens and to consider and approve any decisions. *All***

Angelica, the Arts Engagement Co-ordinator and Phillip, Creative Producer for this commission project.

Phillip advised the committee that they had looked at the area from the North Euston Hotel to the Museum, focusing on the two lighthouses and how to light them. As they are both protected, it would need to be discussed with Margaret Daniels of the Civic Society. **Action Point – Angelica Vanasse**

Another idea put forward was perhaps creating a trail to the Marine Hall, maybe drone videos could feature along that area. The committee liked that idea. Angelica showed a cascade of stars which the committee thought would look great as a link to the lighthouses and to place it in the Euston Gardens because the Parade passes there and will be seen by all taking part. Another location looked at was the back of the Mount, lighting up the trees in red. The committee decided against that as it would not be seen unless you were going into the garden. It was suggested putting something on the Mount hill which would be seen from the Marine Gardens when the child presses the switch to light up the features there. This could be together with our festive gobos. The committee was happy with that idea. Any display needs to be at a greater height and vandal proof. Display for a couple of nights from the Switch On night 25th November. Angelica informed the committee that any of the ideas approved by the committee would be funded through their project. If all the above suggestions are approved the committee would like to have media coverage of the event such as Granada Tonight and the BBC Northwest. **Action Point - Phillip**

**1735 Accounts:**

**To note the updated budget sheet.**

The clerk confirmed there was no change since last month.

**1736 Updates from Richard Ryan:**

* **Update from Richard re default invoice regarding 2 years unmetered supply.**

Richard had received an email this morning and he was informed that we do have a contract but they won’t deal with him because the person they have been dealing with is the Clerk. The Clerk explained that it was originally with Eon, it was moved over to Npower but Eon failed to inform us. The Clerk contacted EOn to inform them that she did not have an invoice from them for 2021/2022. They then sent an invoice showing 0.00’s and the Clerk had been chasing this up with them for 12 months only to then receive a bill from Npower, which has doubled in price. This was queried but with no response. A letter was received from Knapton Parish Council with the demand that they had been getting on behalf of us with the address they had was 63 Bold Street Fleetwood. That address was of the original founder of Fleetwood Festive Lights 20 years ago so they had both the addresses wrong and those at Knapton. Richard will forward the email to the Clerk to confirm that he is authorised to deal with this issue on our behalf. He will try and fight it and will say that £2600 sounds a lot, and maybe say we will go the Ombudsman which may settle the issue. **Action Point – Richard Ryan/Clerk.**

* **Projector to be brought from the Town Council office for Richard Ryan’s video presentation of pyrotechnics for the outside stage. 3rd snow machine and podium.**

Richard confirmed we will have another snow machine. He will make us a podium and he will store it. There will be no fireworks but a pyro that will go off at switch on time. For safety reasons the stage will have to be managed to keep everyone where they need to be. It was mentioned that if Marine Hall management do not provide a tree, Richard could put a light up tree on a pole covered in anti vandal paint. He will send ideas to the committee and Julia Robinson via email to consider for the next meeting. **Action Point – Richard Ryan.**

* **Update on power supply to light trees in the Marine Gardens and if so, quote required.**
* **To consider provision of a contract for the next 3 years for lighting up Fleetwood and to include responsibility for lighting and ongoing maintenance at Fisherman’s Walk.**
* **Update on quotes for lighting Fisherman’s Walk trees and Pocket Park**

The lights on the trees at Fisherman’s Walk provided by Blackpool Illuminations have lasted 7 years and need to be replaced. Richard will be happy to take on the contract for the Fisherman’s Walk trees if we can afford it, which will be to remove lights from trees, replace with same lights used in other trees like the Pocket Park and church yards i.e., cool white so that all lit up trees will look the same. In January it will be unplugged, put back in the tree which has been approved by LCC. It will be a 3-year warranty. He will send to the Clerk on Monday and this will be distributed to the committee to make a decision on whether to accept the costings. **Action Point – Richard Ryan**

Richard showed a video of the lamppost features. All have been increased in size, enhanced with new neon and extra strobes, the price will not be affected. The Clerk asked for details to be sent to her for contract purposes. **Action Point – Richard Ryan/Clerk.**

The Mount Pavilion will be lit up with icicles as last year.

GOBOs for all events as last year with a view to changing them every couple of years.

Trees in the churchyard as last year.

The projectors, including the one that is stuck is being done.

Richard showed the committee the state of the mains in the columns in the trees which are fairly dangerous. The new ones are a smaller unit RCBO which is a breaker and protects. As the committee felt that this should not have to be paid for from Festive lights funds, Richard said that all they are required to provide are street lamps that work and Barry may say that he is letting us use the columns for a festive purpose. Richard will do an audit of those that are really bad and speak to Barry Stoddard at LCC as they own the columns, asking if he will be willing to at least meet some of the costings. We might be looking at a 5% increase due to inflation. He will send us the details on Monday**. Action Point – Richard Ryan**

Richard said he is happy to work with Phil on the project discussed this evening, Richard had employed him at Blackpool.

**1737 To update the meeting re the cancellation and re-booking of A Day at the Races, catering and raffle prizes.**

Some members of the committee will be unavailable for the 5th August (the date suggested at the last meeting) it was decided to try for Saturday 12th August. CEDO will need to confirm that the Bowling Club is available, if so, book Race Organiser. Ask Food for Thought if they will do a picnic box , not to include water but perhaps a glass of Prosecco for about 50 people at £5 a head.

If all above agreed, the original poster from 2019 needs to be tweaked with date, time 2pm -6pm, catering information, ticket price, contact phone number and email address for tickets. Total price will be £10. It was mentioned about the website Event Rite to sell tickets for our fundraisers. It is free site but not everyone has internet to access it. To purchase tickets, people would have to give their name and phone number to the CEDO, and we place a list on the door. Payment in full or pay on the door **Action Point - CEDO**

The Clerk has asked for a copy of the 2019 Race Poster to be sent to her. **Action Point – Secretary**

**NB. The Chairman of FTC and the CEDO are unavailable for 12th August. A suitable date needs to be agreed and then checked with the Bowling Club and Race Organisers for availability.**

**1738 To update the meeting re the menu from Parkside and to reconsider and approve if Xmas Party is to go ahead this year.**

Defer to the next meeting when football fixtures have been published. **Action Point – Mary Stirzaker**

**1739 To update the meeting re the hamper boxes. *Clerk***

Defer until decision to go ahead with the party is confirmed.

**1740 To update on Booming Bingo as a festive fundraiser.**

The CEDO sent an email with links to Booming Bingo events to the committee, no prices were shown and some committee members were unable to click on the link. We can maybe look at this for next year.

**1741 AOB**

Nothing declared.

**1742 Items for the next Agenda**

* Updates from Angelica & Phillip regarding lighting up the town project.
* Update from Richard re default invoice regarding 2 years unmetered supply costs.
* Committee to discuss ideas re light up tree on a pole covered in anti vandal paint.
* Decision on costings to remove lights from trees at Fisherman’s Walk and replace with new ones.
* Decision on costings of new units in the columns at Fisherman’s Walk
* Update on the booking of A Day at the Races and date agreed for the event.
* Update the meeting re the menu from Parkside and to reconsider and approve if Xmas Party is to go ahead this year.
* Update re the hamper boxes

**1743 Date and Time of next meeting.**

Monday 17th July 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.**