



Fleetwood Town Council

Onward to a Better Future

THE MINUTES OF THE FLEETWOOD TOWN COUNCIL FESTIVE LIGHTS COMMITTEE ON 18 JULY 2018

DRAFT

Present: Chairman Christine Smith, Secretary Julie Dalton, Lorraine Beavers, Michael Conn, Mary Stirzaker, Robert Brown, Anne Brown, Dawn McCord

Item 517. Apologies for absence accepted from. Paul Tilling, Emma Anderton, Cheryl Raynor, Jacqui Victor-Corrie, Marge Anderton, Craig Armstrong.

Item 518. To receive an update on matters arising from Cllr.Terry Rogers, Chairman of Fleetwood Town Council together with Debra Thornton FTC Clerk

The Festive Lights Committee was advised that as an active arm of the Fleetwood Town Council that Terms and Conditions should be adhered to at all times on an audit and procedural basis. Signed off minutes become a legal document and can be scrutinized by members of the public. The last meeting held by the Festive Lights Committee at a Committee members' house did not meet those terms which clearly states that meetings should be accessible to members of the public. As a result of which, the meeting was declared null and void. Copies of Fleetwood Town Council Terms of Reference were given out to those members present at the meeting and will be emailed to all Committee members

It was also brought to the attention of the Festive Lights Committee that there is a 6 month rule on changing decisions. Committee members present stated that they were unaware of this rule.

The summer party was a case in point. The Festive Lights Committee agreed that it would be held at the North Euston Hotel and this was entered in the minutes and signed off which therefore becomes a legal document. In this instance, all information with regard to the Summer Party as to what would be included in the price quoted by the North Euston Hotel was not given to the Committee to make an informed choice so the decision to change the venue to the Conservative Club was accepted. The correct procedure with regard to the summer party would have been to obtain details of all buffet items being provided and costings before a decision was made as under the T& C's it could not be readdressed within the 6 months. It was suggested that the Committee decide on fundraising events at the beginning



of the year, together with costings before anything is signed off so that it can be changed within the 6 months.

It was also brought to the attention of the Committee that as an act of law, no Action Point should be given to a member of the Committee who is not present at the meeting. An Action Point should be taken by a present member who can then approach the intended member who is not present at the meeting. This does not apply to council officers who can be assigned Action Points when not present at meetings.

The CDO must be informed of all actions taken by the Festive Lights Committee which is project managed by the Chairman

The Committee were informed that the Christmas party had been booked by a member of the Festive Lights Committee for Saturday 1st December without the CDO being informed. This was disputed by the members present who advised that no date had been agreed by the Committee and was unaware that anyone had booked the Christmas Ball at the Parkside Suite. There is nothing in the minutes to confirm that a date has been agreed by the Committee because we were waiting for the Fleetwood Town Football Club fixtures to be announced. The Committee requested that the booking of this date be investigated. **Action Point- Terry Rogers**

Members of the Festive Lights Committee have to be in attendance at a meeting to vote on any items on the Agenda. A minimum number of 5 members are required to hold a meeting. If any member of the Festive Lights Committee is unable to attend a meeting they should send apologies for their absence to the Chairman/Secretary of the Festive Lights Committee

At that point Cllr. Rogers and Debra Thornton left the meeting.

Item 519. To re-imburse Robert Brown £8.45 for the purchase of condiments, paper plates and cutlery for the race night fundraiser.

The Committee agreed the reimbursement of £8.45 to Robert Brown

Item 520. To approve payment of £22 to Panther Press for printing of Summer Party flyers and tickets.

The Committee approved the payment of £22 to Panther Press

Item 521. To provide updates on Summer Party tickets sales and discussion on whether to move forward with the summer party.

The Festive Lights Committee agreed that as tickets are on sale until 26th July for the Summer Party, if less than 100 tickets sold by that date, then the party will be cancelled because it's not financially viable. The Committee will be contacted by email on Friday 27th July if the event is to be cancelled. Sandra Clark at the Conservative Club and Adam Discoman will be informed Sue Stafford "Sue's Buffet" will be contacted to ask whether in that instance the £50 deposit will be lost. **Action Point – Julie Dalton**

Item 522. To make decisions regarding Quiz Night taking place on Thursday 20th November as to whether an ex- gratia amount (voted by full council) should be paid to the North Euston Hotel for a staff gratuity.

