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

**HELD ON Tuesday 16 April 2024 at 7.00pm FTC Office 122 Poulton Road**

**1894 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, , Robbie Raynor, Clerk Irene Tonge, Guest Richard Ryan**

**The committee welcomed Cllr Jimilai** **Kuravakadua** **and Assistant to the ClerkShirleyanne Munroe to the committee**

**1895 To receive apologies for absence. Cllr Karen Nicholson, Dawn McCord, CEDO, Lauren Harrison.**

**Jason Belshaw has resigned from the committee but will help out when needed.**

**N.B. Wednesday 16th April the secretary contacted Cllr Andrew Craig asking whether he wished to remain on the committee as he has not attended the last few meetings. Cllr Craig said that due to some physical issues he wanted to come off the committee. He was thanked for contribution he has made to the committee and to take care of himself.**

**1896 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.**

**1897 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.**

**1898 To consider and approve the minutes of the Festive Lights committee meetings of 19 March**

**2024 and for the chairman to sign them**

**Minutes approved and signed.**

**1899 To remind all members to take note of the standing guidance at appendix A below. Chairman**

**Committee duly noted.**

**1900 Accounts. To consider and approve the invoice for the unmetered supply from npower which was**

**rejected at the last meeting (Item 1882 refers – see minutes)**

**£740.71. Due date 26/3/24. Clerk and Richard Ryan.**

**The Clerk advised the committee that there had been no response from EON. At the last meeting the dates involved were queried, it would appear that it is not just the dates but a standing charge was applied and the fact that that they have address on Bold Street which could be the problem. The Clerk will send another email and will copy Richard into it. Deferred until the next meeting. Action Point-The Clerk/Richard Ryan**

** To update re the payment to City Illuminations. The Clerk has not had chance to look at it but it has been paid. Action Point-The Clerk/Richard Ryan**

**At the last meeting it was agreed that the amount could be offset against what we owe to City Illuminations. The Clerk had itemised what was owed by Festive Lights and this was confirmed to be correct but this differed from what was stated by City Illuminations. Deferred until the next meeting.**

**1901 To present an annual calendar listing meetings for the year**

**The Secretary advised that the following dates had been given to the CEDo;**

**Afternoon at the Races. Saturday 18th May Fleetwood Bowling Club 2pm -6pm**

**Psychic Night Friday 21st June Fleetwood Conservative Club from 7pm**

**Quiz Night Thursday 26th September Fleetwood Conservative Club 7.30pm for 8pm start**

**Lantern Parade and Switch On from Fisherman’s Walk 4.30pm for 5pm start.**

**Christmas Party Parkside Suite. Date to be confirmed either as 7th or 14th December Action Point- Cllr Belshaw**

 **Dates of committee meetings to be included in the annual calendar. The Committee agreed that Monday is preferred for Festive Lights meetings.**

**To prepare and present an action plan. Action Point- CEDO**

 **To update re the booking of the Western Train tram. Booking is confirmed**

 **The above were deferred from last meeting (Item 1883 refers – see minutes). CEDO**

**1902 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**

**The Clerk could not find anything relating to Blachere. Richard will ask Barry Stoddard as there were different ages of lampposts and we need to know whether we have been charged for all 45 and not the 32 which the committee think we should have paid for. The secretary advised that she would look back in her records to try and determine the facts back in 2016 Action Point-Secretary**

**1903 To update re the one lamppost feature near the hospital that was not taken down. Richard advised that the reason for that is that it is at the tram stop by Fleetwood Library and it can only be worked on safely when the trams aren’t working. Richard advised that it would be dealt with in the next two weeks. Action Point -Richard Ryan**

**A question was raised regarding having strings of lights between the lampposts along the promenade at the Marine Hall. Richard advised that they would be expensive, also it was advised that Lancashire County Council would probably not allow festoons on those lampposts.**

