



# Fleetwood Town Council

Onward to a Better Future

## The Minutes of the Fleetwood Festive Lights Committee meeting 08 November 2018 at the North Euston Hotel Fleetwood

# DRAFT

**Present:** Chairperson Christine Smith, Secretary Julie Dalton, Robert Brown, Anne Brown, Mary Stirzaker, Lorraine Beavers, Craig Armstrong, Jacqui Victor-Corrie, Michael Conn

**Item 595. Apologies for absence.**

Accepted from Paul Tilling, Emma Anderton, Marge Anderton, Cheryl Raynor, Dawn McCord

**Item 596. To accept the Minutes of the Meeting 24<sup>th</sup> October 2018**

Minutes accepted and signed

**Item 597. 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 598. To record other (Personal or Prejudicial) interests from Committee members in any item to be discussed.**

Committee duly noted

**Item 599. To note the current Festive Lights Budget statement now including predicted expenditure.**

The Committee asked that the payment of £2616.00 for the Pocket Park will appear on the next budget statement and were pleased that we have a healthy budget.



Standing Guidance for Committee Members.

**APPENDIX A – STANDING GUIDANCE FOR 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 quote 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 very happy to provide advice on the way forward.

Committee duly noted

**Item 600. To discuss and approve a request to the Clerk to purchase raffle prizes from cash donations specifically made for this purpose. Committee to specify the type of prize and the maximum value of each one, in preferred order. Prizes must be easily obtainable locally or online, and a cut off point for donations will need to be set as 23<sup>rd</sup> November to allow time to purchase any prizes before the event.**

The Committee asked for clarification as to this ruling because we have not had an instance where a donator has specified that an amount of money was being donated specifically for the purpose of purchasing a raffle prize for any fundraising event.

An example was quoted of Carl Bevan of ABP who last year donated £300.

**Minutes of 17<sup>th</sup> May 2017**

**Item 373. Carl at ABP is very willing to contribute towards funding of the Fleetwood Festive Lights and a meeting will take place with him next week. Action Point – Dawn Spooner**

**Minutes of Festive Lights Meeting 26<sup>th</sup> June 2017**

**Item 392**

**Carl at ABP has confirmed that there will be a donation of £250 to Fleetwood Festive Lights.**

**The Committee response was. It was suggested that this amount could be used to purchase a star prize for the Fundraiser Dinner"**



**The Committee agreed in 2017 that the donation could be used to purchase holiday vouchers as a raffle prize for the 2017 Christmas Ball.**

The Committee accepted that any monies raised from e.g. Bucket collection or Quiz night or the Asda Bucket Collection could not be used to purchase a raffle prize for a Fundraiser such as the Christmas Ball. The Committee however, does require clarification as to how donations are treated.

1. Can raffle prizes only be purchased from Businesses or individuals who state that a donation is being given to purchase a raffle prize?
2. Can raffle prizes be purchased using donations that have come via cheques sent directly to the office for the Festive Lights either from a business such as last year with ABP or an individual.

**Action Point – Christine Smith**

**Item 601. To approve reimbursement of £15.57 to Jacqui Victor-Corrie for a set of black pens, 25 gold envelopes and 10 sheets of gold paper. Reimbursement to be made on producing of receipts to the Clerk.**

The Committee approved reimbursement of £15.57 to Jacqui Victor-Corrie

**Item 602. Committee to approve a proposal to:**

1. **Use the existing provider of banner designs (Panther Press) To quote and produce a design for new sponsor banners. Under Financial reg 11.1(a)(iv)the ability to use one provider for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council.**

The Committee approved the proposal to use existing provider Panther Press.

2. **Colour banners to be commissioned to produce new banners as required under the same financial regulation. Cllr. Rogers advises that all banners for regular sponsors are in intact and in good condition ready to use.**

The Committee approved the proposal to use existing provider Colour Banners.

