



Fleetwood Town Council

Onward to a Better Future

THE MINUTES OF THE FLEETWOOD TOWN COUNCIL FESTIVE LIGHTS COMMITTEE

HELD ON 24th July 2017

AT THE NORTH EUSTON HOTEL 7.00pm.

DRAFT

Present: Chairperson Christine Smith, Secretary Julie Dalton, CDO, Dawn Spooner, Marge Anderton, Robert Brown, Anne Brown, Paul Tilling, Cheryl Raynor, Mary Stirzaker, Rachael George.

389. Apologies for absence accepted from:

Emma Anderton, Mike Barrowclough, Jennie Bywater,
Dawn McCord has resigned from the Festive Lights Committee

390. To approve the minutes of the meeting on the 17th May 2017 and 26th June 2017

Both minutes duly approved and signed.

391. To approve payment to reimburse Christine Smith for raffle prizes - total cost £170.

The Committee approved reimbursement of £170 to Christine Smith. Receipt and bank details provided for the CEO to pass to the Fleetwood Town Council Clerk.

392. To approve posters and tickets for Quiz and Fundraiser event.

The Committee approved the Fleetwood Festive Lights Christmas Ball poster. Tickets for the Ball were approved. The Quiz poster wording was approved but the date will need to be changed.

393. To make a decision about ticket sales/take name and contact details to check on arrival.

On arrival, names and numbers of ticket holders to be checked against the list held by Fleetwood Town Council Office. **Action Point – Christine Smith and Paul Tilling**

394. To make a final decision on the name of the Christmas fundraiser event.

The Committee agreed the name of the Christmas fundraiser event as Fleetwood Festive Lights Christmas Ball.

395. To make a final decision on the DJ for the Christmas fundraiser event.

Fleetwood Town Football Club has advised that the cost of their DJ would be £175. The Committee agreed to have Fleetwood Town Football Club's DJ and the maximum amount payable £175. A request has been made to reduce this cost for our event, decision is awaited. **Action Point – Dawn Spooner**



396. To make a decision on the purchase of Christmas Crackers for the Christmas fundraiser event.

The Committee agreed the purchase of inexpensive crackers for 130 guests in possible colours red and white. Confirmation required by Fleetwood Town Football Club as to their colour scheme for the room.

Action Point – Dawn Spooner

397. To decide on the finish time for the fundraiser event

The Committee agreed that finish time should be no later than 1am.

398. To decide on how to run the raffle i.e. envelope raffle for £5 minimum donation or traditional tickets.

The Committee agreed that we have both an envelope raffle and traditional raffle.

399. To make a decision about holding an auction for the best 3 prizes

The Fleetwood Town Football Club has promised a football shirt, either a match worn or new and signed, plus a football. It was suggested that the DJ should oversee an auction. The Committee agreed to defer a decision for an auction until the October meeting once we have determined what prizes we have obtained.

400. To decide on what to purchase with the £250 ABP star prize donation for the Christmas fundraiser event.

The Committee suggestions included a piece of glass from Ditchfield Glass and a weekend break at Ribby Hall. Approach would be made to both companies to ask if they would match fund to the value of £500. The Committee agreed to defer a decision until the October meeting when we should have had a response from both companies. Action Point – Dawn Spooner

401. To nominate and approve Asda Bucket Collection volunteers.

30th September Action Point – Julie Dalton and Rachael George, Cheryl Raynor

2nd December Action Point – Mary Stirzaker, Marge Anderton, Cheryl Raynor

402. To approve wording of the letter to invite businesses to attend fundraiser event as their

Christmas Party. Initial list of businesses to invite:- Lofthouses; DWP/Hesketh House; Asda; Wyre Borough Council; Fleetwood Library; Fleetwood Museum; BES Utilities; Cat Smith; Labour Group; Healthier Fleetwood; Tram Sunday; Folk and Roots; West View Community Centre; Civic Society; Rotary; Coast Watch Institution; Fire Service; All Schools; Marine Hall.

A letter should also be given to The Trinity Fundraising Team inviting them to attend. Action Point – Paul Tilling

The Letter was approved with a couple of amendments to the wording. A cut-off date for selling tickets was agreed as Friday 13th October at Fleetwood Town Council Office. Action Point – Dawn Spooner.