 **To update re the projectors.**

**Richard advised the committee that both projectors are absolutely fine. He found the fault was the cable that splits to feed them was out of its box and it tripped when Richard tested it. He has fixed the problem and will get them serviced in summer and he will put a cover on them for protection. The projectors will be put up in October programmed for the poppies in time for Remembrance Sunday. Action Point -Richard Ryan**

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

**suggested performing an infrastructure survey and that he will obtain some quotes. He was told by Barry Stoddard that this is the responsibility of the Festive Lights committee. The survey will be carried out in May. Action Point -Richard Ryan**

**Richard advised that he will bring details of Christmas features to the next meeting. Action Point -Richard Ryan**

**1904 To update on arrangements regarding Day at the Races. Advertising poster, sheets of races for committee members to sell, raffle prizes etc.**

**The secretary advised the committee that posters had been issued to businesses in the town.**

**Tickets will be issued on receipt of payment. The cost to sponsor a race is £20. To date, three sponsors have confirmed. Flyers will be printed and taken to the venue. To buy a horse is £5 if that horse wins they receive a bottle of wine.**

**Race 1 Cllr Nicholson, Races 2 & 3 Cllr Smith, Race 4 Cllr Belshaw, Race 5 Cllr Kuravakadua,**

**Race 6 Cheryl Raynor, Race 7 Clerk Irene Tonge, Race 8 Cllr Robbie Raynor.**

**All sheets and raffle prizes to be brought to the next meeting. Committee members are asked to advertise the event on their facebook pages. Payments for tickets are to be made to the CEDO. Action Point - All**

**1905 To update re advertising of Psychic Night**

**The CEDO is preparing a poster for the event which should show Clerks’ and Clerks assistant email addresses for tickets. £10 payable by BACS preferred to the Clerk. The names of the three psychics need to be entered on the poster. Cllr Belshaw will confirm their names. They are charging £100 each so as soon as the poster is ready it needs to be printed and circulated and the event advertised on social media. Action Point – CEDO/Cllr Belshaw**

**1906 To update on Elf Trail.**

**Deferred to the next meeting**

**1907 To update re the recruitment of new Committee members.**

 **Cllr Jimilai** **Kuravakadua was recruited**

**1908 AOB – members to note NO decisions can be made on items discussed .**

**Items for the next Agenda**

**The Secretary advised that Larkholme School Choir and Lucas Williams will be performing. Fleetwood Academy of Modern Music have confirmed that one of their youth bands will perform at the concert and will advise which band nearer the time.**

**The CEDO sent information on two quotes for a Giant Snowball for Switch On event. £1,190 with two operating staff , £199 of that is VAT for 4 hours from 4pm to 8pm. The backdrop can be customised 6ft snow covered Christmas tree, filled with biodegradabale snow suitable for snowball fights, snowman, selection of prop presents. The second one is for a Giant Snowball with four themed props for up to 6 hours cost £1750 plus VAT. The details to be added to the next agenda and the Clerk will add in current budget details. The committee said it would only be needed for 2 hours and to approach Richard Ryan to ask if he is able to acquire one we can hire for the event.**

**Items for the next Agenda**

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

**1. The Chairperson 2. The Secretary**

**Update from Clerk regarding charges listed on the NPower invoice such as dates applied and wattage figures.**

**Update re the payment to City Illuminations**

**Update from Richard Ryan regarding the removal of lamppost feature near the hospital**

**Update from Richard regarding the cost to upgrade the infrastructure and the 3 quotes received**

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

**Update from Richard regarding details of Christmas features for 2024**

**Update**

**Update on arrangements regarding Day at the Races. Tickets purchased, sponsors, sheets, raffle prizes. Fish and chips to be ordered**

**Update regarding Psychic Night. Poster details, names of psychics, printing and advertising of the event**

**Update on Elf Trail**

**Decision regarding purchase of a Snow globe**

**1909 To consider and approve the date for the next meeting.**

 **AGM Tuesday 7th May 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.**

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