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

**HELD ON Tuesday 18 April 2023 at 7.00pm**

**North Euston Hotel in the Residents Lounge**

**1691 Opening of the meeting.**

The Chair Cllr Christine Smith opened the meeting and welcomed all in attendance.

Present: Chairperson Christine Smith, Secretary Julie Dalton, Clerk Irene Tonge, CEDO Lauren Harrison, Cheryl Raynor, Mary Stirzaker, Lorraine Beavers, Dawn McCord, Robbie Andrew Raynor Guest Richard Ryan

**1692 To receive apologies for absence*.***

Apologies received from the Clerk Irene Tonge , CEDO Lauren Harrison, Cllr Karen Nicholson and Dawn McCord

**1693 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.

**1694 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.

**1695 To consider and approve the minutes of the Festive Lights Committee Meeting of 20 March 2023.** Minutes approved and signed.

**1696 The committee Chairman reminds all members to take note of the standing guidance at appendix A below. Chairman**

Committee duly noted.

**1697 Accounts: Clerk**

* **To update on unmetered supply invoice.**

A default notice from NPower for £1,0016.04 dated 27th March had been sent to the wrong place. Email to Clerk and invoice received from Napton Parish Council iro 2 years unmetered supply and failure to pay within 7 days of receipt of this invoice could result in court action. Documents passed to Richard Ryan to investigate. **Action Point - Richard Ryan**

* **To note the updated Budget sheet**

Budget c/fwd to 23/24 is £684.45, allocation for 23/24 is £20,425 + VAT reclaim, grant & fundraising.

**1698 Updates from Richard Ryan:**

* **To consider and accept the draft contract for the next 3 years for lighting up Fleetwood and to include responsibility for lighting and ongoing maintenance at Fisherman’s Walk.**

Deferred until the next meeting.

* **Decision required re quote for replacing tree lights at Fisherman’s Walk and the Pocket Park**

Deferred until the next meeting.

* **To update on the provision of a new podium for switch-on.**

**To show video (item 1676, 3rd bullet from last meeting refers) and approve where to place them.**

Deferred until next meeting (see 1699).

**1699 To update regarding the meeting with Julia Robinson. Cllr Mary Stirzaker and Secretary.**

The technicians advised against fireworks due to paperwork /red tape that it would involve. Richard will show a video presentation at the next meeting of pyrotechnics for the stage, 3rd snow machine and podium.

Regarding the tree in the Marine Gardens Julia will look at having a fundraiser or sponsorship to pay for it. If power supply can be obtained, lights to be put on the trees in the grounds.

**1700 To note that a card reader has been donated by the CEDO.**

Noted.

**1701 To update on funding options to include a Go Funding page.**

The committee agreed to look at this option in September

**1702 To update the meeting re the booking of Race Night and raffle prizes .**

CEDO confirmed that the Race Night is booked; pack to be sent to the CEDO this week. Toni apologised; the delay was due to her being unwell.

The committee chose the 2nd poster with the word buffet deleted. Date Saturday 27th May. Time 7pm. Tickets £5. The committee require confirmation from the CEDO requesting the cost for the hosting of Race Night. The secretary sent a text to Lauren Wednesday 19th April. **Action Point - CEDO**

Raffle prizes to be sourced by all with cellophane and bows for cheaper items to be stored at the office.

**1703 To update the meeting regarding quotes to hire from Rachel Ward Productions Blackpool for switch-on event.**

The Secretary handed out a list containing prices per hour for Rachel Ward Productions, Don’t Panic Event Hire Birkenhead and Magical Mascots:

Rachel Ward Productions

Juggler Elf £80, Juggler unicycle £80, these are £60 if booked with stilt walker Christmas tree lady which is £200 weather permitting as costume could be ruined.

Don’t Panic Event Hire Birkenhead

Santa, the Grinch, Elf, Olaf. £150 each for 2 hours

Magical Mascots

the Grinch, Olaf, Christmas Mickey and Minnie £100 each per hour. Last year we paid £500 for four mascots. The CEDO queried the price rise and was told that if it’s raining like last year the costumes get ruined. The CEDO has advised that no further action taken to book Anna and Elsa due to the price rise.

