



Fleetwood Town Council

Onward to a Better Future

THE MINUTES OF THE MEETING OF THE FLEETWOOD FESTIVE LIGHTS COMMITTEE

HELD ON 4th November 2019 AT THE NORTH
EUSTON HOTEL FLEETWOOD

DRAFT

Present: Chairperson, Christine Smith, Secretary Julie Dalton, Mary Stirzaker, Cheryl Raynor, Robert Brown, Anne Brown,

Item 759. Accepted Apologies for absence Lorraine Beavers, Craig Armstrong, Niall Campbell, Dawn McCord, Emma Anderton,

Item 760. To accept the Minutes of the Meeting 23rd October.
Minutes accepted and signed. To be scanned and emailed to the clerk

Item 761. 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 762. 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 763. The Committee Chairperson reminds all members to take note of the statutory guidance at Appendix A.
Committee duly noted.

Item 764. To note the current Festive Lights Budget Income & Expenditure statement
The current balance is £9,315.98. No change since the last meeting

The Committee were pleased with the balance in the Budget



Item 765. To update the Committee with regard to the star prize following a meeting with the management at Cala Gran **Cllr Raynor, Cllr Stirzaker**

The Committee were advised that the Manager of the Cala Gran has given a Haven Holiday. (no further details as to where or duration of stay) He is very keen to be updated with any events that are being held by the Festive Lights Committee. Mary Stirzaker and Julie Dalton called at reception and left a Switch On poster and Christmas party poster in case the staff are interested in booking.

The Committee decided to defer a decision on the star prize until the Black Friday deals become available on Amazon on 22nd November.

Item 766. To confirm that Chris Verity was informed of the decision not to continue with the photos and also that the tram posters have been tweaked to delete reference to them.

Julie Dalton confirmed that an email had been sent to Chris Verity on 24th October. Chris was sorry about that but expressed his hope that the event goes well.

Item 767. To update the committee with regard to the printing of gold envelopes required for vouchers.

Gold envelopes are available to purchase online 50 for £3.99. It was suggested that 50 envelopes should be purchased by the Clerk and Lorraine will write on them. **Action Point- Lorraine Beavers**

Item 768. To update the committee with regard to the booking of the Bowling Club for Quiz Night on Thursday 17th September 2020 **Action Point- Julie Dalton**

Julie Dalton advised that she had been unable to access the Bowling Club. It will be actioned when the club is open.

Item 769. To update the committee with regard to the production of an itinerary for the Lantern Parade event and confirmation that this has been passed to the DJ and Julia Ann Robinson at the Marine Hall **Action Point- Julie Dalton**

The Committee approved the itinerary and it will be sent to the DJ and Julia Ann Robinson at the Marine Hall. **NB.** The Clerk is requested to confirm whether the Deputy Mayor will be making a speech.

The raffle ticket winners will be chaperoned by Cllr Smith and they will stand near the DJ until they are called on to the stage. Before they get to the Marine Hall Cllr. Smith will advise the raffle ticket winners to remain with her and when they arrive at the Marine Hall one responsible adult can stand with their child, any other family members should stand on the grassed area.



Item 770. The committee to note that the sweetie explosions were made up by and collected from the Candy Shack, however the cost was £6 each. The Clerk paid the additional £8 from petty cash under her statutory pre-approved powers.

Item 771. To update the committee on the new date for the delivery into schools by Mrs Claus and Elf.

The sweetie explosions and Lantern Parade posters were taken to the schools on Monday 4th November. Raffle ticket monies, names of the winners and numbers of their family members riding on the tram to be collected from the schools on Friday 15th November. Each will be given the time to be at Fisherman's Walk and the contact details of the chaperone Cllr Smith if unable to attend. An email will be sent to Mr Wayne Babcock Deputy Head of Flakefleet School requesting that Mrs Claus and Elf can attend their assembly on Friday 15th November to draw the raffle. **Action Point- Mary Stirzaker and Julie Dalton**

Item 772. Update required on banners, if they can be re-used.
Names of sponsors from last year were emailed to Cllr Stirzaker on 24th October.

The Committee were advised that no banners are to be placed on the tree railings this year

Item 773. Update on the power supply to pole no 12 at Fisherman's Walk by LCC

No update has been received regarding the issue with pole no 12. The Clerk will prompt Barry Stoddard for a response and update the Committee when a reply has been received. A cherry picker was seen at Fisherman's Walk so the committee are hopeful that the trees will be illuminated for the Switch On.

Item 774. Approval is required to pay a fee of £20 to the compere for the Switch On. The Committee approved the payment of £20 which will need to be paid to Adam on the night

Item 775. To reimburse Christine Smith the payment of £20 deposit for red & white balloons and for payments made for 8 sweetie explosions £40 on receipts being presented to the clerk. The Clerk paid for sweetie explosions. See item 770. £20 for balloons has been reimbursed.

