



Fleetwood Town Council

Onward to a Better Future

Minutes from the Fleetwood Festive Lights Committee Meeting Held on Monday 15th July 2024 at 6.00pm FTC Office, 122 Poulton Road

1953	<p>Opening of the meeting – The Chairperson opened the meeting and welcomed all in attendance.</p> <p>Present: Chairperson Cllr Christine Smith, Secretary Julie Dalton, Cllr Cheryl Raynor, Cllr Mary Belshaw, Cllr Karen Nicholson, Cllr Jimilai Kuruvakadua, Cllr Robbie Raynor, Clerk Irene Tonge, Assistant to the Clerk Shirleyanne Munro and CEDO Lauren Harrison</p> <p>Guest Richard Ryan</p> <p>Andy Craig to be taken off the distribution list and the Festive Lights messenger page Action Point – Cllr Mary Belshaw</p>
1954	<p>To receive apologies for absence.</p> <p>Dawn McCord</p>
1955	<p>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. <i>Chairman</i></p> <p>Committee noted - none declared.</p>
1956	<p>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 - <i>Chairman</i></p> <p>Committee noted - none declared.</p>
1957	<p>To consider and approve the draft minutes of the Festive Lights committee meetings of the meeting of June 17th 2024 and for the chairman to sign them</p> <p>Amendment required to item 1945 to be changed from either 2nd or 9th December to 7th or 14th December</p>
1958	<p>To remind all members to take note of the standing guidance at appendix A below - Chairman</p> <p>Committee noted</p>

1959	<p>Update from Psychic Night (Funds Raised) – All</p> <ul style="list-style-type: none"> • Tickets Sold (including on the night) – 39 = £390.00 • Raffle Ticket Sales – 54 = £54.00 • Total Money Raised = £444.00 • Payment to Mediums = £200.00 • Cleared Monies = £244.00 <p>The Budget figures are to be circulated to the committee - Action Point - Clerk</p>
1960	<p>Items Deferred from Previous Meeting – All</p> <ul style="list-style-type: none"> • To confirm the date of the Christmas Party; 7th December 2024 confirmed as party date • The blue Christmas poster was agreed by the committee with the following insertions: ‘th’ added to date so that it reads 7th, Tickets are £30 and include a three-course festive meal and DJ entertainment. Deposit £10. Balance due the week before. Office telephone number to be added. SM to set up spreadsheet and monitor sales. Public to be asked for any dietary requirements when booking. • Present proposed menu for approval – The committee request a change to the starter and prefer to have Spicy Parsnip Soup and Onion Bhaji. A dessert option of Sticky Toffee Pudding or Xmas Pudding is preferred. • Options for the night (food / no food) – Cllr Mary Belshaw. The layout at the Parkside Suite has been changed. It can seat 122 with an additional 30 high seats at the bar. It was suggested selling them as non food seats for £10. This was rejected as people will book to not eat and pay £10 rather than £30 for a meal • To present an update on an action plan / framework – CEDO / Cllr C Raynor A calendar is required with duties performed by the committee at a particular time such as school choir performing on such a date etc. the secretary will submit to the CEDO a detailed plan for the calendar of all duties performed by the committee and when Action Point – Secretary • A calendar of events will be produced by the end of the year for distribution and displayed in the window and sent to Wyred Up magazine. It will have details quarterly March, June, September and December of upcoming fundraisers. • To discuss further and decide if to hold children’s Halloween and Christmas Parties. It was decided to have a children’s Halloween Party Thursday 31st October 6pm -9.30pm at the Conservation Club. The secretary to contact Sandra Clark to book the event if the date is available and whether there will be a charge. Action Point – Secretary <p>Special Events insurance will be required. Hot dogs, cones of sweets, £3 per child £10 for a family of 4. Piñatas, fancy dress competition. DJ such as Inferno Entertainment. A list of the committees delegated tasks on the night. Football cards for the adults. Action Point – Shirleyanne Munro</p>
1961	<p>Items for Consideration (and approval, if applicable) / Update – All</p> <ul style="list-style-type: none"> • Purchase or rental of a Snow Globe (prices as per RR’s email) Due to costs the committee decided not to hire a snow globe this year and if funds allow consider for next year • Elf Trail to take place on 23 rd. November. The committee decided to have the event prior to the Lantern Parade on Saturday 30th November. Hire Park

