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

**HELD ON Monday 8 January 2024 at 7.00pm FTC Office 122 Poulton Road**

**1840 Opening of the meeting. The Chairperson opened the meeting and welcomed all in attendance.**

**Present: Chairperson Cllr Christine Smith, Secretary Julie Dalton, Cllr Cheryl Raynor, Cllr Mary Belshaw, Cllr Karen Nicholson, Cllr Robbie Raynor, Clerk Irene Tonge**

**Guest Richard Ryan**

**1841 To receive apologies for absence. Cllr Andrew Crai*g,* Jason Belshaw, Dawn McCord, CEDO Lauren Harrison**

**Cllr Lorraine Beavers has resigned to pursue other interests. The committee would like to thank her for her time and dedication serving on the committee and wish her well for the future. She will be very much missed**

**1842 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.**

**1843 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.**

**1844 To consider and approve the minutes of the Festive Lights committee meetings of 20 November**

**2023 and for the chairman to sign them**

**Minutes approved and signed.**

**1845 To remind all members to take note of the standing guidance at appendix A below. Chairman**

**Committee duly noted.**

**1846 Accounts**

** To consider and approve the Invoice from City Illuminations for £28,957.50, which includes VAT of £4826.25.**

**Committee approved the invoice.**

**1847 To receive an update from Richard Ryan and for committee members to engage in discussions around what went well / not so well, and any changes/improvements required for 2024.**

**Richard informed the committee that it has been a difficult year. One lamppost feature is still on, he explained that it is wired to the column, the only way to turn it off is to turn the street lamp off. It is on a corner so health and safety would be an issue. It will go off when unplugged and taken away.**

**Richard has had to come into town many times to turn breakers back on. They stay on and then trip again. This is due to water ingress. He demonstrated how this happens. The circuits are supposed to be separate, the one by the hospital is staying on. This is wired to feed off the street light column so if it’s disabled it will switch off the street lamp.**

**There are 8 different types of columns all gone in over different years and some are getting really old. Some bypass the timer and switch back off and come on at differing times. Some features are past their usable date. The committee advised that the infrastructure was installed in 2016 by Blachere. Richard explained that some breakers are older than 7 years so It would appear that Blachere put in old some old fittings. The committee have asked how much it would cost to put this right but it should not have to come out of the Festive Lights budget. LCC have said it’s a private circuit and they are allowing us to tap on to it. Richard advised that a report needs to be compiled of each column to determine age and when installed. A search of the records from Blachere is required to also confirm what was paid out and done at the time. One fixture had cable damage which LCC has fixed. 3 quotes to be obtained to replace those needed. One from City and two others that Richard will advise. We need at least a 3 year warranty. Richard suggested having a controlled phasing of when each column was done. He said that if they are still tripping in the ones just done, something is clearly wrong. We can approach Blachere for redress but it was considered likely there could have been a time limit for any complaint. Action Point- Clerk/Richard Ryan**

**Regarding the trees at Fisherman’s Walk, Richard stated that the ones on the left hand side**

 **are perfect, the one on the left hand side have been on and off. Dave from City has been 3 times, to them and looks like the light have been placed too low on the trees and they need to put up higher. They will be looked at in the summer, moved up and put all around the trees.**

 **It also appears a wire has been snipped . The tree at St Marys Church which has been off is out of warranty and is a failure of the set. Richard said he would stand the cost of the repair. The committee thanked him for this kind gesture.**

**Richard will provide a written report which could take at least a month to compile. Action Point Richard Ryan**

**The GOBOS on the Mount have not been on this year. Richard will find out the reason when he takes them down. The faulty one from last year was repaired in the summer at no cost to us. They are technically out of warranty but should last longer. On inspection of the base of the column it appeared to have been messed with. Richard fixed it on second inspection it had tripped and not working despite having a 16 amp fuse. He asked one of the team to go up to check if water was getting in the 3 units at the top. He said the right hand projector was blowing. They are IP projectors and should be weather resistant. Richard will make a cover for them and cowling for protection and we will not be billed for them. It is unlikely it will be ready to install for Valentines Day. They only have a 1 year warranty and the committee confirmed that they still want them. Richard knows someone in Poulton who is an expert so he will contact him. Richard apologised to the committee for the failures and will do everything he can to put things right. Action Point -Richard Ryan**