**Item 603. To provide updates on:**

**Raffle prizes**

Terry – a child's bike and a bottle of gin

Dawn- a bottle of ?

Lorraine a bottles of vodka and whiskey, also to approach the Mole Hole for a prize

Christine - a bottle of Martini, also to approach Four Seasons florist as to whether she will donate a weekend in her caravan at Flookborough as a prize

Ann – bucket of cosmetics

Jacqui – mini hampers with teabags coffee, cups and she will approach Doreen Lofthouse for a raffle prize donation, also approach Market stall holder she knows for a raffle donation and the new sunbed place on corner of Church Street for a voucher

Fleetwood Town Football Club– 2 VIP tickets to a home game



Julie – 2 vouchers- afternoon tea at Cafe Royal & afternoon tea at Enchan T'eaD Tea room

Mary- will ask Weardons Butchers for a turkey voucher

Michael to approach the shops on Freeport for a raffle prize. He & Jacqui to ask at the Food Festival 18<sup>th</sup>

November in the Marine Hall at the end of the day as to whether any stall would like to contribute

A list of all business contributors to be received by 24<sup>th</sup> November posted and thanked **Action Point - Jacqui Victor-Corrie**

### **Hamper donations**

Debra- home-made Christmas Cake

Julie –sherry

Lorraine 3 boxes of Christmas biscuits

Christine- Yankee Candle

**All Committee members MUST take their raffle and hamper items to the office ASAP.**

**Ball tickets sold** (update from office: 8 actual sales, 71 interested)

20 tickets sold and 50 interested

The Committee have asked for clarification that the Parkside Suite staff will be providing the same serve as last year regarding setup up the room for the Ball.

Committee member Christine Smith will help set up in the afternoon with the table novelties.

Thank you speech at the end of the Ball **Action Point – Mary Stirzaker**

It was suggested that next year, as soon as we know the Fleetwood Town Football Club fixtures in June, that we advertise the Christmas Ball to the general public to book for their works parties.

### **Update on banners provided by Emma Anderton as follows:**

Confirmed repeat sponsors:

Wyre Labour Group of councillors (2)

Rossall Ward Councillors (1)

County Councillor Stephen Clarke (1)

The Cons Club (1)

BES Utilities (1)

Confirmed new sponsors:

Builders Supply (2)

Mark Hodgson plumber (1)

Hair of the Dog (1)

Blackpool and the Fylde College (1)

Fleetwood Town FC (1)

The following have expressed an interest, have advised they will provide their own artwork and were reminded on 7<sup>th</sup> November that their artwork is need by close of business 8<sup>th</sup> November :

Radio Wave (1)

Cat Smith MP (1)



Postal and Data Systems (1)  
Lee Wilson Satellite engineer (1)

Interest has been shown from McDonalds. They have to produce their banners in house and although have been chased have not as yet responded to messages.

Emma confirmed that she has a draft plan of which banners will be at which site, but this is dependent on businesses getting back to her.

There may be a couple of spaces left for FTC banners, but Chairman Terry has agreed to forego FTC banners in favour of paying customers should the need arise.

A number of new sponsors logos etc are with Geoff at Panther Press for banner design.

All artwork is due at Colour Banners for printing by Monday 12<sup>th</sup> November for collection on Friday. If some sponsors are late with their artwork then their banners may not be ready for display by Switch On weekend.

Emma Anderton will provide the Clerk with email addresses so that invoices can be issued when she has the confirmed list

The banners are usually put out on the Friday evening or Saturday morning of the switch on - dependant on weather. Committee members were asked if they would be willing to help. Volunteers confirmed as Terry, Lorraine, Craig, Mary, Jacqui,

### **Pudsey being available**

The Committee were advised that Your Fylde TV will be filming Pudsey on the day of the Switch On at the Enchanted Tea Room for Children in Need. Although it had been suggested that he could be in the Parade, the Committee decided that collections would be wanted for Children in Need which would deter from the public contributing to the Bucket collection by marshals for the Festive Lights Funds and so it was decided not to invite Pudsey to participate in the Parade.

