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

**HELD ON Tuesday 19 March 2024 at 7.00pm FTC Office 122 Poulton Road**

**1876 Opening of the meeting. The Chairperson opened the meeting and welcomed all in attendance.**

**Present: Chairperson Cllr Christine Smith, Secretary Julie Dalton, Cllr Cheryl Raynor, Cllr Mary Belshaw, Cllr Karen Nicholson, Dawn McCord,**

**Clerk Irene Tonge, Guest Richard Ryan**

**1877 To receive apologies for absence Jason Belshaw, Robbie Raynor, Cllr Andrew Crai*g,* CEDO Lauren Harrison**

**1878 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.**

**1879 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.**

**1880 To consider and approve the minutes of the Festive Lights committee meetings of 12 February**

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

**Minutes approved and signed.**

**1881 To remind all members to take note of the standing guidance at appendix A below. Chairman**

**Committee duly noted.**

**1882 Accounts. To consider and approve the invoice for the unmetered supply from npower –**

**£740.71 Due date 26/3/24 – To be sent by email.**

**The committee did not approve the invoice as it was noted we are being charged from 1st September to 29th February. We supplied the start and finish date of 18th November to 4th January. Richard Ryan has tried contacting them to no avail. He want to know whether Kilowatt 1405.6 information they have given is correct, how have they arrived at that figure and what the tariff is? They have 33p per kwh and another of 50.18 per kwh, where have they got these figures from? He will chase this up. Action Point - Richard Ryan**

**1883 To present an annual calendar listing meetings for the year**

 **To prepare and present an action plan.**

 **To update re the booking of the Western Train tram**

**Deferred until the next meeting**

 **To update on booking race organiser for Day at the Races.**

**The confirmed date is 18th May 2pm to 6pm at the Bowling Club. Ticket price of £10 to include fish,chips and mushy peas @ £5.99 from the Ferry Cafe. We can confirm the order 48 hours before the event. The food will be delivered and served at 4pm during the interval.**

**The Race company fee is £250. The pack has been received including sheets so that we can sell the races beforehand. Copies require printing and a sheet will be issued to each committee to sell one race. The posters can be printed and circulated as well as advertising the event on social media. The cost will be £5 per horse, there are 8 races so £40 in total**. **Each sheet sold will give total of £320. The winner of each horse per race receiving a bottle of wine wrapped in cellophane. Raffle prizes are required for the event. There are e raffle prizes that left over from Christmas that we can use. Action Point-All**

**Businesses can also sponsor the race in advance. Action Point-CEDO**

**1884 To update re the payments to Blachere and work undertaken in 2016.**

**The Clerk has been unable to find the information relating to the infrastructure which we say we were charged for all the lampposts but the charge should only relate to some of the lamp posts. It needs confirming but we think we should only have been charged for 32 lamp posts. The Clerk will check the records back to 2016. Action Point-Clerk**

 **To update re the unmetered supply debacle. (1882 refers)**

**1885 To update re Fisherman’s Walk trees, Lamppost features and GOBOS.**

**Richard Ryan advised the committee that the tree lights had been hit by a vehicle and vandalised and they were too low. Only one side were lit which needs to be dealt with in the summer. Dave has repaired the lights, lifted them up and left them working.**

**One lamppost feature near the hospital has not been taken down. Richard will check this out.**

**The projectors have not been taken apart yet. Richard will put another cover on them and instead of one feeder cable that fed projector one, two and the middle he will send three cables up separately so if one goes it will not put the others out. It has still not been established how water is getting into them, it took a 30 amp fuse out and the street lamp at the time. They will all be identified and serviced, he will report back at the next meeting. Action Point - Richard Ryan**

**There is an issue with the invoice that Dave at City sent to the clerk which is out by about £290.00 out. Richard advised that the figure the clerk sent by email is correct. Dave’s figure of £8,300 needs to be itemised for clarification. The invoice has not yet been paid and is on hold until Dave has confirmed his figures. The Clerk will check her figures and send Richard an email.**

