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

**HELD ON Monday 23rd August 2021**

**at 7.00pm via Zoom**

Present: Clerk, Irene Tonge, Chairperson Christine Smith, Secretary Julie Dalton, CEDO Lauren Harrison, Mary Stirzaker, Lorraine Beavers, Cheryl Raynor,

Guest Richard Ryan

**1179** Opening of the meeting. For members to note this meeting is to replace the cancelled meeting of the 9 August.

**1180** To receive apologies for absence*.* Fiona English

No apology received from Karen Whitcomb, Craig Armstrong, Dawn McCord, Amanda Slater

**1181** 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.

**1182** 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.

**1183** To consider and approve the minutes of the Festive Lights Committee Meeting of the 6th of July 2021

Minutes approved. To be signed and sent to the office.

**1184** The committee chairman reminds all members to take note of the standing guidance at

appendix A.

**1185.** To note the updated budget sheet.

 Budget was noted.

**1186 To receive verbal updates from Richard Ryan re:**

• Town Centre Illuminations –

1. Rental of features 39 at £130/feature = £5070/ year.

2. 4 at £115/feature = £460/year

**Total = £ 5,530**

3. Annual installation AND removal of 43 pole mounted features = £4515 / year.

4. Infrastructure testing on all columns @£20/ column x 43 columns= £430 / year.

**A query was raised regarding this quote. Should the amount be £10 per column? If £20 then the amount would be £860. Richard advised the committee that the cost per column is £10 so £430 is correct**.

5. Replacement (full) of any faulty column supply (includes new socket/supply) = £249/column.

6. Storage of all features annually = £458

7. South clock tower installation/removal/testing = £110

8. North clock tower as South but double head = £130

 Note : Clocktower costs this year are LOWER than 2020 as infrastructure now in place

9. Weekly inspection £45/week while lit

10. Unlimited Call outs 24/7 during duration of display £185

11. “Switch on night” switching £450 (this is to make sure all items are switched on and illuminated fully on the night and is not part of a ceremony as such- a 12m MEWP and team will be present to ensure full operation)

12. Tidy up Pocket Park existing lighting, some hanging down - Free of charge

**1) Fisherman's walk and Anchor**

Proposal is to light the three trees adjacent to the anchor in the same style and density as the existing trees in the vicinity. Assumes all year-round usage if required, the Anchor itself to be clearly spot lit in either white or colour change.

Materials (include new supply which has to be attached and taken from column) £1,758

Labour £1,100

**Total= £ 2,858**

**2) St Peters Church**

If this were approved it would require 7 large sets of LEDs to get the same look as the other trees we have lit. ALL the trees at the front of the Church would be fully lit as per the Anchor area ones. Again, this would be an all-year usage if required the lights can be controlled from the column from which it is supplied. The column doubles as a feature column

and as a supply to a small roadside (non -church) tree as well. Richard will arrange the necessary power split for this to happen.

Materials (includes splitters and cables) £1800

Labour £ 2100

**Total= £ 3900**

**3) St Marys Church**

Proposal is to illuminate all trees in frontage at North end (sketch 1) and South end (sketch 2). In the case of sketch 2 Richard is hoping the Church can supply a feed to allow us to light an extra small roadside tree to the standard and density of all the existing trees. This will require 6 large sets.

Materials £ 1500

Labour £ 1790

**Total= £ 3290**

**4) Multiple smaller roadside trees (10 out of 19 can be done)**

Each tree to be illuminated as densely as the tree will allow, they vary considerably in size so lighting will be selected accordingly in each case. These will be BRIGHT and in the same style as the main trees.

Materials (for all 10) Includes all splitters and extra feeder cables and transformers

£ 1050

Labour (including January removal)

£ 1250

**Total = £ 2300 (10 trees)**

**Cost for post features in Marine Gardens**

 Awaiting Council sign off on column use

A query was raised regarding this item. Is sign off dependant on the features weights and heights? Have photos been sent to Julia Robinson to refer to the Council for approval of column use? Richard confirmed that the use of the columns has not yet been signed off by the council. He will email Julia with details of these to Julia so that she can get approval for the use of the 8 columns.

