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

**HELD ON Monday 30th May 2022 at 7.00pm**

**North Euston Hotel in the Residents Lounge**

**Present:** Chairperson Christine Smith, Secretary Julie Dalton, Clerk Irene Tonge, Cheryl Raynor, Fiona English, Karen Nicholson, Mary Stirzaker. Guest Richard Ryan

**1464 Opening of the meeting.**

The chairman welcomed all in attendance.

**1465** **To receive apologies for absence***.*

Apologies received from CEDO Lauren Harrison, Lorraine Beavers, Amanda Slater, Simon Slater, Dawn McCord

**1466** **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.

**1467 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.

**1468 To consider and approve the minutes (as amended) of the Festive Lights Committee Meeting of the 25 April 2022.**

Minutes approved

**1469 The committee Chairman reminds all members to take note of the standing guidance at appendix A below.**

Committee duly noted.

**1470 To note the updated budget sheet.**

The balance is £24,128.52.

**1471 To note that Cllr Armstrong has been removed from the Committee with effect from 26th May 2022.** Clarification is required to confirm the correct action has been taken, depending on the ruling as to how many meetings have been missed. **Action Point-Clerk**

**1472 To consider and approve the updated Terms of Reference (to be sent by email).** To be deferred to the next meeting for clarification. **Action Point-Clerk**

**1473 To update the meeting regarding the Christmas party date and venue.**

The date was approved as Friday 18th November to take place in the Ballroom of the North Euston Hotel and will be advertised as a Turkey & Tinsel Party. The date has been pencilled in but some committee members thought it too early and as it is only a week before the Switch on Night. It was agreed that all actions leading up to switch on would have already been finalised and that the Euston would be asked to decorate the room and organise the table plan as required.

**1474 To update the meeting on the projector/window competition.**

The committee approved the site to be used as Cat Smith MP’s office window. A quote would need to be approved for the projector. The window is to be measured for the fitting of gauze inside.

**Action Point- Richard Ryan.**

A laptop from the Town Council office would be available for use. **Action Point - Clerk**

Verification is required as to insurance for the use of Cat Smith’s office and who is responsible should there need to be a claim submitted. **Action Point-Clerk**

Regarding potential new lamppost features for the town this year. To be deferred to the next meeting **Action Point- Richard Ryan**

The festoons that are still at the Marine Hall are to be picked up and stored. **Action Point- Richard Ryan**

The committee were advised that the LED’s in the Pocket Park are due for replacement. A quote is to be obtained together with a 3-year warranty by the next meeting. **Action Point- Richard Ryan**

A meeting of full council took place in which there were discussions regarding LCC charging for the maintenance of lampposts in the town. Richard Ryan had spoken to Barry Stoddard and was advised that it was only guidance regarding the charging and how often tests were required, between 3 years and 6 years. There is a company called Altitude Services which could do it for £22 per lamppost. Richard will obtain the specifications for the testing and will look into City illuminations being able to meet the criteria and do it cheaper. **Action Point- Richard Ryan**

Richard informed the committee that he is yet to supply details of new lamppost features for 2022. He will email designs to the committee for the next meeting. **Action Point- Richard Ryan**

**1475 Update on sponsorship by Harris & Co.**

The committee were advised that Karen discussed ideas with Harris & Co. They would be considering sponsoring up to the value of £500. It was suggested that he could sponsor a banner around a large tree, possibly Ash Street roundabout and he already has artwork required. This would be suggested to him and Karen would report back at the next meeting. **Action Point- Karen Nicholson**

**1476 Update on future dates for Switch On night.** To be deferred to the next meeting. **Action Point- Cllr Stirzaker**

**1477 Discussion on Festive Lights T shirts to be ordered, numbers and sizes required.** They will be ready for pickup before Saturday. **Action Point- Cllr Beavers**

**1478 To update on sweetie explosion order.** 30 have been ordered @ £7 each total £210. 00. to be picked up and used for the Platinum Balls bandit at the Queen’s Platinum Jubilee Fun Day. **Action Point-Clerk**

**1479 To update the meeting on the balloons.** Natalie is to be advised of the date for the Christmas Party when the balloons will be required. **Action Point- Cllr Smith**

**1480 To update on members taking part in the Carnival Parade Saturday 18th June.**

All those taking part are to wear their Christmas outfits and to be at the Marine Hall for 12pm. At least six committee members will take part. A form is to be sent by the Carnival committee to be completed and returned. **Action Point- Secretary**

**1481 To update on members taking part in Tram Sunday Baubles Bandit.**

On Sunday 17th July, CEDO and Cllr Raynor are to erect the Gazebo at the allotted area by the Home Bakery.

