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

**HELD ON Monday 12 February 2024 at 7.00pm FTC Office 122 Poulton Road**

**1858 Opening of the meeting. The Chairperson opened the meeting and welcomed all in attendance.**

**Present: Secretary Julie Dalton, Cllr Cheryl Raynor, Cllr Mary Belshaw, Cllr Robbie Raynor, Dawn McCord, CEDO Lauren Harrison**

**1859 To receive apologies for absence. Chairperson Cllr Christine Smith, Cllr Karen Nicholson, Jason Belshaw, Clerk Irene Tonge, Cllr Andrew Crai*g (no apology received)***

**Cllr Belshaw acted as Chair in Cllr Smith’s absence.**

**To note, Jason Belshaw is unavailable to attend meetings on Monday, Wednesday and Friday.**

**1860 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.**

**1861 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.**

**1862 To consider and approve the minutes of the Festive Lights committee meetings of 8 January**

**2024 and for the chairman to sign them**

**Minutes approved and signed. The committee requested that the CEDO should be copied into the minutes when sent to the Clerk before issue to the Committee to ensure that Action Points are noted well in advance.**

**1863 To remind all members to take note of the standing guidance at appendix A below. Chairman**

**Committee duly noted.**

**1864 Accounts. To note the updated budget sheet.**

**No budget sheet was received. Due to low funds, more fundraising is required.**

**1865 In regard to the Actions for item 1847**

** Clerk hasn’t had the time since the issue of the minutes to look into the matter of the first action (owing to workload) and suggests this is deferred until next meeting. All agreed.**

** Richard’s action to provide a written report is also deferred to next meeting.**

** Richard’s action regards GOBOS on the Mount – Richard to give update. Richard was not present at the meeting. He needs to receive the agenda for the next meeting. Also for Richard to be asked to supply details of the unmetered supply asap. Action Point- Cllr Belshaw**

** Clerk confirms that the Invoice was paid.**

**1866 In regard to Actions for item 1848**

** Update on lead times and emergency numbers, CEDO will require this information later in the year**

** Action Plan to be drawn up and presented at the meeting. CEDO requires guidance to be taken iro events such as, Race Day, Xmas party etc. to be entered into a calendar of events so that dates can be tweaked as necessary. The Xmas Party poster to be arranged in advance and posted out with the confirmed date as soon as football fixtures are known in June Action Point-CEDO**

** Update on Competition Winners and Photo Opportunities**

**A booklet will be produced with instructions such as who will greet them, where and when to meet the tram, the walk from the tram terminal to the Marine Hall, itinerary of what will take place at the event and to then stay for photo opportunities with the councillors, Santa etc. Include emergency contact of the chaperone should any competition winner be unable to attend on the night. These will be given to Cllr Belshaw and Secretary to take into the schools. Action Point-CEDO**

**Hire of Snow Globe. The CEDO will contact Julia Robinson who hires one for the Market. Action Point-CEDO**

** To consider and approve to introduce an Elf Trail. Cllr Nicholson. To be deferred to the next meeting**

**1867 In regard to Action for item 1849**

** Update in regard to 2024 switch-on date, Cllr Belshaw**

**The Secretary received an email from Julia Robinson Manager at the Marine Hall stating that the weekend 30th November/1st December is available and suggested that if they move the Christmas Market to the Sunday 1st December, would the Committee be able to do the Christmas Lights Switch On Saturday 30th November.**

**The committee approved having the Switch On event on Saturday 30th November. An email will be sent to Julia Robinson to book the date. Action Point-Secretary**

**1868 In regard to Actions for item 1850**

** Update on the availability of Parkside for the venue, date, and price.**

**Cllr Belshaw advised the committee that she has negotiated a price of £25 with Parkside this will allow us to charge £30 a head to cover the cost of the DJ and anything else we need to purchase. Tickets are to be booked with the clerk as she can take payment at the same time**.

** Update on contacting Dave Scrivener for quote for DJ services. Cllr Belshaw.**

**Cllr Raynor had already mentioned to him about DJ for the Xmas party and he has offered to do it at half price. Cllr Belshaw will let him know potential dates of either 7th or 14th December and provisionally book him for those dates. She will also confirm that Switch On nights is 30th November and book him as compere and to ask if his son Archie will perform at the concert. Action Point- Cllr Belshaw**

** Update on date and price for the preparation of the poster. CEDO will design 3 posters for the committee to choose from and send to Panther Press for printing.**

** Update re comments on Parkside’s Facebook Page – All**

**Committee members sent moments praising the venue and service**

** Update re letter of thanks – Emailed and copy to be sent to all FLs committee members.**

**Clerk**

**1869 In regard to Actions for item 1851**

** Update re alternative entertainers for Parade. CEDO has asked for this to be deferred.**

** Update re suggested performers quoted in the minutes and if contact has been made.**

**Secretary confirmed that Lucas Williams is booked and he will be informed that the concert is to take place on 30th November. Shakespeare School has been approached but their choir members often have other events at the weekends and are unable to commit. Chaucer School haven’t performed yet as they didn’t have a choir but hopefully if contacted now they may have time to put a choir together. They will be given first option before other schools are approached. Action Point-Secretary**

