



# Fleetwood Town Council

Onward to a Better Future

## **THE MINUTES OF THE FLEETWOOD TOWN COUNCIL** **FESTIVE LIGHTS COMMITTEE** **ON 14 MAY 2018**

**Present:** Chairperson Christine Smith, Secretary Julie Dalton, Robert Brown, Anne Brown, Cheryl Raynor, Jacqui Victor-Corrie, Lorraine Beavers, Emma Anderton, Craig Armstrong, Michael Conn.

**Item 494.** Apologies for absence were accepted from: Mary Stirzaker, Marge Anderton, Dawn McCord, Paul Tilling.

**Item 495. To approve the minutes of the meeting on the 16<sup>th</sup> April 2018.**

The minutes were approved and signed

**Item 496. To approve the ordering and payment of invoice (on production to the clerk) to Taylors 80 Hot Pot suppers and 20 vegetable lasagnes for Race Night Fundraiser. Figure to be amended on confirmation of final ticket sales.**

The Committee approved the ordering and payment of invoice to FTC clerk for hotpots and lasagnes when final tickets sales are confirmed.

**Item 497. To approve the payment of £200 required for compere for Race Night on production of an invoice. The clerk has arranged an invoice with bank transfer details to be issued**

The Committee approved the payment of £200.

**Item 498. To approve reimbursement for 8 bottles of wine from Aldi @ £4 each for the race winners on production of receipts to FTC clerk**

The committee approved the purchase of 8 bottles of wine @£6 each. This figure was amended from last month's discussion to reflect the cost that people would be paying on the night. Total cost £48. Further purchases included 4 bottles of cider and chocolates. Receipts will be sent to FTC clerk.

**Item 499. To approve reimbursement of monies for stationery purchases made for race night on production of receipts to FTC clerk**

The committee approved the reimbursement monies for stationery items.

Jacqui Victor-Corrie has produced 8 congratulatory cards for the winners of each race. 3 more receipts to come then all will be sent to FTC clerk.



**Item 500. To note that a statutory payment of £562.57 has been made to EON for un-metered electricity charges for Festive Lights 0014-2017 inclusive.**

The Committee approved and noted the payment of £562.57.

**Item 501. Summer Party 3<sup>rd</sup> August. The CDO has confirmation from the North Euston Hotel that they can provide a picnic style buffet at £10 a head. Final decisions are required on the following specific items so that publicity can be started soon enough to achieve good ticket sales:**

1. Dress Code

The Committee agreed at the 16<sup>th</sup> April meeting that theme would be Hawaiiin beach party style. Dress code would be casual, (**beach theme optional**)

2. Any details of entertainment to be included on publicity material. Committee had suggested DJ. Dave Scrivener but not confirmed as yet.

Dave Scrivener has advised that he is unavailable on 3<sup>rd</sup> August. Adam Discoman will be approached and a decision will be taken dependant on what fee is requested. **Action Point – Julie Dalton**

3. Price per ticket

It is noted that the Euston Hotel has reduced the price from £14 to £10 for the picnic style buffet. To determine a ticket price, the committee need to know what is included in that £10? The Committee have referred back to Action Point 487 from April's meeting. What food will the Euston provide in the buffet? Will garlands be included in that price? Will the room be free? In addition, could pitchers of sangria/cocktails be included in the price and allocated to each table?

**Action Point - Dawn Spooner**

4. Will there be raffle/auction. If so, what should be included on the promotion poster.

The Committee confirmed that there will be a raffle only.

Confirmation of Photo booth required **Action Point – Christine Smith**

5. Any other relevant information the Committee wish to go on the poster/ social media etc.

The Committee agreed to defer decision on publicity poster until all the questions raised in Action Point 487 have been addressed and put on the agenda for the June meeting.

**Item 502. As highlighted by Barton Grange Management, road safety for staff is an issue when erecting and taking down the West View roundabout tree. Impact protection vehicles were recommended. However, both RSS and BBC (transport team) have suggested cones and signs as the vehicles are too large and would cause an obstruction. The cones would not constitute a road closure. Both RSS and BBC have quoted £180 per visit (plus VAT) to manage the safety aspect. Total cost £432. The Committee are asked to approve this expenditure address health and safety issues and the council's duty of care to its contractors. If approved, the CDO will contact both providers to see who is available to carry out the safety work.**

The Committee have approved on principle as this is a Health and Safety issue raised by Barton Grange management. It was agreed that this issue be referred back to Fleetwood Town Council to confirm that the cost would be added on to the Christmas Tree budget which is ring fenced annually and to be paid out separately. **Action Point – Dawn Spooner**

**Item 503. AOB**



Committee have submitted names of their ticket holders for the Race Night and paid their £5 to sponsor a horse, total cost £50. All races have been sponsored. Tables will be allocated on the night.

Number of tickets sold so far approx. 60.

Horses not sold can be purchased on the night for £5

7 trays of Hot Pots to 1 tray Vegetable Lasagnes be ordered from Taylors

Red cabbage and cutlery to be provided and supper to be served 8.15 -8.30pm. Receipts to be issued for next meeting **Action Point – Robert and Anne Brown**

Any food left over to be taken to Mustard Seed

3 raffle ticket books required **Action Point – Mary Stirzaker**

Raffle ticket sellers **Action Point – Marge and Emma Anderton**

Raffle prizes of gin, wine, meat voucher, 12 month subscription to Lancashire and North West magazine, voucher at Enchan tea'd Tea room and yankee candle. 12 raffle prizes in total.

Tables to be set up **Action Point – Paul Tilling and Craig Armstrong**

Tote tables Action Points – **Christine Smith, Lorraine Beavers, Cheryl Raynor and Mary Stirzaker**

**Item 504. To submit items for discussion or decision at the next meeting.**

- Feedback on Race Night
- DJ for Summer Party to be announced
- Confirmation of Photobooth required
- Decision on Ticket price for Summer Party based on response to Action Point 487 from April's meeting
- Receipts for reimbursement with regard to expenditure for the Race Night
- Confirmation from Fleetwood Town Council regarding payments for cones and site visits at West View Roundabout in addition to the Christmas Tree Budget allocation

**Item 505. To agree date and time of the next meeting**

Monday 4<sup>th</sup> June 2018. 7pm at the North Euston Hotel