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

**HELD ON Monday 1st August 2022 at 7.00pm**

**North Euston Hotel in the Residents Lounge**

**1523 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, Fiona English, Lorraine Beavers, CEDO Lauren Harrison, Cheryl Raynor, Karen Nicholson, Dawn McCord, Mary Stirzaker and

Guest Richard Ryan.

**1524 To receive apologies for absence*.***

Apologies received for Amanda Slater and Simon Slater.

**1525 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.

**1526 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.

**1527 To consider and approve the minutes of the Festive Lights Committee Meeting of the 27th June 2022.**

Minutes approved and signed.

**1528 The committee Chairman reminds all members to take note of the standing guidance at appendix A below. Chairman**

Committee duly noted.

**1529 To note the updated budget sheet handed out by the Clerk.**

Committee duly noted - the balance is £24,177.31.

**1530 To update on quotes for projector and gauze for window competition deferred from last meeting.** Richard advised that Cat Smith’s window would not work because of a security barrier being in the way. An alternative might be a church window.

The secretary asked whether this project should be abandoned and gave several reasons:

The schools oversee the ‘Where is Elf’ competition for us and, at this busy time of year for them organising Christmas plays etc., they probably would not have time or want to organise a window competition as well.

There would be costs incurred purchasing a projector and gauze.

A suitable large window for use of the project would be difficult to find.

There would be no income generated for our funds.

The committee voted unanimously to abandon the project.

Richard advised that the festoons have been taken down and are with him, he will test that they are okay. The snowflakes on the Marine Hall building will in future be placed at a higher level with the festoons out of reach of potential vandalism.

**1531 To update on insurance requirements for having a projector in Cat Smith’s office need to be confirmed.** This is no longer required (see 1530) Cost should be the same as last year.

The committee voted in favour of this action.

**Update on column testing:**

Richard asked for a copy of a letter stating that testing had to be done. The clerk advised that the first mention was via guidance in 2021 from Barry Stoddard at LCC. And £55 per lamp post test was quoted at the time.

Richard spoke to 3 companies, one being Altitude Services which is used by LCC and they can do it for between £20/£22. LCC would be fine with Altitude Services carrying out these tests.

The committee advised that as well as the 43 lampposts in the town centre used for holding Christmas features, Warrenhurst Road and some on Park Avenue would be used for decorating with poppies for Remembrance Day.

Richard requires a map of that area showing the lampposts so that costs can be determined and whether it will come out of Town Council Budget. **Action Point – Cheryl Raynor**

There was dispute as to how many years for testing of lampposts. Confirmation is required as to whether it’s 3years or 18months**. Action Point – Richard Ryan**

**1532 To update on quote for new LEDs in the Pocket Park, new Christmas features and charges for lampposts. Also, to confirm if the festoons have been collected from Marine Hall and where they are being stored. Deferred from the last meeting.**

Email from Richard Ryan advised that there are now 8 trees large enough rather than 7 in the park to warrant lighting up which would need more lights to enhance the appearance if the committee agreed

The quote of £5752.00 is to;

Remove existing wiring and replace with new on catenary cables 1@ £280.00 £280.00

Install Tree with transformer and 7 sets of static cool white mini bulbs 4 @ £768.00 £3,072.00

Tree as above but no transformer fed from an adjacent trees transformer 4 @ £600.00 £2,400.00

£5,752.00. If we opt for twinkling lights there would be an additional cost of £330.00

Total = **£6082.00** with a 3-year warranty.

Lights to remain in situ all year round and permanent installation spec.

Following a query regarding a transformer for 4 trees, Richard explained that a transformer can feed to 2 trees.

The committee agreed to opt for twinkling lights and that he Richard can go ahead with ordering**.**

**Action Point – Richard Ryan**

An email confirming the quote would be sent to the committee**. Action Point - Clerk**

Richard sent an email with new Christmas features with either strobe lighting or animation. The committee agreed that Richard could choose the features in a mixture of colours.

Richard advised that he is still waiting on price for Marine Hall projector. **Action Point – Richard Ryan**

**1533 To update on the booking of Turkey & Tinsel Party Friday 18th November at NEH and whether Steve Dale has been told about decorating the room and if he will do table plans, deferred from the last meeting.**

The CEDO advised that she had spoken to Steve Dale, he said that the Ballroom would already be decorated for Christmas parties in November. An outside company is used for table plans at a charge of £50.

It was mentioned that we need an area to display raffle prizes and the suggestion was that it would be where the bar is situated in the Ballroom. It can be determined when we know how many tables would be required.

The poster used last year to advertise the event (which was cancelled) will be tweaked and used again as the master is held by Panther Press. Tickets will also need printing and tweaked accordingly. A non-refundable deposit of £10 will be payable on booking and the balance of £15 payable two weeks before by Friday 4th November so that catering can be ordered.  **Action Point – CEDO**

**1534 To update the meeting re the interested party for a tree banner which was deferred from the last meeting.**

Cllr Stirzaker advised that she had not had an opportunity to follow up. Other businesses will be approached for sponsorship and banners**. Action Point – Mary Stirzaker**

**1535 To update on the meeting at the Marine Hall re the foyer being opened for the performers and if hot drinks will be provided , deferred from the last meeting.**

The CEDO advised that the Heritage Bus is booked for switch on night lantern parade Friday 25th November. Julia Robinson confirmed that the foyer of the Marine Hall can be opened for hot drinks and it will be addressed nearer the time.