 **We have yet to be invoiced for the festive items at the Marine Hall. Richard suggested that if the clerk cannot balance the invoice with Dave, the amount due for the Marine Hall items can be offset with the amount on the invoice and we pay the difference. Action Point - Richard Ryan/Clerk**

 **Richard told the committee the very sad news that Jason who used to work with him on the Marine Hall features has sadly passed away in January at the age of 37.**

 **Richard explained the problem with the mains, he has explained to Barry Stoddard that one of the columns 29 was changed for which we were billed, the problem is they are all different, damp gets in and causes more outages. Richard said we perhaps should look at the infrastructure, unfortunately we haven’t got the money to do that. We need to know how much this would cost and get 3 quotes which Richard can provide and send to the Town Council. Action Point-Richard Ryan**

**1886 To update on booking the Bowling Club for Quiz Night.**

**Secretary advised the committee that the Bowling Club was booked so the Conservative Club which we can have for free has been booked for Thursday 26th September.**

**1887 To update on booking performers for Lantern Parade & Concert and booking Dave Scrivener for compere.**

### The secretary informed the committee that Dave Scrivener is booked to compere the event. Performers booked so far, Larkholme Primary School Choir and Lucas Williams. FAMM (Fleetwood Academy of Modern Music) would be happy to come and perform on 30th November and have asked whether we want one band or two. How long are they supposed to play? Will the equipment be there, or do they need to provide theirs (obviously, kids will have their instruments)?

**The secretary will get back to FAMM and advise that we have microphones and speakers at the Marine Hall and we require just one band of youngsters performing 3 songs. Each act will perform 3 songs so 9 in total Action Point-Secretary**

**1888 To update on Funding, sponsoring an advertisement on Facebook and other fundraisers.**

**CEDO- postponed to the next meeting**

**1889 To update on Hire of Snow Globe**

**The committee agreed to purchase a snow globe a photo opportunity for the committee and also the competition finalists.**

 **To update on Elf Trail. Cllr. Nicholson has had a look and said there were elf doors with fun names on them. They can be dotted around the Park with a QR code. To be discussed and confirmed at the next meeting.**

**1890 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 – deferred from last 2 meetings.**

**The Go Funding page was discussed but due to ongoing commitments the committee could not dedicate enough time to actively keep pushing it and so fundraising will be achieved from other activities.**

**We can no longer take buckets round. Not as many people use cash these days. Also, the post office charge us for taking in loose change.**

**Fundraisers booked so far: Race Night 18th May at the Bowling Club, Psychic Night at the Conservative Club Friday 21st June. Tram Sunday (Human Bandit) 21st July**

**Where is Elf competition October/November**

**Elf Trail is yet to be decided.**

**The Ferry Cafe said they will be happy to host any fundraiser for us and you can take your own wine.**

**1891 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?) – deferred from last 2 meetings.**

**Cllr Kuruvakadua will attend the next meeting. Shirley Ann Munro the assistant to the Clerk will be invited to join the Festive Lights Committee**

**1892 AOB – members to note NO decisions can be made on items discussed .**

**Nothing declared.**

**Items for the next Agenda**

 **Update from Richard Ryan regarding charges listed on the NPower invoice such as dates applied and wattage figures.**

**Update from Richard Ryan regarding lampposts servicing and projectors**

**Update from City regarding invoice sent to the Clerk**

**Update from Richard regarding the cost to upgrade the infrastructure and the 3 quotes received**

**Update from CEDO regarding 1883**

**To present an annual calendar listing meetings for the year**

 **To prepare and present an action plan.**

 **To update re the booking of the Western Train tram**

**Update on arrangements regarding Day at the Races. Advertising poster, sheets of races for committee members to sell, raffle prizes etc.**

**Advertising of Psychic Night.**

**Update regarding Elf Trail**

**1893 To consider and approve the date for the next meeting. The committee have agreed that as meetings will take place at the Town Council office we move to the earlier time of 6pm. The committee approved this decision**

**Monday 8th April 6pm 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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