Item 776. A decision is required for an Update on choir and Vocalist songs for switch on Nicola Hayton will perform a piano version of Maria Carey's All I want for Christmas is You which is 4.5mins long

Julie Dalton was informed by the secretary at Charles Saer School that the headmistress had to put a choir together. The Headmistress was unavailable to speak to on Monday 4th November regarding the 4 songs to be performed. A telephone call will be made on Tuesday 5th November to try and obtain details **Action Point- Julie Dalton**



Item 777. Update on tram passengers

NB. The Committee requested that the Clerk confirm which VIP's will be travelling on the tram

The committee were asked to provide details of who they want to invite. Committee members are requested to send an email to Julie Dalton confirming names please. **Action Point- All Committee members**

Dave McPartlin Head Flakefleet School (8)

Julie Dalton (3)

Item 778. Update on party ticket sales

To date there looks to be about 77 tickets sold but confirmation is required. It was suggested that we ask those that book the tickets should be asked for feedback on a group email and whether they want to be informed of any other fundraiser events.

Cut -off date to purchase tickets will be Friday 29th November.

It was suggested that we purchase selfie table accessories and 10 selfie photo frames with the words Fleetwood Festive Lights. **Action Point-Mary Stirzaker**

Item 779. Decision required to purchase batteries for the light switch plunger

The Committee approved the purchase by Mary Stirzaker for batteries at a cost of £6.

Item 780. Update on raffle prize donations

A child's bike has been offered by Brookes Cycles

Oil burner gift set – Catherine Boyle

A wide mouth thermal flask – J. W. Fish Hardware

Diffuser set – Julie Dalton

Bag set- Irene Moros

Afternoon Tea at Skye's Deli voucher and bottle of Gin – Robert and Anne Brown

1 month travel voucher - Blackpool Transport

Bottle of Prosecco and Hairdresser voucher – Cheryl Raynor

Bottle of Rose' chocolates, hamper – Mary Stirzaker

Meat Voucher – David Weardon

The shops on the Affinity complex will be approached on a date after the switch on night to request raffle prizes **Action Point-Mary Stirzaker & Julie Dalton**

An infantry of donations and donators is required once all raffle prize donations received

Action Point-Mary Stirzaker

Item 781. Update on order of Glo-sticks

400 have been received and will be sold at the Lantern Parade for £2.

It was suggested that we could sell some at the Christmas concert being held by Love Fleetwood at Fleetwood Football Club on December 19th. Mr McPartlin will be approached as to whether this will be feasible **Action Point- Cheryl Raynor**



Item 782. Decision on purchasing Christmas lantern bottles for the Christmas party. The Willow Group will donate 10 Christmas lantern bottles . They will be used as table decorations and then offered for sale for a minimum donation of £5

Item 783. AOB

Volunteers required to put road closure notices on the lamp posts using the street plan held at the office. Friday 8th November at 11am. **Action Point- Cheryl Raynor, Mary Stirzaker, Craig Armstrong**

Volunteers to assist the Rotary Club at the Firework Extravaganza. Briefing at the Marine Hall 5pm. Hi Viz vests will be provided.
Julie Dalton, Terry Rogers, (Christine Smith and Robert Brown at a later time)

Committee members were invited to Steve M's radio programme at Fylde Coast Radio Monday 11th November between 9am and 12pm to give a 15 minute talk on the Festive Lights Parade and switch On

The Committee are too busy to take up this invitation and Julie Dalton had already done this interview on Fylde Coast Radio on Tram Sunday. **Action Point-Julie Dalton**

Blackpool and Fylde Police Cadets have volunteered to assist in the Parade. The Committee agreed that ten cadets over age 16 would be required to help out with bucket collection and marshalling. To report to Cllr Smith and then go to the Marine Hall.
Action Point- Christine Smith.

There is to be a meeting with Neil from Barton Grange regarding the permanent position of the tree at Ash Street. This will be discussed at a later meeting in the New Year. **Action Point- Mary Stirzaker**

Blachere have started to put the butterfly motif lights on the lamp posts but they have been incorrectly positioned. There should be butterflies and wrap arounds on alternate lamp posts. They have put butterfly motifs on every lamp post that they have actioned so far.
Action Point- Mary Stirzaker

Item 784. Items for discussion/decision at the next meeting
The meeting will be to discuss the Switch On and Lantern Parade only

CCTV notices to be put around the Large Trees

The Committee have expressed concern that there could be an issue with vandalism to the large trees particularly at Fisherman's Walk and the Marine Gardens

Barriers to be erected around the Large Trees

£20 cash to be paid to the DJ Adam Plummer

Collection buckets and glo sticks to be given to the marshals

A plan of positions for the Lantern parade



A plan of positions for the stage and the barricaded area at the Marine Gardens
Any other issues relating to the Parade and Switch On event

Item 785. To agree date and time of the next meeting

Tuesday 12th November at 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.