	<p>Pavilion and have hot chocolate and non-alcoholic mulled wine. A budget will be required to purchase 24 wooden elves, painted and varnished then tie wrapped at various points in the park and letters will spell out a word and lanterns will be attached to them. Action Point – Cllr Karen Nicholson/Cllr Robbie Raynor</p> <p>The children will then have a drink in the Pavilion and be issued with chocolate coins. When Santa arrives, he will lead them to Fisherman’s Walk for 4.30pm for the Parade at 5pm. The charge to take part will be £1. Adults will be charged for a hot drink; a geyser will be needed on the day.</p> <ul style="list-style-type: none"> • Update the meeting regarding details of Christmas Features, along with the results of the poll by the Committee Members. The committee chose 4 designs in gold and white and the red bauble design to be sent by email to Richard Ryan Action Point – Clerk
<p>1962</p>	<p>Events and plan for Warrenhurst Road – All</p> <ul style="list-style-type: none"> • Cllr Raynor informed the committee that Glenda Bywater is the only living trustee left at the Senior Citizens Hall and she is moving to Wales. She has looked at selling it which was gifted to them as a community asset for Fleetwood and share the money between the members. This is not going to happen. • FTC were asked if they wanted it, which they do, so a conveyancing solicitor and surveyor is required. The Clerk will contact Addies to ask if they will oversee the purchase; it would need to be registered with Land Registry and if all goes through FTC will move their office to Warrenhurst Road. There is some money left at Warrenhurst so long serving members will receive £500 and newer members £300. <p>Anything left will be handed to FTC who can apply for a Community Assets Grant from the Government, it will have to be match funded which can be done by selling the office building on Poulton Road. John at Payback is happy to do some partition offices with a catering kitchen and toilets which need gutting, there is a hall and stage there we would need to obtain a license for a pop-up bar.</p> <p>Artwork can be displayed on the windows and Christian will be approached to arrange this. Parties and events can be held there Action Point – Clerk/ Cllr Cheryl Raynor</p>
<p>1963</p>	<p>Update from Richard Ryan –</p> <ul style="list-style-type: none"> • EDF outstanding bill, circa £740. Richard Ryan contacted them again but still no response. The Clerk has also not had a response so propose to take no further action. • Update on columns that are needing work carried out as soon as possible / to approach FTC to cover costs. There are 43 columns at different states and at the last meeting it was determined that we should decide on either repairing the six worst now or action all of them which means Dave would only have to bring the equipment out once and the work would be done over the summer period. The committee require a quote for repairing all 43 which Richard will have for the next meeting and he determined they will last for at least 6 years. <p>Cllr Raynor will approach our new MP Lorraine Beavers to get on to LCC. Action Point – Cllr Cheryl Raynor</p>

	<ul style="list-style-type: none"> • GOBOS to be wired differently and it doesn't come down until after Valentines Day. • Richard advised the committee that the girlfriend of his colleague Jason who died, has been into the lockup where our Christmas lights are stored. Richard will contact her for the return of these items. If we do not get them back, he will find us some.
<p>1964</p>	<p>AOB – Members to note no decisions can be made on any item discussed.</p> <ul style="list-style-type: none"> • The secretary informed the committee that so far 11 teams have signed up for the Quiz on Thursday 26th September. We hope to get 20 teams in total. Football cards rather than a raffle will be used. • Regarding the Tram Sunday Parade, children have been making items at Glazey Days for it. The secretary suggested that if these can be saved after the event they could be illuminated and used n the Lantern Parade. This was thought to be a good idea and will be put to the Tram Sunday Committee. • An email list to be prepared of local businesses to send out Christmas Party posters Action Point- CEDO Cllr Karen Nicholson does networking and suggested that the CEDO joins her and invite them to the Christmas Party Action Point- Cllr Karen Nicholson/ CEDO • The committee aspire to have an ice rink and a carousel at the switch on event in the future • The Manager of the Marine Hall Julia Robinson is no longer there and she purchased the Christmas Tree for the Marine Gardens. We need a Tree for the Switch On there so an email will be sent to Helen Bowler to arrange a meeting to discuss this with her and for the choir to pre-record their songs at the Marine Hall the week before the concert. Action Point -Cllr Mary Belshaw/ Secretary
<p>1965</p>	<p>To consider and approve the date for the next meeting.</p> <ul style="list-style-type: none"> • Date agreed for Monday 12th August at 6pm
	<p>Items for the next meeting</p> <p>Update re quote for 43 column repairs and approach by our MP to LCC</p> <p>Update re EDF response</p> <p>Update re Christmas features</p> <p>Update re Quiz Night</p> <p>Update re Halloween Party</p> <p>Update re the Christmas Party</p> <p>Update re calendar of events</p> <p>Update re Elf Trail</p> <p>Discussion and decision re Where is Elf competition</p> <p>Update re performers at the Christmas concert</p> <p>Update re plan for Warrenhurst Road</p>

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.