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

**HELD ON Monday 21st August 2023 at 7.00pm**

**North Euston Hotel in the Residents Lounge**

**1760 Opening of the meeting.** The Chairperson opened the meeting and welcomed all in attendance.

**Present:**

Chairperson Cllr Christine Smith, Secretary Julie Dalton, Clerk Irene Tonge, Cllr Mary Stirzaker Cllr Lorraine Beavers, Cllr Karen Nicholson.

The committee welcomed Cllr Andrew Craig and Jason Belshaw

**1761 To receive apologies for absence*.***

Apologies received from Cllr Cheryl Raynor, Cllr Robbie Andrew Raynor, Dawn McCord, CEDO Lauren Harrison.

**1762 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.

**1763 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.

**1764 To consider and approve the minutes of the Festive Lights Committee Meeting of 17 July 2023 and for the Chairman to sign them.**

Minutes were approved and signed.

**1765 The committee Chairman reminds all members to take note of the standing guidance at appendix A below. Chairman**

Committee duly noted.

**1766 Accounts. Clerk**

**To consider and approve the following quotes:**

**1. The Scheme (Richard’s email of July 10th refers), which comes in at £13,892 plus VAT of**

**£2778.40 = Total £16,670.40 - this includes £288 for weekly inspections (£48 x 6 weeks). To note**

**also, there could be additional costs for replacing faulty column supply at £271 per column. KIV**

**RR to speak to Barry Stoddard and update the meeting. RR**

**2. Tree Lights at Fisherman’s walk (David Briggs quote dated July 2023), which comes in at**

**£16,641 plus VAT of £3,328.20 = Total £19,969.20 for Static and £19,011 plus VAT of £3,802.20 =**

**Total £22,813.20 for animation.**

**When added to the Scheme it looks like this:**

**Scheme Static Total**

**£16,670.40 £19,969.20 £36,639.60**

**Animation**

**£16,670.40 £22,813.20 £39,483.60**

**The animated lights will cost an extra £2,844.00.**

The clerk issued copies of up-to-date budget separately.

Total cost if agreed to have animation would be £39,483.60 including VAT.

Current budget is £20,425.00 also £3,200 from Wyre Council. VAT refund of 1 year for Festive Lights £6,672.69. The Clerk is waiting to receive VAT refund for 2nd year. There will also be VAT to come back next year.

To make up the £5,000 shortfall for animation, it was suggested to approach FTC to ask for this from the reserves. The committee agreed to have the request put on the next weeks agenda for FTC and state that the VAT to come back this year will be used to repay FTC. The committee unanimously approved this proposal.

The Clerk to inform Richard Ryan that it has been agreed in principle to go ahead with animated lighting for the town. **Action Point – The Clerk**

**1767 To update the meeting re the unmetered supply and associated invoices.**

The Clerk informed the committee that a whole day was spent trying to sort this out; the clerk explained that EON had both consumption and tariff and that is what we need to know. The senior manager was very rude and said they just take the money. The clerk said our amount should be £500 not £1600 for the 2 years. She pointed out that they also they keep sending the request to 63 Bold Street (a block of flats) The clerk is now being threatened that nonpayment will incur additional charges. The clerk will try to speak to a different person tomorrow. She will also call Richard Ryan who had suggested approaching Wyre Council who deal with illuminations for other towns to ask what their consumption is. The clerk said she will pay it to avoid charges and hopefully get it sorted when investigations are completed. **Action Point – The Clerk**

**1768 To update the meeting re the display project and actions from minutes.**

Angelica & Phillip were not present. Action deferred to invite them to the next meeting for an update.

**Action Point – CEDO to invite them to next meeting or obtain an update for the next meeting.**

**1769 To update the meeting re the printing and distribution of posters. Clerk re the printing/secretary re the distribution.**

The posters had been printed and the secretary brought them to the meeting as she had been poorly and unable to distribute them. Committee members present were asked to take posters and distribute them.

**Action point – committee members**

**1770 To discuss and confirm if the paper lantern competition is to go ahead and to plan the promotion of it, to include the sourcing of canes as suggested (minute Item 1756 refers).**

The garden centre had 25 canes for £4 which we could cut in half and attach to the paper lanterns.

It was suggested that when the order for the Large Christmas trees is submitted to Barton Grange that we ask whether they would be willing to donate 200 canes that can be attached to lanterns for the Christmas parade. The clerk will contact Barton Grange. **Action Point – The Clerk**

The committee decided against having a best lantern competition as there will be the ‘Where is Elf’ competition to win a sweetie explosion and on the night of switch on have a chance to be picked to turn on the tree and features in the Marine Gardens.

When the secretary sends letters to the school’s end of September it will be suggested that the schools could be involved with the children making paper lanterns and that the Festive Lights Committee will provide each school with canes to attach to them. **Action Point - Secretary**

**1771 To update the meeting re the approaches to Regenda, Haven and HTI Toys re donations. Cllr**

**Stirzaker/Secretary**

Regenda have said they are unable to donate monies this year but could offer a raffle prize; other businesses deferred to the next meeting. Cllr Stirzaker informed the committee that Farmer Parr will donate some raffle prizes; he will need to be contacted the week before they are required. **Action Point – Cllr Stirzaker**

**1772 To update the meeting re the visit to Affinity for obtaining raffle prizes. Cllr Stirzaker/Secretary.**

The only donation received was £5 from the Mobile Phone outlet and the secretary will bring it to the next meeting. **Action Point – Secretary.**

Cllr Stirzaker said that has emailed the businesses at Affinity for donations but no response received so far.

It was suggested that for Quiz Night we make up 3 large hampers, one with drinks, one with chocolate and one with pamper products. Items to be brought to the office by Thursday 18th September. **Action Point – All committee members**

New member Andrew Craig is to donate £50 to festive lights funds, this, together with £130 already donated by the secretary and the £5 from the Mobile Phone company, the total will be £185.00. The committee decided that £130 will be used to purchase raffle prizes for the Christmas party. The remaining £55 will be used to purchase items for the hampers for Quiz Night; Cllr Stirzaker will visit Home Bargains to source items – **Action Point – Cllr Stirzaker.**

**1773 To approve the letters to schools regarding the Lantern Parade, switch-on and where is Elf competition.**

To be deferred to the next meeting.

**1774 AOB**

* Crowd funding page open twice a year; CEDO to look into this and other funding streams for next year. **Action Point - CEDO**
* Items in the basement of Bernie Atherton Carpets such as reindeer shapes that can be lit up. Investigate whose they are, get them PAT tested and use for switch on night. **Action Point – Cllr Stirzaker**
* 16 teams booked for the Quiz so far, there is room for a couple more. Steve Dale at NEH to be contacted to request a bar to be available 4 hours from 7.30pm and tables for teams, committee, Quizmaster and raffle prizes. **Action Point - Secretary**

**1775 Items for next Agenda**

* **Update on Quiz Night teams, raffle prizes, hampers from committee members and how many committee members will be attending**
* **Update from Angelica & Phillip**
* **Update from FTC regarding borrowing £5,000 from reserves**
* **Update regarding Clerks response from Wyre Council re unmetered supply consumption**
* **Update from Barton Grange re donation of canes for lanterns**
* **Approve letters to schools re Lantern Parade and Switch On, the Where is Elf competition**
* **Ordering of balloons for the Christmas party**
* **Update from Affinity regarding email asking for donations for Christmas Party**
* **Update on ordering 7 sweetie explosions**
* **Setting up Go Funding page**

**1776 To consider and approve the date of the next meeting.**

Monday 25th September 7pm Residents Lounge NEH

**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.**

**.**