**Action Point - Richard Ryan**

**• Festoons for the posts in the Marine Gardens**

Post features (yet to be fully agreed) for Marine gardens **£ 115/post rental/year.** Installation/removal **£105 per post/year**

Festoons for all 8 poles with LED’s and supporting catenaries **- we OWN £ 455** . Installation/removal = **£ 750/year**

We were also looking at using the battery LED sets from last year used in Lord Street in the bushes at Switch on. Cost of batteries is £10; Richard will install and remove them same night FOC**. We can check these out at the same time as the night test of the projectors and floodlights.**

**Action Point - Richard Ryan**

Projections (based on 2 large scale IP rated outdoor gobo projectors with a gobo installed and a single centre colour change floodlight) **Cost to BUY so we own them** **£ 5,635.** Installation/removal (including gobo focussing) annually **£200.**

Richard advised the Committee that the original supplier had lost the projectors. A new supplier has been sourced and an evening site test will be arranged possibly the first week in September. An email will be sent to the committee with a confirmed date, copied into the email will be Julia Robinson Manager of the Marine Hall. The projectors have a 2-year warranty. He will ask about a 5-year warranty.

**Action Point - Richard Ryan**

**The total costs for all illuminations listed above would be appx. £27,000.**

Concern was raised about the cost of the projectors. A video will be emailed to the committee for consideration. Another option would be to have floodlights. Richard will give a price for floodlights before the next meeting and do a site test **Action Point Richard Ryan**

**1187 To receive verbal updates from CEDO / Clerk and where costs have been rec’d the committee to consider and approve, re:**

• Lighting up the tree in the grounds of St Peters including update re power supply. St Peters has responded and approved.

• Lighting up the tree in the grounds of St Marys. No response yet from David Gerrard. This will need a chase up.

**Action Point – CEDO to make contact with Farther Michael / David Gerrard and give verbal update at next meeting.**

**• Update re road closures and costs.** Sunbelt Rentals quote was £1350.00 and they would sponsor a banner. Road Safety Services quoted £996.00 inclusive of VAT

The Committee agreed to use Road Safety Management as they know the road plan.

**Action Point – CEDO to request Invoice for payment by the Clerk.**

**• Update re Special Events Insurance and cost Total to pay £ 98.00.**

The Rotary Club have confirmed that they have adequate cover under Rotary International Insurance for Santa’s Sleigh. Copy of which has been sent to the CEDO.

The Committee agreed payment to Community First

**Action Point – Clerk to arrange payment.**

**• Update re Marshals and First Aiders**

The CEDO advised the committee that there will be 12 places on the first aid course at a cost of £719. Certification lasts 3 years. A minimum of 4 first aiders at required at the event. A venue to be considered was the North Euston Hotel at a charge of £100 to use the Ballroom Booked for 23rd September. Another venue is the Fire Station which would be free but was said to be too small.The committee therefore agreed to go ahead with the NEH.

**Action Point – CEDO to go ahead and book NEH and request invoice for payment by the Clerk.**

**• Update on the Hi – viz jackets and costs**

 **A local company has been sourced. 12 extra-large have been ordered at £71**

**Action Point – CEDO to request invoice for payment by the Clerk.**

**1188 To receive update re the Race Night fundraiser from Secretary.**

It was agreed at the last meeting that a date in September would not give us time to sort out the Race Night and that as a fundraiser we should have a Quiz Night at the North Euston Hotel. The Secretary approached the Manager at NEH who advised that the Ballroom is available on Thursday 28th October.

Martin Crane was approached to be Quiz Master and would be available on that date.

There would be a Bar Staff charge of £60 if booked for 4 hours.

