



Fleetwood Town Council

Onward to a Better Future

THE MINUTES OF THE MEETING OF THE FLEETWOOD FESTIVE LIGHTS COMMITTEE

HELD ON 14th October 2019 AT THE NORTH
EUSTON HOTEL FLEETWOOD

DRAFT

Present:, Secretary Julie Dalton, Mary Stirzaker, Cheryl Raynor, Craig Armstrong, Niall Campbell, Lorraine Beavers, Robert Brown, Anne Brown

Acting Chairperson Cheryl Raynor

Item 718. Accepted Apologies for absence. Chairperson, Christine Smith
Dawn McCord, Emma Anderton

Item 719. To accept the Minutes of the Meeting 26th September. Minutes accepted and signed. To be scanned and emailed to the clerk.

9th September 2019. No one at this meeting was able to sign the minutes from the last meeting. Accepted and signed by the then acting Chairman Mary Stirzaker. To be scanned and sent with scanned minutes from meeting dated 26th September

Item 720. 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 721. 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 722. The Committee Chairperson reminds all members to take note of the statutory guidance at Appendix A.
Committee duly noted.

Item 723. To note the current Festive Lights Budget Income & Expenditure statement



The current balance is **£9,959.08**

Item 724. A decision is required with regard to a suitable venue for the Race Night for May 2020, one suggestion put forward is the Bowling Club

The Committee approved the decision to book the Bowling Club for a Friday evening in May 2020 **Action Point – Julie Dalton**

Item 725. A decision is required with regards to the booking of the Bowling Club for next year's Quiz Night

The Committee confirmed the date for the Quiz Night as Thursday 17th September 2020. The Committee will defer a decision on booking another venue as the Clerk and the Chairperson of Fleetwood Town Council are to hold a meeting with Steve Dale Manager of the North Euston Hotel regarding using their venue for Fleetwood Town Council events.

Action Point – Mary Stirzaker and the Clerk

Item 726. A decision is required as to the purchase of Glo-sticks for selling at the event at £2 each. Committee members and Rotary Club volunteers could sell them during the Parade for £2 each.

The Committee approved the purchase of glo sticks. Three quotes will be sent to the clerk as required for any amounts over £300. The cheapest quote is £320. **Action Point – Cheryl Raynor**

Item 727. A decision is required with regard to the booking of Natalie and the number of balloons to purchase

The Committee agreed that we order 150 red and white balloons at a cost of 75p each. Total cost £112.50. Natalie requires a deposit of £20 which will be paid and reimbursed on presentation of a receipt to the Clerk. **Action Point – Christine Smith**

Item 728. A decision as to what to buy as the star prize for the Xmas party with the £200 carried over from the donation received from Regenda last year.

Suggestions put forward were for a child's bike, television or various toys.

A short break at any one of the Seafood Pub Company Hotels see their website <https://seafoodpubcompany.com/all-venues/> founded by the Neve family of Fleetwood.

Decision deferred for the next meeting

BES has donated VIP home match tickets and shirt.



Haven Holidays will be asked to donate a short break holiday. They own the Carla Gran at Fleetwood. **Action Point – Mary Stirzaker**

Blackpool Transport has donated a prize to the value of £500

Local businesses will be approached about donating a raffle prize when Switch On posters are being distributed. Any donators will be listed so that prizes can be picked up by a Committee member with a car **Action Point – Julie Dalton**

Item 729. To approve the Traffic Management cost of £200 inc. of VAT for erecting West View Tree

The Committee approved the Traffic Management cost of £200 inclusive of VAT

Item 730. To receive feedback and updates on the following

Update from Blachere as to whether they have deducted £12,966.00 (inclusive of VAT) from the final year's invoice for not being able to illuminate the Mount Pavilion

The Clerk had a telephone discussion with Rob Wilczynski at Blachere on 10th October who confirmed:

The contract for the hire and storage + VAT Invoice 1 Received

Is still payable because we entered into a 3 year contract, ie, they still secured the goods: they have reduced the unstage and unstage cost accordingly, bringing the total to be paid to £12,800.86 (inclusive of VAT)

Approval is now required to pay the invoice £7,176.46

The Committee have approved the payment £7,176.46 to Blachere but dispute the further costs payable from the Festive Lights budget to Blachere due to overcharging from previous years for installation costs. A meeting is requested between the Clerk and The Chairman of FTC. **Action Point - The Clerk and Mary Stirzaker**

Update on Christmas party menu

Starter -Lightly spiced winter parsnip soup, curry oil, onion bhaji

Main-Roast local turkey, chestnut and cranberry stuffing, roast thyme and garlic potato, stock pot carrot, creamed sprouts, honey roast parsnip, chipolata, turkey jus

Dessert-Sticky toffee pudding

Vegetarian option -Winter root vegetable caramelised onion and puy lentil hot pot, pickled red cabbage

The Committee approved the menu for the Christmas party

The Sourcing on 8 double frames and update on the photographer to invite. Chris Verity will give a price to the Clerk for 16 double card photo frames with different sizes. Also cost for printing and photographers' time to cover the event.



Update on the printing of the 8 posters
8 posters have been printed and are ready to take to the schools.