The baubles have been replaced by ball pit Balls and the stall will be called Platinum Balls Bandit.

A1 size card to be ordered for a placard to be made showing the price as a £1 a go. Three white balls will win a sweetie explosion. PA system required for the event. **Action Point- Cllr Stirzaker**

3 committee members will work the buckets. Cllr Smith will be in charge of monies. A cash bag is required for monies taken and donation buckets by the stall. Cllr Stirzaker will be on the PA system and in charge of the decorated podium. Committee members taking part to wear Festive Lights T shirts. Red, white and blue ribbons will be attached to the buckets inside the gazebo. CEDO and Cllr Raynor will erect the Gazebo at the allotted area by the Home Bakery. 2 tables for the sweetie explosions and 4 chairs required. **Action Point – All members**

**1482 To update on QPJ participation by committee members.**

On Saturday 4th June. CEDO and Cllr Raynor will erect the Gazebo in the Marine Gardens between 9.00 - 9.30am. The Sweetie explosions to be placed on the tables. Placard, PA system, podium and collection buckets to be placed at the stall.

Committee members to wear Festive Lights T shirts (to be picked up by committee members) HI VIZ vests for members to helping to marshal the parade. Meet at the Pier site by 11.15 for a 11.30am start. Walk down path to the lower promenade to the Leisure centre and into the Marine Gardens. Members to help at the Platinum Balls Bandit stall. (See 1481 for details) For insurance purposes and accounting, any money taken on the day to be handed over to Rotary and will be given back in the form of a cheque.

**1483 To update the meeting on the DJ Cozy Powell.**

DJ Cozy Powell is to be advised that the party will take place in the Ballroom of the NEH Friday 18th November. **Action Point- Fiona English**

**1484 To update the meeting re the booking of the NEH for the Grand Quiz Night on Thursday 29th September.**

Quiz Night has been booked. **Action Point-CEDO**

**1485 To update the meeting re the foyer being opened for the performers and also if a hot drink can be provided.**

Meeting to take place with Julia Robinson Tuesday 31st May **Action Point-CEDO**

**1486 To update the meeting with regard to the booking of the mascots.**

All 4 mascots have been booked at the same price as in 2021. **Action Point-CEDO**

**1487 To update the meeting re the invite to the Mayor Elect.**

An email has been sent and is awaiting a response. She will be advised to assemble at Fisherman’s Walk at 5.45 to set off at 6pm. **Action Point-CEDO**

**1488 To confirm if OBB band have been informed of the parade route and the time and performance arena.** An email had been sent by the secretary advising parade time from the pier site at 11.30am.

A plan of the Marine Gardens and arena area is to be sent to the secretary to pass on to the OBB. **Action Point-CEDO**

**1489 To update the meeting re the stall booking for Tram Sunday.** Clerk confirmed this action has been completed.

**1490 AOB - To include here any updates re QPJ from the previous meeting: Update the Committee (Cllr Raynor, Secretary and CEDO).**

Item 1482 refers. The Wyre Bar will be open at the event which will finish at 6pm.

First Aid kits to be taken to the event.

No alcohol permitted as prizes.

Funding for the Large Trees to be referred to full council. **Action Point - Clerk**

The OBB have been informed by the secretary that on switch on night, Friday 25th November that they should assemble at Fisherman’s Walk at 5.45 to set off at 6pm.

**1491 Items for the next Agenda**

**To consider and approve the updated Terms of Reference**

**Update on quotes for projector and gauze for window competition, laptop from the Town Council office and insurance requirements for the use of Cat Smith’s office**

**Update on quote for new LEDs in the Pocket Park, new Christmas features and charges for lampposts**

**Update on the booking of Turkey & Tinsel Party Friday 18th November at NEH. Ordering of balloons and booking DJ Cozy Powell**

**Update on sponsorship by Harris & Co.**

**Update on future dates for Switch On night**

**Update on the meeting at the NEH re the foyer being opened for the performers and hot drinks for performers being provided.**

**Update on the invite to the Mayor Elect to attend the Switch On night**

**Update on the cost of Festive Lights T shirts**

**Update on the amount raised on the Platinum Balls Bandit at the QPJ Funday**

**Update on members taking part in the Carnival Parade Saturday 18th June.**

**1492 Date and Time of next meeting**

Monday 27th June 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 conduct 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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