**1536 To retrospectively approve the invoice for the Festive Lights T shirts. 6@ £14.50. Total £87.00**

The committee approved payment of invoice**.**

**1537 To update on amount raised on the Human Balls Bandit at Tram Sunday funday.**

Total monies £384.10 minus outlay for sweetie explosions & lollies ( £238) total raised £146.10. The jars of lollies were £14.

The committee were disappointed in the amount and thought that too much was being paid out for prizes. The committee could donate bottles for the stall and also purchase just 10 sweetie explosions and then cheaper items wholesale from e.g. Bookers or Home Bargains.

The committee also said to not have a Town Council stall next year.

**1538 To update on future dates for Switch-on night.**

Cllr Stirzaker advised that in spite of telephone calls and emails to Julia Robinson there has been no response to date. The committee were advised that Helen Bowler from the Marine Hall would be attending Town Council meeting Tuesday 2nd August and she will be asked about arranging the future dates for Switch On nigh for 2023 and 2024. This would allow for advance booking of the Western Train Tram**. Action Point – Cllr Stirzaker**

**1539 To update on the ordering of the balloons**

A deposit has already been paid and been held over from the cancelled Christmas party. 150 balloons in gold and black to be ordered for Turkey and Tinsel Party**. Action Point – Chair**

**1540 To update on the fee payable to DJ Cozy Powell.** Fiona English advised the committee that the fee would be £200.

**1541 To update on Katy Connelly performing at the Switch On event and also re the Christmas party.**

The CEDO advised the committee that Katy can perform at the Christmas party but is already booked elsewhere for Friday 25 November so is unable to perform at the Switch On concert. She will be given 2 tickets and hopefully book a table which can seat 10 people.

Wal & Dion will be asked to perform for longer to make up for Katy not being available.

**1542 To confirm if the Royalettes and the High School band Elements were informed of the committees’ decision.**

Secretary informed the committee that the Royalettes have been informed and they will perform during the Lantern Parade only. The school band has not been informed as they were not approached to perform at the switch on.

**AOB.**

* **An email has been received from David Nuttall Community Team Asda Fleetwood with an attached copy of Asda Rules of Collection requiring a signature. The clerk duly signed and sent it back to David. It was the pointed out that the email states the booking is for 30th October which is a Sunday. We normally do the Asda bucket collection on a Saturday. NB. Secretary checked email trail last December and Sunday 30th October was the only date made available to us. The committee agreed to accept the date as it was thought there would be volunteers available. An email was sent to Layla at Asda on 13th December to book Sunday 30th October for the bucket collection.**
* **Bongo Bingo as a fundraiser night next February perhaps as a Valentine event**

**Poster to be updated for Quiz Night Thursday 29th September (which has been booked for the Ballroom NEH) and to be advertised on social media to invite teams.**

**RAFFLE PRIZES AND COMMITTEE VOLUNTEERS REQUIRED.**

* **Beach Wheelchairs are having a Quiz Night at the Bowling Club £10 a ticket to include hotpot.**
* **Regarding the donation of £200 for 2 banners from Stuart Harris & Co. They have their own banners and the committee agreed they can be placed on two of the large Christmas trees. It was suggested for one at West View and perhaps the other at Larkholme shops.**
* **Cllr Beavers will have a banner for the Ash Street tree and any Town Council banners on there also.**
* **Query raised as to the who will be ordering the Marine Hall tree which in 2021 was purchased by Julia Robinson. The committee said that Julia would need to be told that the Festive Lights committee would no longer provide a tree for the Marine Hall and the ordering of the tree would now be for them in the future.**
* **A reminder to go out to the Willow Group of the date of the Switch On for them to organize a lantern for the parade**

**Update from the Clerk regarding costs of Christmas lights features**

**Approximate cost £14.000 Total will be about £21,000. Funds to cover costs from sponsors Quiz night etc. Further Update: Clerk sent email on 2 August with some projections and followed this up with an amended version attached to this email.**

**1543 Items for the next Agenda**

Update on Quiz Night. Poster, teams, volunteers and raffle prizes. **Action Points – CEDO/Secretary**

Update on the new Christmas features, charges for lampposts and timeframe for testing. LEDS in the Pocket Park. **Action Points – Richard Ryan.**

Update on revised poster and tickets advertising Turkey and Tinsel party. **Action Point - CEDO**

Update on banners and sponsors. **Action Point – Mary Stirzaker, Lorraine Beavers, Karen Nicholson.**

Update on advanced dates for booking Switch-on Night 2023 and 2024. **Action Point –** **Mary Stirzaker**

Discussion and decision regarding the ‘Where is Elf@ Competition.

Discussion and decision regarding letters to schools informing them of the Lantern Parade, £25 towards a school Lantern. Switch-on and entering the ‘Where is Elf’ Competition

**1544 Date and Time of next meeting.**

Monday 5th September 2022 at 7pm in the Residents Lounge North Euston Hotel

**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.**