



Fleetwood Town Council

Onward to a Better Future

The Minutes of the Fleetwood Festive Lights Committee 4th October 2018 at the North Euston Hotel Fleetwood

DRAFT

Present: Chairperson Christine Smith, Secretary Julie Dalton, Robert Brown, Anne Brown, Mary Stirzaker, Paul Tilling, Dawn McCord, Jacqui Victor-Corrie,

Item 559. Apologies for absence accepted from: Emma Anderton, Marge Anderton, Lorraine Beavers, Michael Conn, Cheryl Raynor, Craig Armstrong

Item 560. To accept the Minutes of the Meeting 20th August 2018
Minutes accepted and signed, scanned and emailed to the FTC clerk
Minutes 10th September accepted and signed.

Item 561. To record Disclosable Pecuniary interests from Committee members (including their spouses, civil partners or partners) in any item to be discussed.
Committee duly noted

Item 562. To record other (Personal or Prejudicial) interests from Committee members in any item to be discussed. Committee duly noted

Item 563. To note the current Festive Lights Budget statement now including predicted expenditure.
The Committee were pleased with the budget balance.

Item 554. Feedback from Quiz Night
14 teams participated on the night. The Bah Rum Buggars (Festive Lights team) only had two members on the night who had paid their admission of £5 each but did not take part in the Quiz.



The total amount that was raised from the Quiz and raffle amounted to £570.00. A cheque for £50.00 was received from member of the public Judith Lee taking the total to £620.00.

A thank you letter to Judith Lee for this donation is required **Action Point – Debra Thornton**
(update from clerk: a thank you letter cannot be sent as the sender did not include an address or contact number in their letter)

Terry Rogers was unavailable for the Quiz Night Thursday 20th September so the Committee members present did not have any cash bags or bank paying slips. Committee member Julie Dalton took the monies home and presented it at the Town Council Office the following Monday where it was counted by the Town Council Clerk and witnessed by Julie Dalton. **(Update from Clerk: Bags are available from the office – it is the role of the clerk to pay monies in to the FTC account so any fundraising takings must come through the office, not be cashed by committee members)**

The Quiz was won by the Carnival Committee. Congratulations to them. The trophy was presented by the Mayor Marge Anderton. The trophy was taken to the Town Council Office. It requires engraving with the winning team name and year and returned to the Town Council Office for safekeeping. The Committee requires confirmation that the trophy has been taken to be engraved. **Action Point – Terry Rogers**

Item 565. To decide/ approve a thank you card for Martin Crane(Quizmaster)

Martin was adamant that he did not want anything for doing the Quiz as it's a fundraiser night, he stated that it only cost him a few pounds for paper and printing. The Committee would like to thank Martin for his generous gesture and for putting together a very enjoyable quiz. Committee member Jacqui Victor-Corrie showed the Committee a beautiful Thank You card that she had made which will be given to Martin **Action Point –Julie Dalton**

The Manager of the North Euston was asked about the takings in the bar in the Ballroom on the night. His response "It was rubbish, the bar only took about £80 and he had purchased tablecloths " Both claims should be disputed as there were close to 100 people in the Ballroom and most of them had at least one drink. Committee member Robert Brown had also spoken to him and was told the takings in the Ballroom bar were £130. Table clothes were not requested by the Committee and the Euston have them in stock anyway. For the first time this year the Committee were asked to pay a £40 bar charge. This was very kindly donated by Committee members Robert and Anne Brown.

The Committee discussed moving the Quiz to the Bowling Club next year.



Item 566. To receive Christmas Ball updates, menu, poster, balloons, table masks, raffle prizes. CDO note, menu choices and ticket price confirmed with the committee chairman- posters and tickets printed, posters distributed to committee members, tickets at the office ready for sale.

