



# Fleetwood Town Council

Onward to a Better Future

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

HELD ON 9<sup>th</sup> September 2019 AT THE NORTH  
EUSTON HOTEL FLEETWOOD

# DRAFT

Present: Chairperson, Mary Stirzaker standing in for Christine Smith, Secretary Julie Dalton, Robert Brown, Anne Brown, Craig Armstrong, Niall Campbell, Dawn McCord, Lorraine Beavers,

**698 Apologies for absence.**

Chairperson Christine Smith, Cheryl Raynor - Accepted  
Emma Anderton (no apology received)

Marge Anderton has resigned from the Festive Lights Committee.

The Committee will be sorry to lose Marge who has been a long serving member. Marge has said she will help with the lantern parade and will support our events whenever she can.

**699 To accept the Minutes of the Meeting 5th August 2019.**

Date was incorrectly shown as 22<sup>nd</sup> July 2019 on the Agenda. Date amended.

Minutes accepted and signed. To be scanned and emailed to the clerk.

**700 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.

**701 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.

**702 The Committee Chairman reminds all members to take note of the statutory guidance at Appendix A.**

Committee duly noted.



### **703 To note the current Festive Lights Budget Income & Expenditure statement**

The committee noted the current balance as **£15,786.44**

As we have a healthy budget the Committee agrees to go ahead and order the lights for the trees at Fisherman's Walk, which Blackpool Illuminations has quoted as £7821.36 VAT included. Email to be sent to confirm acceptance of the quote and to proceed with installation of the static white lights on 14 trees at the grassed area of Fisherman's Walk in time for the switch on 16<sup>th</sup> November. Clerk to be copied into email for invoice from Blackpool Illuminations **Action Point – Julie Dalton**

### **704 To receive feedback and updates on the following:**

- **Update on breakdown of costs on the 3 year contract with Blachere**

The Committee require confirmation of the final bill to be paid to Blachere.

- **Update on Mount Pavilion renovations**

It has been confirmed that the Mount Pavilion renovations will be ongoing from September and as such The Committee has confirmed that the Pavilion will not be illuminated this year. The budget (Income & Expenditure forecast) is showing 'known costs' to be 14,486.86. The Committee require confirmation as to whether that figure includes the installation and removal costs of £12,966.00 quoted for the Mount Pavilion. If so, this should be deducted from this bill and that the final amount inclusive of VAT payable to Blachere will be £1520.86. **Action Point – Dawn Spooner**

- **Update on Christmas Ball menu and price**

The Committee would like the menu option 1 but would like the dessert from menu option 2. A vegetarian menu is also required.

Ticket price will be £25

The Committee would like the poster and ticket tweaking to show Christmas Party rather than Christmas Ball and to show Vegetarian option available

10 posters and 100 tickets are required. **Action Point – Dawn Spooner**

- **Update on Quiz Night raffle prizes, PA system and raffle ticket books**

There will be 16 teams taking part in the Quiz.

16 x 6 seater tables

1 table to seat Committee

1 table for raffle prizes

1 table for Martin (Quizmaster)

A member of the Euston staff will be required for the Bar in the Ballroom - £40 to pay the staff member. This will be paid from takings on the night and paid to the Manager or receptionist. A receipt is required, which should be taken with the cash bags to the Town Council Office.

Martin will be advised to liaise with Mary Stirzaker regarding the PA system. Raffle ticket books £1 a strip. Cash bags and denomination sheet required for completion

Committee members available on the night. Julie (in a team), Mary, Dawn, Craig, Niall, Robert & Anne? Christine? Cheryl?

On the night Julie will collect quiz entry monies from the teams



Dawn will sell raffle tickets

Quiz sheets to be swapped between teams for marking, collected by Committee members then handed to the Quizmaster for running totals of the teams.

All committee members to donate a raffle prize.

- **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**

The Committee thought to invite just the primary schools (which includes Rossall, 8 in total) to take part in the lantern making. Each school will be asked if they want to take part in the lantern making. If they decide to participate they will be offered £25 towards the cost of materials for making a lantern. It was suggested that perhaps 4 basic lantern ideas could be given to the schools for making a large lantern. The letters going out to schools inviting them to the Parade and Switch On should incorporate the offer of £25 and possible design ideas and to advise that no naked flames are allowed. **Action Point – Julie Dalton and Dawn Spooner.**

- **Decision on double souvenir photos for school raffle ticket winners and to approach Maureen Blair or alternatively Chris Verity as photographer**

Santa has advised that the tram would arrive at Fisherman's Walk for 4.30pm. This allows 30 minutes before the parade starts for a photo to be taken of each of the raffle ticket winners with Santa by the tram and the 14 illuminated trees. Santa will then sit in the sleigh by the Christmas Tree at Fisherman's Walk, each raffle ticket winner will stand alongside the sleigh and tree where the second photo will be taken. The raffle ticket winners will then board the tram in time to set off at 5pm. A double photo frame will be issued to each child to keep as a souvenir. This will be in addition to the sweetie explosion and ride on the illuminated tram for winning their school raffles and with the potential to switch on the Christmas Tree lights in the Marine Gardens.

