



Fleetwood Town Council

Onward to a Better Future

Minutes from the Fleetwood Festive Lights Committee Meeting

Held on Monday 19th August 2024 at 6.00pm

FTC Office, 122 Poulton Road

1966	<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 Mary Belshaw, Cllr Karen Nicholson, Cllr Jimilai Kuruvakadua, Clerk Irene Tonge, Assistant to the Clerk Shirleyanne Munro</p>
1967	<p>To receive apologies for absence. Cllr Cheryl Raynor, Cllr Robbie Raynor, CEDO Lauren Harrison, Dawn McCord, Guest Richard Ryan</p>
1968	<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>
1969	<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.</p> <p>Committee noted - none declared.</p>
1970	<p>To consider and approve the draft minutes of the Festive Lights committee meetings of the meeting of July 17th, 2024 and for the chairman to sign them</p> <p>Amendment required to date of minutes to July 17th, 2024</p>
1971	<p>To remind all members to take note of the standing guidance at appendix A below - Chairman</p> <p>Committee duly noted</p>
1972	<p>Actions from Last Month's Minutes – Chairman / All</p> <ul style="list-style-type: none">• Secretary to provide CEDO with detailed plan of duties performed by Committee as and when an event takes place – Update: Information was sent by email to the CEDO on 15th August• An update to be given on the suggested revised Christmas menu for the party night on December 7th – Update: No response received to date. To be chased up. Action Point – Cllr Belshaw• The Christmas party poster needs to be updated ASAP with the following inclusions. Date 7(th) DJ entertainment, office telephone number and £10 deposit payable on booking all to be recorded on. Once complete, poster to be

issued out accordingly and around businesses. **Action Point – CEDO**

- Purchase of Football Cards for Halloween and Christmas Party – Update: It was agreed that the purchased Football Cards are to be sold for £5 per team. Winner receives £50. Festive Lights receives £100
- Re quote for 43 column repairs and the approach to our MP via LCC - Update As Richard Ryan was not at the meeting this action point is deferred
- Email to be sent to local Fleetwood businesses with Christmas Party poster - A discussion took place that a directory of businesses emails held by the CEDO needs to be checked and updated if required. Cllr Nicholson suggested that the CEDO attends a business networking party with her to obtain information. FTFC will be approached for a date. **Action Point – Cllr Nicholson/CEDO**

1973

Items deferred from last month's meeting – Chairman / All

- Any response from EDF re outstanding amount owed - Richard Ryans's email to the committee today advised that old electric bill supply people no longer reply to him, he'll try ringing to pressurise. **Action Point – Richard Ryan**
- Update on Christmas features - Richard Ryan's email stated that Shirleyanne informed him that we were happy with pole mount suggestions, but he was unsure of colour mixes. Colours were confirmed
- It was decided as well at this meeting to also have gold and white designs for Poulton Street, and the red bauble design. To be confirmed to Richard Ryan by email. **Action Point – Shirleyanne Munro / Richard Ryan**
- The secretary asked for updated budget figures before confirmation of Christmas features ordered. The Clerk will send to the committee tomorrow. **Action Point – Clerk**
- Update re Quiz Night / Halloween Party / Update re performers at the Christmas concert, please see below:
 - Quiz Night
The secretary informed the committee that to date 16 teams have booked but more are required. A poster was sent to the Conservative Club to display. **Action Point – Secretary**
The secretary asked about a thank you gift for Martin Crane the Quizmaster. It was agreed that a £25 gift voucher from Amazon should be ordered. **Action Point – Assistant Clerk to ensure football cards are available before the event.**
 - Halloween Party
Following comments the secretary received from the Cons Club that Halloween parties held there in the past the committee decided not to go ahead with a Halloween party. The secretary will contact Sandra to cancel the date which was pencilled in for 31st October. **Action Point – Secretary**
 - Update re performers at the Christmas concert
Secretary informed the committee that The Jacks will perform (a youth group from Fleetwood Academy of Modern Music made up of, drummer, keyboard player and guitarist). Larkholme School choir and Lucas Williams. All will perform 3 songs and the Royalties will perform 1 routine. Concern was expressed that this could make for a lengthy concert if it was freezing cold. It was agreed that if there were adverse weather conditions on the night that the performers would be asked to reduce to 2 songs
 - Update re Calendar of Events
S Munro advised the committee that a framework had been started and a board put up with relevant events. Businesses need to be informed as soon as our events are confirmed so that they can book our events.

	<ul style="list-style-type: none"> • Discussion and decision re 'Where is Elf' competition / Update re Elf Trail The secretary informed the committee that the Where is Elf competition flyer has been prepared with current updated information. Monday 9th September Letters to go out to schools Monday 16th September at 10am Cllr Belshaw and secretary as Mrs Claus and Elf Julie will go into schools with bag for monies, flyer and golden ticket with meeting point details and emergency contact of Cllr Smith to notify her if unable to attend the event. • Wednesday 30th October 1pm. going into schools collecting monies and tram passenger numbers. These dates are due to Children in Need which affected the money that was taken last year. This year Children in Need takes place 15th November so hopefully we will have a better take up for our fundraiser. • Update re Elf Trail The CEDO to check that the committee have permission to use the Park Pavilion. Cllr Jimilai Kuruvakadua has a key. Action Point – CEDO/ Cllr Jimilai Kuruvakadua to confirm • The secretary asked that rather than an Elf trail a Reindeer Trail could be organised instead. It was thought that it would be limited for designing wooden reindeers. The committee decided on a Santa trail instead so that there could be naughty Santa's, comical Santas etc. 24 Santa's would be required for the trail each one would be lit up with a glo type stick Action Point – Cllr Jimilai Kuruvakadua will provide glo stick • Chocolate Santas to be given to participants. The trail would spell out a word. The event to take place in the park at 3pm before the Lantern Parade on Saturday 30th November. Children to receive marshmallows and hot chocolate prepared on a slow cooker borrowed from the Youth Hub at the Park pavilion from 3.45pm. Volunteers from the Youth Club to be asked to help. Santa will arrive there at 4.15pm to lead the children from the trail to Fisherman's Walk for 4.30pm to join the Parade. Cllr Nicholson has asked for a budget for the Santas, hot chocolate, marshmallows and chocolate Santa's. Participants will be asked for a donation. • The secretary asked whether the HAZ Cultural Programme who lit up the lighthouses and trees in the Mount last year could light up the trees in the park from the park pavilion to park gates. The committee thought this unlikely as probably a one - time only. • Cllr Nicholson informed the committee that Mr & Mrs Cod will be taking part and in the Parade. • Update on Tree for Marine Hall / Email to Helen Bowler Cllr Stirzaker will contact the Marine Hall regarding the tree and arrange a meeting to discuss. Action Point – Cllr Belshaw
1974	<p>AOB – Members to note no decisions can be made on any item discussed.</p> <ul style="list-style-type: none"> • The committee require confirmation that the CEDO has ordered the 4 Large trees from Barton Grange for Ash Street, Broadway, West View and Larkholme and to be installed on 23rd November. Action Point – Clerk • Cllr Belshaw informed the committee that the Broadway tree post has been vandalised, Richard Ryan came out and made it safe. The metal pole is in Cllr Belshaw's garden waiting for Gary to pick up tomorrow and fix it.
1975	<p>To consider and approve the date for the next meeting. Monday 16th September 6pm Town Council Office</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.