- Updates are required as to how the sale of tickets are going. **Action Point – Dawn Spooner**
- **(Update from CDO: No tickets purchased as yet however there are reservations/expressions of interest from 50 people)**
- The Christmas Ball main meal was confirmed as Turkey and put on the poster.
- 150 balloons required in red and white which will be requested from Mandy. Costing will be obtained and details emailed to the FTC clerk to order and pay for. **Action Point – Christine Smith/Debra Thornton**
- 15 gold envelopes for vouchers to be purchased and addressed. Receipts to be submitted to the FTC clerk for reimbursement. **Action Point – Jacqui Victor-Corrie.**
- 120 Bah Humbug tickets **Action Point – Jacqui Victor-Corrie**
- Table cards from last year, held at Town Council Office, to be used again **(Update from FTC office – no table cards were received back in the office)**
- The same number of Masks to be purchased as last year **Action Point – Debra Thornton and**
- Collected and made up **Action Point – Dawn McCord**
- Raffle prizes of good quality need to be sourced like last year **Action Point – Terry Rogers /Action Point – Dawn Spooner**
- A
- Il Committee members are requested to submit prizes. Email to be sent to the Committee members for reminder as to what prizes were donated last year, there were 36 raffle prizes last year. **Action Point – Julie Dalton**
- Also to request from Weardens Butchers a Turkey for Christmas and Prime Cuts. **Action Point – Jacqui Victor-Corrie**
- Vouchers from Café Royal and Enchantea-D’ tea room. **Action Point –Julie Dalton**
- Yankee Candle from the Mole Hole **Action Point – Christine Smith**
- Nail Tech **Action Point – Paul Tilling**
- Football related items from Fleetwood Football Club **Action Point –Mary Stirzaker**



- Christmas hamper to be made up with items submitted by the Committee. Paul Tilling will donate the basket and Mary Stirzaker will ask Rachel George to decorate a hamper with the submitted Christmas items such as pudding, biscuits, bottle of wine, sweets, etc. **Action Point – Paul Tilling/Mary Stirzaker**

Item 567. To discuss Risk Assessment confirmation

Nothing has changed from risk assessment agreed last year only the date to be changed.

Item 568. Update on Lamp Post notices and road closures

Road closures applications have been submitted and Wyre have advised that lamp post notices will be issued 2 weeks before the event, to be put up 1 week before as required by legislation.

Action Point – Mary Stirzaker, Paul Tilling, Dawn McCord

Item 569. To discuss Sponsorship banners for Trees

Defer until next meeting

570. CCTV notices for trees.

The Committee decided that 5 metal CCTV notices should be purchased online **Action Point – Dawn Spooner**

Item 571. To discuss Bucket collection at exit points on Switch On Night

Between 4 and 6 Committee members require buckets to stand at the exit points as soon as the Christmas Tree as the public leave the Marine Gardens

Item 572. To discuss Itinerary for DJ for switch on night

To be deferred until the next meeting for the Choir to confirm their song choices

Item 573. Update on rotary club, old boys band, carnival retinue and cub groups etc. Joining the parade.

Santa has been approached and he is happy for elf Julie and Christmas Tree Lorraine to walk alongside the sleigh to keep the children from running over and disrupting the band which happened last year. The Rotary Club members will be asked to help marshal the Parade. The Carnival Queen and retinue have confirmed they will take part. Confirmation from the cubs, scouts, brownies and cadets required. The Willow Group have also confirmed that they are taking part. The parade will take the form of the illuminated tram, Santa, Old Boys Band. Willow Group, Carnival retinue, cubs, brownies, etc, schools and the public in that order.

On the illuminated tram so far confirmed are the Mayor and Mayoress, Cat Smith MP, Ben and Eli. Declined so far Bryan Lindop. Chaperone on the tram for this year **Action Point – Christine Smith**



Item 574. To consider information and quotes obtained by the CDO regarding performers at the Lantern parade and whether to book any for this year.

The Committee decided that the charge for stilt walker performers was too much and would not be considered for the Parade.

We will have the Jack & Beanstalk (panto dame and fairy) they require somewhere to get changed for the Parade.

Committee member Anne Brown has confirmed that they can use the upstairs rooms toilet and kitchen of her premises The Dog Shop in Poulton Street Fleetwood, it is then only a short walk to join the Parade at Ash Street. The bags containing their own clothes can be given to Dawn McCord who will take their clothes to the Marine Hall where they can get changed after the switch On. A room is required at the Marine Hall so the Manager there needs to be consulted. **Action Point – Dawn McCord/Dawn Spooner**

Item 575. Update on items required to make up sweetie explosions. Boxes have been ordered and paid for.