Update on 8 sweetie explosions
Sweetie explosions have been ordered. Date for collection to be confirmed **Action Point – Christine Smith**

Update on how plans have gone for the visits to schools to deliver posters and sweetie packs.

Visits to schools will take place after half term. **Action Point – Julie Dalton and Mary Stirzaker**

The Clerk has arranged with Panther Press the printing of 50 Lantern Parade/ Switch on posters on A3 size on glossy paper. Quote expected to be £18 but came too late for the Agenda. The quote to be confirmed and approved at the next meeting

Posters are to be distributed to shops and businesses and published in the local press and social media. Posters will need to be collected from Panther Press **Action Point – Cheryl Raynor , Mary Stirzaker.**

Lorraine Beavers has requested 3 posters for Lofthouses.

Update required regarding the Marine Hall PA system for Switch On Night

The secretary contacted Gordon Oates at the Rotary Club to be approached as to whether they use the Marine Hall's PA system for Bonfire Night and how much they are charged

Gordon advised that the Rotary Club doesn't have a PA system. They use the Marine Hall wiring and sound systems for the Fireworks Extravaganza.

A visit will be arranged to speak to Julia Ann Robinson Manageress at the Marine Hall to discuss this with her. **NB. A meeting has been scheduled for Tuesday 22nd October at 11am.**
Action Point- Mary Stirzaker and Julie Dalton

Confirmation required as to whether GB Lec will be available to switch on the tree in the Marine Gardens on Switch On Night

The Committee require confirmation from the clerk that GB Lec will be in attendance at Switch On.

Invites to VIP's to ride on the illuminated tram

The Committee requires confirmation from the Clerk that invites have been sent to guests mentioned at the previous meeting. Cat Smith, Museum staff, Affinity Lancashire and Clive Grunshaw. It was also suggested to invite Head of Flakefleet School with his family.

During the meeting Cat Smith and family confirmed that they are accepting the invitation to ride on the tram.



An email was sent to Dave McPartlin at Flakefleet School but no response received yet. He will be approached for confirmation when the sweetie explosions are taken into the school.

Action Point-Julie Dalton

Granada Tonight has been approached regarding covering the Switch On. Response received to the effect that their presence will depend on what news coverage is happening at the time.

An email to be sent to BBC Northwest to ask if they would be interested in covering the Switch On event. **Action Point-Julie Dalton**

Rotary Club members for marshalling

Gordon Oates was asked to come to this meeting but was unable to attend. He said there will be stewards available and hopefully we can ask them to our next meeting.

Asda Bucket Collection dates.

The collection for 12th October was cancelled. Confirmation required for 21st December. An email has been sent to Asda requesting an earlier date.

Layla at Asda has booked us an earlier date as Tuesday 17th December 10.30am – 3.30pm.

The buckets will need to be taken from the office to Asda and the clerk to collect the sealed buckets and take back to the office at 3.30pm. Car Registration and signing in of the committee members is required

Action Point - Julie Dalton and Mary Stirzaker

Update on banners and sponsorship.

Emma Anderton to be contacted for advice and to confirm the number of banners that can be re-used and artwork to be submitted to Colour Banners.

The Committee were informed that Emma has had her appendix removed so no approach has been made to her regarding what action has to be taken iro. the banners and sponsorship.

List of last years' sponsors to be emailed to the Committee. **Action Point- Julie Dalton**

New banner required from Colour Banners for Wyre Councillors on Rossall Ward. £100 per banner

The Committee were advised that we need railings to be erected around the 5 large trees. Midlands Fish Co. will be approached for the use of a fish van to transport and erect the railings. **Action Point- Lorraine Beavers,**

Committee members to put railings around the trees. 5 banners around each tree **Action Point- Craig Armstrong, Niall Campbell**



Update on ticket sales for the Christmas party.
2 tickets sold so far.

The Committee has been asked to order their tickets for guests. The poster is out on social media and a number of groups have expressed an interest so hopefully this will result in more ticket sales.

Item 731. AOB

Road closure notices need printing off ready to be placed on lamp posts the week before.
Switch On poster sent to the free paper Your Community Matters to meet the November deadline.

Raffle prizes for the Christmas Party -Trafalgar Restaurant will be asked for a meal voucher

Action Point- Julie Dalton

Brook's Cycles **Action Point- Mary Stirzaker**

Christmas Biscuits – **Lorraine Beavers**

Christmas Hamper **Action Point- All committee members to donate items**

Item 732. Items for discussion/decision at the next meeting

Update regarding the dispute of costs payable to Blachere
Decision on quote from photographer Christopher Verity
Decision on £200 to spend as a raffle prize for the Christmas party
Update on Christmas party ticket sales
Update on raffle prize donations
Panther Press Quote for approval
Update on North Euston or Bowling Club for Quiz Night 2020
Update on the meeting with Julie Ann Robinson at the Marine Hall
Update on sweetie explosions
Press release for approval
Updates required on sponsors/banners/railings
Updates required regarding guests on the illuminated tram
Update regarding GBLeC attending the Switch On
Update regarding Fylde TV and BBC North West attending the Switch On.

Item 733. To agree date and time of the next meeting

Next Meeting Wednesday 23rd October 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.