NB. Typing error. The date for the Quiz Night should read 20th September.



Note from clerk – the yearly sum voted by full Council is NOT payment from meetings held – it is an ex gratia amount for a staff gratuity.

NB. Update on the above action point. Mary Stirzaker had a meeting with the Manager of the North Euston Hotel. The outcome of which was that future meetings of the Festive Lights Committee can take place at no charge. The Quiz has been booked in the Ballroom for Thursday 20th September. The Manager would like the Committee to note the Ballroom will be free of charge on condition that the Committee reiterate to teams that no alcohol can be brought in to the North Euston as this puts their license at risk. Thank you to Mary on behalf of the Festive Lights Committee for smoothing over relations with the NEH management.

Item 523. To decide on Quiz Poster requirements and publicity on social media for teams to take part and whether a penalty should be applied to last year's winning team.

A sample poster was shown to the Committee and will be issued for agreement at the next meeting. A 15 point penalty will be applied to last year's winning team. The trophy held at the North Euston Hotel is now full. A decision is required as to whether a new trophy should be purchased.

Item 524. To make a decision on the Shopkeeper competition and whether the Mayor will judge the shops for the competition.

Deferred for the next meeting for a decision

Item 525. To make a decision on Lantern Competition/Venue for judging and whether Santa will judge. Involvement of school workshops and making of poppy lanterns.

The Committee decided that due to the extra organisation that would be required on Switch On Night that it would not be feasible to have a lantern competition.

It was suggested that when letters go out to schools inviting them to take part in the Lantern Parade that lanterns with a poppy theme could be made for the Armistice Day on 11th November and then brought along for the Lantern Parade on the 17th November

Item 526. To discuss getting a quote from Blackpool illuminations) for pocket park and street furniture lights. Richard Ryan at Blackpool illuminations has not responded to Cllr. Mary Stirzaker's enquiries as to the person who has taken over this responsibility. It was suggested that Blachere should be asked for a quote for the 6 trees in the Pocket Park only.

At a previous meeting Richard Ryan confirmed that it can be run on the existing lamppost on the nearby socket. A video of the trees lights at Skipton who also used Blachere will be forwarded by the Secretary to the CDO to contact Blachere. **Action Point- Dawn Spooner**

Item 527. To provide updates on the following:

Discussion on creating a whatsapp group.

Deferred for the next meeting

Road Closure quote, this will be obtained by the CDO as usual. Confirmation required on route (remaining the same or any changes) the proposed start time before applying to Wyre for the closure and BBC for the traffic management aspect.



The Committee confirmed that the route is the same as last year. Fisherman's Walk, Lord Street, North Albert Street, Esplanade to the Marine Hall. Start time 4.30pm till 6.30pm Saturday 17th November.

Public Liability Quote. This will be provided by the Clerk as usual. She will require start and end times, confirmation of route, expected maximum numbers, and a breakdown of any activities at the switch on (eg: DJ, school choir, live music etc)

The Committee advised start time as. 4.30pm end time appx. 6.30pm. Insurance cover required for approx. 3000 people attending, a DJ, a school choir and a female artist performing

Item 528. AOB

The preferred date for the Christmas Ball by the Committee: 1st choice would be 30th November. And if not available, the 2nd choice would be 1st December.

The Committee felt that too many fundraiser events are being held. It was considered just to have the following:

- Race Night May 11th 2019
- Quiz night September 2019
- Christmas Ball November/December 2019

Item 529. To submit items for decision or discussion at the next meeting.

- Update on £50 deposit paid to Sue's Buffet for the Summer Party
- To make a decision on the date for the Christmas Ball either Friday 30th November or Saturday 1st December
- To agree ticket price of £25
- To agree Twelve to cater
- To discuss whether we can hire our own DJ (Adam Discoman) for the Ball
- To make a decision to purchase a trophy for the Grand Quiz Night on Thursday 20th September
- To agree Quiz Poster design
- To make a decision on the Shopkeeper competition. Whether to give a cash prize and if so, what amount? whether all shops should be approached by Committee members as to which shops want to take part and whether the Mayor will judge the shops for the competition
- Decision on whatsapp group

Decision required as to the number of Fundraiser events to be held in 2019. Race Night May 11th 2019, Quiz night September 2019, Christmas Ball November/December 2019

Item 530. To agree venue, date and time of the next meeting

Monday 20th August 2018. 7pm at the North Euston Hotel