Items to be purchased. Roll of Cellophane, roll of red ribbon, 7 oasis, skewers and packets of sweets from Home Bargains to fill 7 boxes. If possible to include a Christmassy decorated sweet item for each box. Gold tinsel to wrap around the boxes. **Action Point – Debra Thornton**

Debra to send text to Paul Tilling who will collect from the office for his mother Elaine Tilling to make up. **Action Point – Paul Tilling**

(Update from Clerk: all items required have been purchased and collected by Cllr Tilling on 10/10/18)

Committee members Mary Stirzaker and Julie Dalton will take them into the schools as soon as they are ready with flyers to promote the raffle. **Action Point – Mary Stirzaker**

Item 576. To discuss and make a decision regarding quote from Blachere regarding illuminating a tree and mosaic fascia at the Pocket Park.

The Committee advised not to take up this plan from Blachere. It is too expensive just for one tree and permission will be required from the Trustees of the Pocket Park, namely the Civic Trust. Festoon Lights held in the office which had been loaned out previously to Harbour Lights Amusements to be used for the Pocket Park. A Junction box on the side of the bookshop café which the proprietor has said we can use. Paul Tilling to approach the Civic Trust for permission and if granted, Paul Tilling to speak to Terry Rogers to ask GBLeC to install the fairy lights above the mosaics. **Action Point – Paul Tilling/Terry Rogers**

A discussion had taken place earlier in the year with Richard Ryan from Blackpool Illuminations who said it can be done for the trees in the Pocket Park. He will be consulted again to confirm exactly what can be done on the trees in the Pocket Park and the Committee will be advised accordingly. **Action Point – Mary Stirzaker**



Item 577. Discussion on future requisitions required by the Committee

Any future items for events, fundraisers etc, should be ordered directly by the FTC clerk who has access to funds. This means that no Committee member has to pay out of their own pocket, get receipts and then claim back from the clerk.

Item 578. AOB

- Terry Rogers will collect the buckets at Asda on Friday 5th October and lock them up securely at the office with security tags still in place. The following Monday, 2 council staff and a councillor will break the security tags and do an observed and signed for count. The amount collected will be e-mailed to the Committee. This procedure will ensure safe collecting and avoid committee members having to do a count at Asda or at a committee members' house for which we are not insured.
- Regarding the stand for the buzzer for the switch on. The lights were broken so 10 lights and 12 batteries have been purchased. Re-imburement to be requested on confirmation of amounts. Receipts details to be sent to Julie Dalton and actioned at the next meeting. **Action Point – Mary Stirzaker**
- The Committee were happy with the posters printed by Panther Press for the Christmas Ball with regards to the quality of the paper. The posters printed by Lighthouse stationery were disappointing. The paper used was of ordinary photocopy quality and the background colour was not as agreed by the Committee. The Chairman asked why one poster went to Panther Press which used glossy paper and the Lantern Parade poster went to Lighthouse stationery which did not use the colour as agreed by the Committee. The Committee did not receive quotes from either Panther Press or Lighthouse Stationery to make a decision on price, quality of paper or colour. ***(Update from clerk: basic printing for council and committee requirements is a delegated power of the clerk - no costings etc. are required unless it is a big job >£300. Last year all the printing was done on the poor quality office machine which is no longer up to the job, so anything produced this year would be an improvement. Wherever possible FTC uses local suppliers and "shares" the business. The clerk took the decision to get the more expensive quality print for the Christmas fundraiser to encourage ticket sales. The cost of the standard paper for the parade/switch on poster was less than half and therefore a better use of budget. That particular supplier did a test print on red coloured paper which gave a poor outcome and was barely legible. The colour selected was the closest match whilst giving a clear result – in addition it was made clear that the posters were needed quickly and the second supplier had a quicker turnaround time. If the committee wish to specify a certain quality of paper may do so in a minuted meeting item and the clerk will source accordingly).***
- Letters of invitation to participate in the Lantern Parade and Switch on together with Flyers promoting the school raffle have been posted to the schools
- The Committee would like to know if there is anyone involved in the Homecoming Parade that might be available to join the parade. **Action Point – Terry Rogers**



Item 579. To submit items for decision or discussion at the next meeting.

- Update on preparations for the Christmas Ball
- Committee members raffle prize donations
- Approval of reimbursement for gold envelopes
- Sponsorship banners. Bookshop Café next to Pocket Park require a banner.
- Update on Pocket Park decorations/lights. Richard Ryan/Civic Trust/GBLec/Bookshop Cafe
- Update on invited tram passengers
- Update on switch on itinerary for the DJ
- Update on school choir participation
- Update on sweetie explosions
- Invitation to Fleetwood TV to record switch on night

Item 580 To agree venue, date and time of the next meeting

Wednesday 24th October 7pm at the North Euston Hotel