Committee agreed that we have a bar from 7.30- 11.30pm and pay £60.

**Action Point – Secretary to confirm the date, time and bar availability and if confirmed to request invoice for payment by the Clerk.**

**1189 Update from FCM re any changes to composition of the Committee.**

The Clerk advised the committee that there was a query as to whether Cllr Sean Pilkington would be invited to join the Festive Lights Committee. He has not been formally asked, although he has been proposed by other Cllrs in his absence at FCM. No changes to the committee at the moment.

**1190 Confirmation from Secretary that an email was issued to Julia Robinson re costings.**

The Secretary advised that she had spoken to Julia Robinson and that the Festive Lights Committee would meet the costs of the post features in the Marine Gardens, festoons for the posts in the Marine Gardens and projections for the Marine Hall building and Mount Hill. The only cost to her would be the Christmas tree for the Marine Gardens. Richard Ryan is waiting fora response from Council regarding the use of the columns.

Confirmation required from GBLec to light up the Christmas tree in the Marine Gardens.

**Action Point – CEDO to contact Gary at GBLec and give verbal update at next meeting.**

**1191 To consider and approve to have ground street signs (projections) on pavements at Marine Gardens and Ash Street which will promote the event.**

The Committee decided that no signs were necessary as the switch on night would be well publicised through the local press and social media**.**

**1192. AOB**

The Willow Group have advised that sadly they will not be attending this year’s event. The reason being is that they have no date for inside crafters to restart.

Karen Marie Nicholson founder of the Facebook page Jars of Joy had a meeting with the secretary following a comment regarding children in the Parade carrying Christmas themed Jars of Joy. Karen would like to support the Festive Lights Committee and if costs will allow she would donate 100 jars with T lights in a lightweight jar suitable for the children to carry. She would also like to ask about the setting up of workshops possibly in the museum for the children to decorate their jars in time for the parade.

Karen further suggested the possibility of hiring the 10 beach wheelchairs to be decorated with lights etc. to take part in the Parade. She has asked if she can be invited to our next meeting to discuss further and she is considering joining the Festive Lights Committee. Karen’s email address will be sent to the Clerk so that she can be invited to the next Festive Lights meeting.

**Action Point - Secretary**

There are 12 collection buckets require pickup from the various locations. They will be collected this Thursday and taken to the office.

**Action Point - Secretary**

Cllr Stirzaker advised the committee that the switch on podium has suffered some damage. It still has lights and tinsel but not the hanging effect. A photo of the current state of the podium will be sent to the committee to decide whether any repairs need to be addressed**.**

**Action Point – Cllr Stirzaker**

The Secretary sadly had to inform the committee of the sudden passing of Ann Hanvey Chairman of the Carnival Committee. Ann was a great supporter of the Festive Lights attending Quiz nights and entering the Carnival Queen and Retinue in the Lantern Parade. A message of condolence will be sent to the Carnival Committee on behalf of the FL Committee.

**Action Point - Secretary**

**1193 Items for the next Agenda**

To decide on whether to purchase projectors or floodlights following site test on the Mount and Marine Hall building

Update regarding whether Wyre Council have approved the use of the columns for festoons and features in the Marine Gardens

Update on lighting up the trees at St Mary’s Church

Update on costings for illuminating the town for switch on night

Update from GBLec regarding lighting the Christmas tree in the Marine Gardens on switch on night.

Update on lighting up the Fisherman’s Walk and the Pocket Park

Update on First Aid course and venue.

Update on switch on Podium

Update on children’s lanterns and workshops for the Parade

Approve Quiz Night poster

Approve order of the Elf doll for the Where is Elf competition

Decision required on School choir to perform at Switch on Night

**1194 Date and Time of next meeting**

**Zoom Meeting Monday 20th September 2021 at 7pm.**

The zoom contract had been cancelled following a decision made at FCM

The Clerk will arrange to book a zoom meeting in her name for this date and time which will be cheaper.

**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.