**Florence Harrison was approached to sing but she doesn’t feel able to perform. Fleetwood High School could be approached to ask if they have a band that will perform at the event. The Secretary said that Flakefleet School have a talent contest at the Marine Hall in the summer so it may be worth attending and approaching the winner to ask if they would like to perform at the concert. Action Point-Secretary/Cllr Belshaw**

**1870 To update regarding the booking of the Western Train Tram for Switch-on Night.**

**CEDO informed the committee that she has contacted Emma Tingle at Blackpool Transport but to date she hasn’t responded. Quite often we are told that it is already booked for Heritage tours. Action Point-CEDO**

**1871 To update regarding various fundraiser events and applying for grants for 2024 - item 1853 from minutes refers. Action Points from minutes …CEDO, Cllr Nicholson, Secretary and Cllr C Raynor.**

**The CEDO will look into what we can do as a committee because big grants require you to be a registered charity, CIC or CIO. We could look at a Heritage Fund. Lancashire Crowd Funding are letting Town Councils apply for sums up to £5000 which is going ahead now so we will have to wait for the next one.**

**1872 To consider and approve the Go Funding page and make any suggestions to promote this – Item 1855 from last meeting. This was discussed but no specific actions identified – suggest it is discussed again. The page is up but it needs pushing.**

**A suggestion was made regarding sponsoring an advertisement on Facebook. It was agreed to put it on next week up to £30 and review at the next meeting. Action Point-Clerk**

**1873 To consider and approve the next steps to be taken for recruiting more committee members -**

**– Item 1854 from last meeting. This was discussed but no specific actionees, other than Cllr Smith**

**(Chairman) identified a relative – suggest Update from Cllr Smith and also this item be discussed**

**again (Q. was Cllr Kuruvakadua approached?). He was approached and said he would but has not confirmed when. Cllr Smith was not available to confirm whether her relative has been approached.**

**1874 AOB.**

**Cllr Belshaw and Dawn McCord went to a night of mediums at the Bowling Club which was packed out. They approached the three mediums who were very entertaining and asked them about possibly doing an event for Festive Lights. There were three of them and they charge £100 each. It was suggested having this as a fundraiser at the Rugby Club (the Bowling Club already have several weekend bookings) if we can get it free, advertise at £10 per ticket, no food. If 100 people booked that is £1,000 less the £300 for the mediums that is £700 raised for funds, plus a raffle selling at £2 a strip. If this is approved, a date in June could be considered.**

**The Secretary informed the committee that Martin Crane is available as Quizmaster for Thursday 26th September Quiz Night fundraiser. This is usually held at the Euston. Last year we paid £90 for a bar staff member which the committee approved because we were allowed a room free of charge for our meetings. This is no longer the case and so meetings are now being held at the Town Council office. The Bowling Club will be approached to ask if that date is available and if so, will the room hire be free. Action Point-Secretary**

**Cllr Nicholson has advised that she has agreed a provisional price of £5.95 for fish and chips from the Ferry Cafe for the Day at the Races event but the date given was 19th May and it should be 18th May. Toni at Fun Racing has not responded as to whether we can book 18th May for the event. She will be contacted again to be advised that 18th May has been reserved with the Bowling Club and can Toni confirm the booking with the CEDO. Ticket payments will have to go through the Clerk Action Point-Cllr Belshaw/CEDO/Clerk**

**Fundraiser ideas put forward were a sponsored swim**

**Festive Lights fundraiser at the Fire Station with 10% going towards the Firefighters charity**

**Human Bandit on Tram Sunday 21st July. Alcohol for adults and prizes (eg, bubbles for a certain 3 colour combination)party packs from Home Bargains,Lucy Mcneill to be asked for the website she used for bulk order items. Action Point-CEDO**

**The committee expressed disappointment in the lights on the Fisherman’s Walk trees, there were not enough lights on the trees and not as bright as previous years. Richard Ryan to be asked about this at the next meeting.**

**Items for the next Agenda**

**Compile a calendar listing meetings for the year**

**Updates from Richard re Fisherman’s Walk trees, lamppost features and GOBOS**

**Update from the Clerk re contracted payments to Blachere and work undertaken in 2016. Actions from item 1847 refers**

**Update on booking Western Train tram**

**Update on booking Race Organiser for Day at the Races**

**Update on booking Bowling Club for Quiz Night**

**Update on booking performers for Lantern Parade & concert and Dave Scrivener as compere**

**Update on Funding, sponsoring an advertisement on Facebook and fundraisers**

**Update on Hire of Snow Globe.**

**Update on Elf trail**

**Update on recruiting members**

**1875 To consider and approve the date for the next meeting.**

**Tuesday 12th March 7pm downstairs Town Council Office**

**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.**

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