**Regarding Switch On night, the committee thanked Richard for the podium he made for the event. He has it stored in a lockup garage. Also, there were 4 snow machines this year. Two were used on the night and were very popular addition to the event. For 2024 Jason will put the other two on the roof.**

**The Clerk stated that the invoice is approved and in view of Richard’s findings, any redress will be taken into account next year.**

**1848 To receive and discuss feedback from all, regarding:**

** Switch-on Night**

**There was positive feedback regarding the event on social media**

**New first aid kits are required for committee members with first aid experience. They will be numbered and signed for and kept by that person until they leave. They will contain a list of the items inside and anything missing should be reported to the Clerk.**

**Walkie talkies are to be issued to committee members at the event.**

**The secretary informed the committee that there was an issue with the Lantern Parade positions. A list had been drawn up with OBB being at position 4 behind Beach Wheelchairs. The OBB were not happy but were told it was due to Health & Safety. The Royalettes were in position 8 so that their music would not clash with OBB. On the night they said they wanted to be behind the OBB as they did not have their own music.**

**The committee agreed that these issues should not be brought up on the event night and perhaps not to have the Royalettes enter in the Lantern Parade again.**

**The Where is Elf competition raised £209.30 last year.**

**NB. Larkholme School only put it in their newsletter and did not send out the sheets. Also, as mentioned at the last meeting, our competition clashed with Children in Need and so probably had a bearing on the low amounts collected.**

**A suggestion was put forward for the schools to be approached at a School Heads meeting to nominate the most deserving child to travel on the tram with their family and to be in with a chance to be picked by Santa on Switch on night to switch on the tree lights in the Marine Gardens. The Heads to be giving details of the meeting point for the tram and the Marine Hall and the person to meet at the tram and their emergency contact if unable to attend on the night. A contingency plan to be in place if the Chaperone is not available on the night**

**The CEDO requires a list two weeks before of tram passengers.**

**Police Cadets require 8 weeks’notice**

**The Clerk, CEDO and Festive Lights Chairman need to have emergency numbers of GBLec, Richard Ryan, Blackpool Transport. Action Point - CEDO**

 **There was an issue on the night with the tram at Fisherman’s Walk which is the turning point for the regular tram. The illuminated tram had to be moved down to outside Paccinos Restaurant to allow the regular tram to make their turn to go back to Blackpool. Also it is dangerous with the public congregating there. The meeting point for tram passengers should be at Paccinos this to be advised to all going on the illuminated tram.**

**A list to be drawn up of who is responsible for things like ensuring the tree is switched on at Fisherman’s Walk, Richard has the switch, organising those at the Marine Hall.**

**An Action Plan at the beginning of the year with dates of when action points need to be taken and by whom. Action Point -CEDO**

**The winners of the competition should be lined up at the end of the concert for a photo. A suggestion was made to hire a Snow Globe it could be used for the competition winners as a photo opportunity. Cllr Bllair is to be approached to act as official photographer as soon as a date has been confirmed. Action Point -CEDO**

**It was suggested doing an elf trail and pick a winner from them. The children fill in a form charge 50p to take part. It could be held in the Park and sell drinks from the Pavilion, it could involve the whole family. Secretary could be the final elf to find. More information required to discuss at the next meeting. Action Point - Cllr Nicholson**

** Xmas Party and to consider and approve any immediate changes/lessons learned for the 2024 event.**

**All committee members who attended were very happy with the catering at Parkside. The food and the service could not be faulted.**

**Not all balloons were sold at the beginning of the night. There were prizes left after balloons were popped which did prompt people to buy more balloons.**

**The tables did not work too well as some groups were split up. A table plan is required so that groups can sit together.**

**One group had left it to the last minute to advise of dietary requirements at the last minute. It should be up to the individual to take responsibility of informing Parkside at least a week before the event.**

**Party props should be taken to the Party**

**A cut off date the week before for ticket sales and raffle prizes**

**1849 To consider and approve 2024 switch-on date and to book.**

**We have a pencilled in date of 16th November which the committee agreed it was too early. The Secretary contacted Julia Robinson last week asking if she has booked a date for the Festive weekend which we are usually included in. Our preferred dates would be 23rd or 30th November. There has been no response received to date. We are unable to book the trarm, Rotary or Dave Scrivener until we have a confirmed date. Cllr Belshaw texted Julia during the meeting and she responded that she has a meeting with Marianne this week and she will email with options in February.**

