**THE MINUTES OF THE FLEETWOOD FESTIVE LIGHTS**

**COMMITTEE MEETING**

**HELD ON Tuesday 14 May 2024 at 6.00pm**

**FTC Office 122 Poulton Road**

1910 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 Karen Nicholson, Cllr Robbie Raynor, Clerk Irene Tonge, Assistant to the ClerkShirleyanne Munro,

1911 To receive apologies for absence. Cllr Mary Belshaw, Cllr Jimilai Kuravakadua, Dawn McCord, CEDO Lauren Harrison, Guest Richard Ryan

1912 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 noted - none declared.

1913 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 noted - none declared.

1914 To consider and approve the minutes of the Festive Lights committee meetings of 16 April 2024 and for the chairman to sign them

Minutes approved and signed.

1915 To remind all members to take note of the standing guidance at appendix A below. Chairman

Committee noted.

1916 To receive nominations and decide on the appointment of the Festive Lights Committee officers in the following order:

1. Chairman. Duly elected Cllr Christine Smith

2. Secretary. Duly elected Julie Dalton

1917 To update the meeting re the issues with the invoices from City Illuminations and Npower for the unmetered supply. The Clerk has printed out documentation to send to RR. Action Point - Clerk/Richard Ryan

1918 To update the meeting regarding the removal of lamppost feature near the hospital. Deferred to the next meeting

1919 To update re the payments to Blachere and the work undertaken in 2016

The above was deferred from last meeting (Item 1884 refers – see minutes). Clerk has not found any reference despite going through the minutes.

1920 To update re the one lamppost feature near the hospital that was not taken down. RR

To update re the columns which are open to water ingress and damp, causing outages and to present the quotes. RR

 To update re the details of the Christmas Features for 2024. RR

 To update regarding the survey.

 Deferred to the next meeting

1921 To update on arrangements regarding Day at the Races, tickets purchased, sponsors, sheets, raffle prizes and the ordering of the Fish & Chips and if this is going ahead. Due to the lack of sales despite issuing posters to businesses and advertising on social media the committee took the difficult decision to cancel the race afternoon. It was thought the reason for lack of sales was having the event in the afternoon and children not being allowed because gambling would be taking place.

If this event is held in the future, it was agreed that it should be in the evening as the last Race Night fundraiser was very successful. Those who paid for tickets will be asked whether they would like to book the Psychic Night instead. If not, they will be refunded the £10 paid. The CEDO will need to inform Fun Racing (unfortunately, this will mean the loss to our funds of £250.00). The CEDO will also need to inform the Bowling Club of the cancellation. Cllr Karen Nicholson will inform the Ferry Cafe. Action Point –CEDO/Cllr Nicholson

Lessons to learn would be to advertise events 12 weeks in advance and do Facebook lives to advertise events. Action Point – CEDO/Cllr Nicholson

1922 To update re Psychic Night to include Poster details, names of psychics, and the printing and advertising of the event.

The event is booked for Friday 21st June at the Conservative Club at a cost of £10 a ticket. All Committee members are asked to advertise on their own social pages and Cllr Nicholson and CEDO will go live to advertise it. Action Point – Cllr Nicholson/ Cllr Nicholson

There were three psychics booked but one of them, Marilyn is sick and will not be attending. Their fee is £100 each so the amount to be paid will now be £200. The capacity at the Conservation Club is 200, if we have any tickets left, we can advertise the remainder as pay on the door first come, first served.

1923 To update on Elf Trail. Nothing arranged for this event so far and is to be deferred to the next meeting.

1924 To consider and approve the purchase of a Snow Globe.

Richard Ryan is to be asked if he can obtain a snow globe for the switch on event. Item deferred to the next meeting.

1925 To confirm the date of the Xmas Party at Parkside.

Fixtures will not be known until June so deferred to the next meeting to hopefully confirm a date. Action Point-Cllr Belshaw

1926 To prepare and action plan.

CEDO has not yet actioned this and is not available for Tuesday meetings so the Committee have agreed to revert to Monday meetings

1927 AOB – members to note NO decisions can be made on items discussed

A suggestion was put forward to have a children’s Halloween and Christmas Party as fundraiser events. Maybe hotdogs and sweetie bag for Halloween. School half term falls Monday 21st to Friday 25th October so could possibly hold it that week at the Ferry Cafe.

Cllr Karen Nicholson will approach the Ferry Cafe with the suggestion of pencilling in a date there and providing sausage and chips, chicken nuggets and chips and how much they would charge. Any adults wanting a meal to purchase their own. It was suggested having games such as apple bobbing and competition for best fancy dress with committee members dressed up. Dave Scrivener to DJ the event Action Point –Cllr Nicholson

The children’s Christmas Party will depend on when the Festive Lights party is to take place. We have pencilled in Saturday 7th or 14th December so depending on the football fixtures as to which of those dates is suitable then the Christmas party could take place on the other date. This item is to be placed on the next agenda for discussion and decision.

Cllr Nicholson suggested selling football card to raise funds. To order was £4.99 & £4.99 postage. There are 100 squares which we could sell at £2 a square which would raise £200 which could cover the cost of the psychics or give the winner £150, and we keep £50. They could be used alongside raffle tickets at our events.

Items for the next Agenda

To update the meeting regarding issues with the invoices from City Illuminations RR

To update the meeting regarding the removal of lamppost feature near the hospital RR

To update the meeting regarding the columns which are open to water ingress and damp, causing outages and to present the quotes. RR

To update the meeting regarding the details of the Christmas Features for 2024. RR

To update the meeting regarding the survey. RR

To consider and approve the purchase of a Snow Globe and asking RR if he can obtain one at a reasonable price.

To update the meeting regarding Psychic Night to include Poster details, printing and advertising of the event and sale of tickets.

To update the meeting regarding Elf Trail

To confirm the date of the Xmas Party at Parkside.

To prepare and action plan.

Discussion and decision regarding whether to hold children’s Halloween and Christmas Party

Discussion and decision to purchase football cards to raise funds at events

1928 To consider and approve the date for the next meeting.

 Monday 10th June 6pm FTC Office 122 Poulton Road

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.