### **Asda Bucket Collection**

It was agreed by the Committee that the Asda Bucket Collection due to take place Saturday 8<sup>th</sup> December should be cancelled due to the fact that Fleetwood Festive Lights have been nominated for the Green Token Scheme. It was felt that it would be unfair for our Committee members to be there for a bucket collection and that we should share with other organisations that may need to raise funds. Asda to be informed that the Fleetwood Festive Lights Committee request to cancel the Bucket Collection for the 8<sup>th</sup> December. **Action Point – Dawn Spooner**

### **Update on Tram passengers**

The winners of the school raffle prize draw will be known on Monday 12<sup>th</sup> November together with the number of passengers travelling on the tram. An email will be sent to the Committee to advise the total and if any seats are available to invite family and friends of Committee members to fill up seats, and the general public if necessary for a donation. **Action Point –Julie Dalton**



### **Update on Large trees/assembling and timing for lights.**

The 5 large trees will be put up by Barton Grange on the 13th and 14th November - actual order yet to be determined.

Tree lights stay on 24 hours, the festoons/wraparounds on Poulton Rd, Lord St and North Albert St are 3pm to 9am (basically all night) - same as requested by committee last year. The timings for the Mount, probably same as last year.

Terry will be at the Mount Pavilion to synchronize the switch on.

### **AOB**

High Viz vests are required for those Committee members who do not have one. **Action Point – Terry Rogers**

The order for the Parade has now been advised. For Health and Safety reasons moving vehicles need to be at the front.

Committee members acting as marshals to arrive between 4pm and 4.30pm and to arrange the Parade in the following order. No1. Position the Tram, No 2. Santa/sleigh, No 3. Old Boys Band, No 4. Snow Queen and 6 stars, No 5. Dragon and mini lanterns, No 6. Carnival Retinue, No 7. Schools and No 8. the public

The Old Boys Band and Rotary Club volunteer marshals to be at Fisherman's Walk at 4.30pm wearing their Santa Hats.

Panto Characters from Jack & the Beanstalk participating in the Parade.

In an email dated 9<sup>th</sup> October Dawn Spooner had contacted Kevin at the Panto Company and advised that Dawn McCord would be their contact for the evening, she would be available to meet the characters before the parade and transport their clothes and belongings to the Marine Hall where they will get changed back into their own clothes after the parade.

Kevin was given Dawn McCord's email address and advised to contact Dawn McCord directly to arrange. Dawn McCord is currently unwell and may not be available for the switch on. An alternative would be for their clothes to be transported to the Marine Hall in Santa's Sleigh. If Dawn McCord is unavailable then the Panto Characters will need to be met at an agreed time and taken to Committee member Anne Brown's shop the Dog shop and Cats 2 Poulton Street Fleetwood where they can change and their clothes transported. An email will be sent to Dawn McCord for confirmation as to whether she will be attending. If unavailable then a Committee member will be required to contact Kevin at the Panto Company with the new members contact details to escort them to Anne's shop.

The Snow Queen and stars and the illuminated dragon will be on the stage throughout the concert. Dragon at the bottom of the steps.

Nicola Hayton will perform first and then step back under the colonades. The choir will then stand on the steps to perform and then move under the colonades. The switch will be brought to the stage, the raffle



drawn and the tree lights switched on. For the Grand Finale, the compere will call the choir, Nicola Hayton, Panto characters, school raffle winners, Santa, Mrs Claus, elf on to the stage. A floor plan will be drawn up to show where the Snow Queen and Stars and the Dragon Lantern etc. will be placed. **Action Point – Mary Stirzaker**

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

- Feedback from Switch On Night
- Updates for the Ball

**Item 604. To agree date and time of next meeting: Tuesday 20<sup>th</sup> November 7pm at the North Euston Hotel**

**Signed:**  
**Chairman Festive Lights committee**