403. To approve the quote from Zurich for one off insurance for the Switch On event.

The Committee approved the quote of £140 from Zurich Insurance and Fleetwood Town Council Clerk to be advised of the decision. Action Point – Dawn Spooner



404. Items for information and/or discussion only – no decision required at this meeting:-

- To confirm that Blackpool Transport have offered to do the road closures on the 18th November at the same price as last year £325 + VAT

The Committee agreed to accept the offer from Blackpool Transport. **Action Point – Dawn Spooner**

- Debrief from Tram Sunday stall

The Committee expressed disappointment regarding the amount raised this year which was £189. It was decided that we do not purchase from Candy Shack again as £170 was quite a sizable amount to pay out. We will purchase 30 sweetie explosions again next year. Paul Tilling's Mum has offered to do them cheaper for us.

The Committee were informed by a Tram Sunday organiser that no bottles of alcohol should be provided as prizes on the stalls.

An approach will be made to the rock factory for free lollies.

It was suggested that we consider a different place to pitch our stall. Some of the surrounding cafes complained about the noise. Also, maybe organise a rota of Committee members on the stall.

A thank you letter from Fleetwood Town Council to be sent to David and Paul's Toys at Fleetwood Market for the donations of bubbles and boomerangs. The Committee agreed that these proved very popular and hopefully the same can be donated next year. **Action Point – Dawn Spooner**

Update on Christmas Hamper/Wicker basket purchase Cllr R George

Rachael George offered the hamper as her donation to the raffle prizes for the Christmas Fundraiser event. Donations for the hamper items are to be submitted by Committee members. Offers received so far: Mary Stirzaker – Bottles of mulled wine, Marge Anderton - Christmas pudding. An update of all donations for the hamper will be required by the October meeting.

The Rossall by election will clash with the Quiz Night. For discussion as Cllr C Raynor is a candidate The Euston Hotel and Martin Crane the Quizmaster were contacted at the meeting and confirmed availability as Wednesday 20th September. The poster will be amended with the revised date. **Action Point – Dawn Spooner**

- Update on raffle prize donations for the Quiz

We will use the 6 bottles of wine left over from the Tram Sunday Stall

2 bottles of mulled wine and request to the Football Club for a donation **Action Point – Mary Stirzaker**

Request a £20 Meal voucher from Café Royal and a request for donations to be put on the Festive Lights Facebook Page. **Action Point –Julie Dalton**

Request for a hairdresser voucher and Yankee Candle from the Mole Hole. **Action Point – Christine Smith**

- Update on quote from the DJ Adam Discoman for the Switch On Night and the Reindeer Run

Adam confirmed that he will not charge for the Reindeer Run and will give his time for free. He has another engagement on the Switch On Night so the Committee agreed that as we could not guarantee timings to finish at the Marine Gardens then we should look for another DJ to cover the event. It was suggested to approach Andy Mitchell to compere the event and submit a quote **Action Point – Robert Brown**



- The Festive Lights Grant from Wyre has now been confirmed. The maximum is £3170. Although if the uptake of the grant allows a greater contribution, this may be increased. Applications to be submitted by 5pm on 1st August. The application has been submitted. If other Councils require less then we have asked that we can apply for funds up to £5,000.

405 AOB/Items for the next Agenda.

For additional discussion only.

- Rachael George has advised that due to a pending operation she may not be available for meetings for 12 weeks from 9th August
- Committee members require booking first lot of tickets for the Christmas Ball. Mary Stirzaker, McCord, Julie Dalton, Rachael George, Christine Smith, Paul Tilling and Tracey, Emma and Marge Anderton, Cheryl Raynor. Terry Rogers requested a table for Fleetwood Town Council

Agenda Items for the next meeting

- Update on cost of DJ for the Christmas fundraiser event.
- Update on DJ and quote for the Switch On Night
- To reimburse Mary for costs incurred for the Tram Sunday stall on production of receipts.
- Update on raffle prize donations for Quiz
- Discussion on gift for Quizmaster
- Update on raffle prizes for Fundraiser Meal
- Update on school choir and Wyre Warblers to perform at the Switch On event
- Letter to schools inviting to the switch on event for approval

406. To agree a date and time of the next meeting

The next Fleetwood Festive Lights Meeting will be the Wednesday 30th August 2017 in the Rossall Room North Euston Hotel at 7pm

Signed.....Dated.....