The committee decided against Don’t Panic Event Hire Birkenhead because of it not being local should any issue arise.

The committee decided to book the following for 2 hours:

Rachel Ward Productions.

Juggler Elf £80, Juggler unicycle £80 = £320 **Action Point -Secretary**

Magical Mascots

Grinch and Olaf = £400 **Action Point - CEDO**

Total cost £720

**1704 To update the meeting re the approach made to the Willow group and Karen Thomas re Lanterns for the parade.**

The secretary informed the committee that the Willow group are to have a meeting to discuss whether to participate in the Lantern Parade. Defer to the next meeting.

Karen Thomas and her husband are to make 4 lanterns, 3 traditional style large lanterns each depicting a silhouette of the lighthouses. The 4th will be a light up lighthouse.

**1705 To update the meeting re the tram and Rotary Santa & Sleigh.**

The CEDO confirmed that the Tram HMS Blackpool is booked and will be at Fisherman’s Walk 4.30pm

Santa and the Rotary Sleigh is also booked.

School Choir not needed to book until October

**1706 To update the meeting re the menu from Parkside and to reconsider and approve if Xmas**

**Party is to go ahead this year, if decision is to not have a party, discuss what and decide what to do with Jars of Joy table decorations. Mary Stirzaker/All**

Mary Stirzaker informed the committee that Parkside has advised the following menu at a cost of £30 per head:

Starter - Winter Parsnip Soup

Main - Turkey and trimmings

Dessert - Sticky toffee pudding

Vegetarian option - available

The Committee were disappointed in this increase, as to gain any profit we would have to charge £35 per ticket which could badly affect bookings. Also, we can’t book either 2nd or 9th December until we know the football fixtures which come out in June. There would also be the cost of a DJ, balloons and raffle prizes and there will be no funds from Regenda to purchase raffle prizes.

Mary will go back to Parkside to ask if £30 just covers the meal and not a DJ; if they can’t do us a deal then Mary will tell them we won’t be going ahead with the booking. **Action Point – Mary Stirzaker**

**1707 To update the meeting re the hamper boxes. Clerk**

Defer until the next meeting pending decision on response from Parkside and whether Christmas party is to go ahead.

**1708 AOB**

Ideas put forward by Dawn McCord for fundraisers:

* Outdoor Cinema at Affinity Car Park at a charge of £10 a car; 350 cars would need to be booked to make it viable so that idea was dismissed.
* World Record attempt - dismissed.

Other ideas discussed were:

* Bingo - if Toni the Race Night organiser does anything like that and book the Bowling Club for it. Booming Bingo could be an option to look at as a Festive event. The price (to be investigated), Includes bingo cards, pens, professional bingo caller, large screen, one line or two line prizes, we would provide full house prizes. Sing-along, interaction, dance off etc. Venue could be the Bowling Club **Action Point - CEDO**

**Items for the next Agenda**

**To vote in Chairperson and Secretary**

**Update from Richard re default invoice regarding 2 years unmetered supply**

**Projector to be brought from the Town Council office for Richard Ryan’s video presentation of pyrotechnics for the outside stage. 3rd snow machine and podium.**

**Update on power supply to light trees in the Marine Gardens and if so, quote required.**

**To consider and accept the draft contract for the next 3 years for lighting up Fleetwood and to include responsibility for lighting and ongoing maintenance at Fisherman’s Walk.**

**Update on quotes for lighting Fisherman’s Walk trees and Pocket Park**

**Update on Race Night booking and raffle prizes**

**Update on Parkside and cost of menu and decision as to whether to go ahead with booking.**

**Update on booking Rachel Ward Productions Juggler Elf and Juggler unicycle for 2 hours on switch on night**

**Update on booking Magical Mascots the Grinch and Olaf for 2 hours on switch on night**

**Update on Willow group participating with Lantern in the Parade**

**Update on Booming Bingo as a Festive fundraiser**

**1709 Date and Time of next meeting Wednesday 24th May 2023 at 7pm in the Vantini Room North Euston Hotel. NB: secretary booked the room after the committee meeting**

**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 provideadvice on the way forward.