



# Fleetwood Town Council

Onward to a Better Future

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

HELD ON 5<sup>th</sup> August 2019 AT THE NORTH EUSTON  
HOTEL FLEETWOOD

# DRAFT

**Present:** Chairperson Christine Smith, Secretary Julie Dalton, Robert Brown, Anne Brown, Mary Stirzaker, Cheryl Raynor, Lorraine Beavers, Craig Armstrong

**Item 688. Accepted Apologies for absence.**

Niall Campbell, Dawn McCord, Emma Anderton, Marge Anderton (apologies not received).

Guest - Irene Tonge Fleetwood Town Council Clerk

**Item 689. To accept the Minutes of the Meeting 22<sup>nd</sup> July 2019**

Minutes accepted and signed. Passed to the Clerk for retention

**Item 690. To record Disclosable Pecuniary interests** from Committee 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.

Committee duly noted.

**Item 691. To record other (Personal or Prejudicial) interests** from Committee members in any item to be discussed. Members should state if they need to bar themselves from discussion and voting on any related matters.

Committee duly noted.

**Item 692. The Committee Chairperson reminds all members to take note of the statutory guidance at Appendix A.**

Committee duly noted.



**Item 693. To note the current Festive Lights Budget Income & Expenditure statement**

The current balance is **£8551.04**. There was concern about the amount to be paid to Blachere in the final year of our 3 year contract and the impact it could have on whether to light up the trees at Fisherman's Walk. The Committee requested that the Clerk provides a breakdown of the 3 year contract with Blachere with individual costings per year for the Mount Pavilion and the street-lamp decorations.

The Committee have requested confirmation as to whether the Mount Pavilion renovations have been put back until after Christmas. **Action Point – Dawn Spooner**

**Item 694. To receive feedback and updates on the following:**

- **Decision required on the three quotes for the trees at Fisherman's Walk**

The Committee voted on whether to light up the trees at Fisherman's Walk. 5 agreed, 2 against, there was 1 abstention. It was suggested that approach be made to Fleetwood Town Council for one off funding to cover the cost of lighting the trees at Fisherman's Walk this year if we have not got enough in the budget. The Committee agreed that we should only approach Town Council in October to assist with funding if there is not enough in the budget to cover the cost of lighting the trees at Fisherman's Walk.

Quotes to light up the trees were submitted by Blachere, Blackpool Illuminations and S & J services. The Committee took a vote: there were no votes for Blachere, 5 voted for Blackpool illuminations and 3 voted for S & J services.

Email to be sent to Richard Williams at Blackpool illuminations to clarify:

- a) Are they LED lights?
- b) Is it possible to request white lights rather than different colours? if so, would there be a difference in price?
- c) civil works for tree socket of £1235.00 has not been included in the revised quote, is that because it only applied to the 25ft tree we asked for originally or is £1235.00 for civil works also required for the 14 trees? If so, that will need to be added which would take the total to £7752.80.
- d) if VAT is to be applied to the quote that will bring the total to £9303.36

**Action Point – Julie Dalton**

- **Decision required on the Christmas Ball at Parkside.**

- a) **Menu price**

Menu and price still not received from Parkside. **Action Point – Lorraine Beavers**

- b) **DJ Options for discussion**

To provide the sparkly floor and be your DJ for the evening - £250 / To provide the sparkly floor only and FTC to source DJ - £100

The Committee decided on the sparkly floor and for Wayne Coultas as DJ Total price £250  
**Action Point – Lorraine Beavers**



- **Decision required on spending up to £50 for Panther Press to print posters and tickets for the Christmas Ball using last year's artwork for the poster and tickets with amended date, time prices and menus.**

The Committee decided that as tickets were mainly sold to family and friends and through posting on social media it would only be necessary to order 10 posters for printing by Panther Press. It was agreed that the posters and tickets should use last year's art artwork with amended date as 7<sup>th</sup> December, time 7.30pm and 3 course menu with vegetarian option and that the cost of the tickets for the Ball should remain at £25.

- **Decision required as to which Choir to perform at the Switch On.**

The Committee agreed to Charles Saer School Choir performing this year

**Action Point – Julie Dalton**

- **Decision required to invite Nicola Hayton to the Switch On**

The Committee agreed to invite Nicola Hayton to perform again this year

**Action Point – Julie Dalton**

- **Decision required as to using our PA system for the choir**

The Committee agreed to use our PA system

- **Decision required to Invite Dave Scrivener to act as Compere at the Switch On**

The Committee agreed to invite Dave Scrivener to act as Compere again this year

**Action Point – Julie Dalton**

- **To agree the re-imburement of £4.50 to Julie Dalton - The cost for inscription on Quiz Trophy, on production of the receipt at the Town Council Office.**

The Committee agreed the reimbursement, as the receipt has been given in at the office.

**Action Point - Julie Dalton** to provide bank details to the Clerk to initiate a bank transfer

- **To agree for Sweetie Explosions to be made by Elaine Tilling**

The Committee suggested that the Candy Shack should be asked to provide 7 sweetie explosions at £5 each

- **Confirmation required that the £400 for the Road Closures included VAT, if not, please revise the amount accordingly.**

The Committee confirmed that the £400 for the Road Closure included VAT

#### **Item 695. AOB**

- Quiz Poster was submitted and agreed by the Committee
- It was suggested that a souvenir double photo frame should be part of the school raffle prize and that Maureen Blair to take photos.
- Request Dawn Spooner to attend the next meeting to discuss allocation for Lantern making in schools and ideas for the Lanterns

#### **Item 696. Items for discussion at the next meeting**

- Update on breakdown of costs on the 3 year contract with Blachere
- Update on Mount Pavilion renovations
- Update on Christmas Ball menu and price
- Update on Quiz Night raffle prizes, PA system and raffle ticket books



- Decision on lantern making in schools. Allocation of a budget based on Dawn's potential ideas. The schools will need to be approached as to whether they will allow for Lanterns to be made on their premises
- Decision on double souvenir photos for school raffle ticket winners and to approach Maureen Blair (or alternatively Chris Verity) as photographer
- Granada Tonight to be approached to cover the Lantern Parade and Switch On event
- Fylde TV to be approached to cover the Lantern Parade and Switch On event

**Item 697. To agree date and time of the next meeting**

**Next Meeting Monday 9<sup>th</sup> September 7pm at the North Euston Hotel**

The Press and Public are welcome to attend all committee meetings of Fleetwood Town Council.

**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.