Maureen Blair to be asked to take photos of the parade and switch On and Chris Verity to take the individual photos. of the raffle ticket winners at the tram and Christmas Tree at Fisherman's Walk. The children will be advised to be at Fisherman's Walk for 4.30pm. All VIP's and members of the public will be asked to assemble at 4.45pm.

The Committee agreed to this idea. 8 double photo frames will need to be purchased and a decision taking as to where the completed photo frames need to be collected from. To be confirmed at the next meeting

- **Granada Tonight and Fylde TV to be approached to cover the Lantern Parade and the Switch on**

An update on the TV coverage , together with photos and the video of last year's switch on, will be sent to Granada Tonight and Fylde TV by Email asking if they would like to cover this year's event. **Action Point – Julie Dalton**



705      AOB

**Radio Broadcast** - Fylde Coast Radio has also suggested they would like to do a live broadcast of the event. Steve Mulligan to be contacted to liaise with the radio station **Action Point – Julie Dalton**

**Road Closures** - The Committee confirmed that, as VAT had been excluded from the quote of £400, the additional payment of £80 to cover the VAT can be paid  
It was suggested that next year we obtain quotes for Road Closures to see if we can get it any cheaper.

**Compare for the Switch On** - Dave Scrivener is unavailable to comper the switch on so Adam Plummer has agreed to perform this role on the night. His only concern is that his PA system is not large enough for the venue. The Marine Hall is to be asked about the cost to hire their PA system or if there is any chance that costs will be waived as this is a community event. Adam has said that if we have the use of Marine Hall's system and he just needs to turn up and do his spiel, he would charge £20 for the evening. If he has to start setting up a PA system, he will charge £50. All will be dependent on the response from Janet Heald at the Marine Hall **Action Point – Lorraine Beavers**

**Starmaker of Fleetwood** is a theatre group based at Fleetwood High School. It is for children aged 2-16 years and they learn about all aspects of the performing industry, acting, singing and dancing etc. they would like to get involved with the festive lights parade this year. From feedback last year it was mentioned that The Old Boys Band are at the front of the parade and there was nothing at the back. It was thought that the Starmakers could be placed at the back of the parade to sing and dance along the route and then do a 10 minute performance at the concert in the Marine Gardens just before the switch on of the Christmas Tree lights.

The Committee agreed to this idea and perhaps they could wear Christmas hats on the night. **Action Point – Julie Dalton**

**Steward for the Lantern Parade** - The Committee would like to know if Terry Rogers could be asked. **Action Point – Mary Stirzaker**

**The Mayor Attendance** - Councillor Ann Turner and Mayoress Councillor Andrea Kay are unable to attend the Switch On night due to a prior engagement. The Deputy Mayor, Councillor Barry Birch MBE JP and the Deputy Mayoress, Councillor Colette Birch would be pleased to attend on the Mayor's behalf

**Invitations are requested for:**

MP Cat Smith and husband; Police Commissioner Clive Grunshaw; Leader and Deputy Leader of Wyre Council; Blackpool Transport.

The committee also suggested that others should be invited from: County Council, Fire Brigade, North Euston Hotel, Affinity Lancashire and Fleetwood Museum



## 706 Items for discussion at the next meeting

- Update from Blachere regarding final payment and any discounts relating to the Mount Pavilion not being included.
- Update on Christmas Ball menu, tweaks on posters, tickets and raffle prizes
- Feedback from Quiz Night
- Update on double frame photos and photographers
- Tram poster for approval
- Switch On Night poster for approval
- Letter to schools; update from Charles Saer School following invite letter sent and update on Choir to perform
- Decision on Lantern Making
- Marine Hall PA system for Switch On Night
- Marine Hall Tree electrician for Switch On Night
- Invites to VIP's to ride on the illuminated tram
- Rotary Club members for marshalling
- Updates re action points by JD, LB, and MS (JD to also give updates on actions by DS).
- Asda Bucket Collection dates 12th October & 21st December

## 707 To agree date and time of the next meeting

### Next Meeting Thursday 26 September at 7pm - 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.