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**1850 To consider and approve 2024 Xmas Party date and discuss venues.**

 **The committee approved Parkside as the venue for 2024 and if fixtures will allow, pencilling us in for either Saturday 7th or 14th December and to agree a price. The maximum price we can consider is £30. Action Point - Cllr Belshaw.**

 **Poster from last year with revised date and price is to be prepared and to be ready for printing by the end of June. Action Point - CEDO**

**Dave Scrivener to be contacted to ask him for a quote to DJ the Christmas Party Action Point - Cllr Belshaw**

**Cllr Stirzaker asked all committee members to put a favourable comment on Parkside Suites Facebook page. An official letter of thanks is to be sent to Parkside. Action Point- Clerk**

**1851 To consider and approve DJ’s and performers for the above events.**

**Dave Scrivener will be contacted to ask for a quote to DJ the Christmas Party Action Point - Cllr Belshaw**

**The committee were not happy with the Juggling elves or the Magical Mascots which we paid lot of money for and will not be booked again. We need to look at other entertainers for the Parade Action Point- CEDO**

**Performers to be considered for the concert were suggested. Lucas Williams as he was brilliant last year.**

**Archie Scrivener (Dave’s son) keyboard player and singer.**

**Florence Harrison 12 year old pupil from Rossall School to sing**

**It is thought that having youngsters perform will attract a larger audience and promote their talent. Salvation Army was suggested but rejected due to cost.**

**Shakespeare School Choir to be contacted as they were unable to perform last year due to a music festival but have asked to be contacted as soon as we have a date for the switch on. Action Point - Secretary**

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**1852 To consider and approve if to use the Western Train Tram for Switch-on Night, and book.**

**The dates 23rd & November to be pencilled in pending confirmation from Julia Robinson Action Point- CEDO**

**1853 To consider and approve fundraiser events for 2024 and also applying for grants.**

**Afternoon at the Races at the Bowling Club Saturday 13th or 20th April. Using last years’ poster with revised date Deposit has already been paid, held over from last year. It was suggested having Fish & Chips and mushy peas appx. £5.50 from Ferry Cafe and a bottle of Prossecco for each table. Action Point- CEDO/ Cllr Nicholson. Ticket price £10. Raffle prices to be sourced.**

**Tram Sunday 21st July using the Human Bandit.**

**Quiz Night Thursday 26th September Martin Crane Quizmaster to be contacted to check if he is available. Action Point-Secretary**

**Cllr Raynor is arranging a meeting with Helen Bowler at the Marine Hall who has ideas for our fundraising such as Halloween Party and family Christmas Party Action Point –Cllr Raynor**

**1854 To consider and approve the Go Funding page and make any suggestions to promote this.**

**The committee need to promote this as early as possible. The Clerk had looked into how other councils promoted their go funding page. One way of doing this would be to resurrect the newsletter with an update every month.**

**TikTok was mentioned perhaps asking our previous performers to say what a good time they had at switch on but more money is required to host these events.**

**1855 To consider and approve the next steps to be taken for recruiting more committee members.**

**Chairman has a relative who might come on the committee. Cllr.Jimilai Kuruvakadua** **might also join. It was suggested getting youngsters to form a Youth Festive Lights Committee**

**1856 AOB Nothing was declared.**

**Items for the next Agenda**

**Updates from Richard re Fisherman’s Walk trees, lamppost features and GOBOS**

**Update from the Clerk re contracted payments to Blachere and work undertaken in 2016**

 **Update on Action Plan for 2024**

**Discussion and decision regarding Schools nominating a most deserving child to travel on the illuminated tram**

**Update regarding Elf trail**

**Update from Julia Robinson confirming date for Switch On Concert**

**Update from Parkside regarding potential date and price of the Christmas Party**

**Update on potential booking DJ for Switch On and Xmas Party**

**Update on booking Shakespeare School Choir**

**Update on booking Western Train tram**

**Update on booking Bowling Club and Race Organiser for Day at the Races**

**Update on booking Quiz Night**

**Update on Halloween & family Christmas party**

**Update on booking performers for Lantern Parade & concert**

 **Update on Go Funding**

**1857 To consider and approve the date for the next meeting.**

**Monday 12th February 7pm downstairs Town Council Office**

**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.**

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