



Fleetwood Town Council

Onward to a Better Future

THE MINUTES OF THE MEETING OF THE FLEETWOOD FESTIVE LIGHTS COMMITTEE

HELD ON 12th November 2019 AT THE NORTH
EUSTON HOTEL FLEETWOOD

DRAFT

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

Item 786. Accepted Apologies for absence Niall Campbell, Emma Anderton

Item 787. To accept the Minutes of the Meeting 4th November.
Minutes accepted and signed. To be given to the clerk

Item 788. 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 789. 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 790. The Committee Chairperson reminds all members to take note of the statutory guidance at Appendix A.
Committee duly noted.

Item 791. To update the Committee with regard to the star prize following a meeting with the management at Cala Gran
The Committee decided to defer a decision on the star prize until the Black Friday deals become available on Amazon on 22nd November.

Item 792. To update the committee with regard to the purchase of gold envelopes required for vouchers.



Deferred until next meeting. (See item 784 from previous meeting)

Item 793. To update the committee with regard to whether the Mayor will be making a speech.

The Deputy Mayor will attend in the Mayor's absence and will make a speech at the end of the concert. This has been included in the itinerary sent to the DJ

Item 794. To update the committee with regard to how the visits to the schools had gone by Mrs Claus and elf.

Sweetie explosions and posters were taken to all 8 schools. Mrs Claus and elf will be drawing the raffle at the assembly in Flakefleet School on Friday 15th November. Visits will be made to all schools that day to obtain the names of the raffle ticket winners and to collect raffle ticket monies.

Item 795. To update the committee with regard to the lighting of the trees at Fisherman's Walk ; the decision to go ahead with the solution for overhead supply at a cost of £265.00 + VAT **Action Point –Mary Stirzaker**

The Committee agreed to the payment of £265.00 + VAT to Richard Williams Blackpool Illuminations. An email has been sent to Richard Williams advising him to go ahead and to forward the invoice to the Clerk with details including VAT.

Item 796. To discuss and decide whether CCTV notices and barriers are to be put around the Large Trees

Only one CCTV notice, this has been placed on the Marine Hall tree barrier. More will need to be printed for the other 4 trees. **Action Point –Mary Stirzaker**
Danger of electrocution notices have been placed on all the tree barriers.

Banners already placed will be removed apart from the Fleetwood Town Council banners. **Action Point –Lorraine Beavers**

Item 797. To discuss the payment of £20 cash for the DJ.
The Committee approved the payment. This will be handed to Adam on the night and he will be asked to provide a receipt for the Clerks records. **Action Point –Mary Stirzaker**

Item 798. To update the committee with regard to Charles Saer School Choir and the 4 songs to be performed. **Action Point –Julie Dalton**

There will be 30 children in the choir. The songs they will be performing are:

Let it snow
Santa Claus is coming to town
The 12 days of Christmas
Rockin' around the Christmas tree



Item 799. All Committee members to update on names for the illuminated tram
The list of raffle tickets winners and their family members will be emailed to Christine Smith who will be acting as chaperone on the tram **Action Point – Julie Dalton**

Item 800. To update the committee on Christmas Party with regard to selfie table accessories
Deferred until next meeting. (See item 784 from previous meeting)

Item 801. To update the committee on Christmas Party with regard to party ticket sales
Deferred until next meeting. (See item 784 from previous meeting)

Item 802. To update the committee on Christmas Party with regard to Christmas lantern bottles
Deferred until next meeting. (See item 784 from previous meeting)

Item 803. To discuss the logistics for the marshals in terms of collection buckets, glo-sticks and confirmation as to whether the Blackpool and Fylde Police Cadets have received their instructions to report to Cllr Smith

The cadets have been advised that they should report to Cllr. Smith at Fisherman's Walk at 4.30pm and then go straight to the Marine Hall to assist with marshalling. One cadet will be asked to travel on the tram with Cllr Smith to chaperone. Confirmation is required as to the number of Police cadets available. At least three will be required at the Marine Hall **Action Point – Christine Smith**

The Festive Lights banner is to be brought to the Marine Hall to be displayed. Also the Light switch plunger **Action Point – Mary Stirzaker**

The marshals will be selling glo-sticks at Fisherman's Walk. Bin bags containing the glo-sticks will be brought to Fisherman's Walk and issued to marshals. **Action Point –Lorraine Beavers**

The Clerk will bring the buckets and Hi Viz vests to Fisherman's Walk.

1 person will have a bucket and the other will have glo-sticks carried in bin bags.

A £20 float in pound coins to be put into three open buckets which will have lids on, to be tied and sealed at the Marine Hall,

All other buckets will already be sealed. The police cadets will be asked to sell glo-sticks at the Marine Hall.

All monies collected on the night will be placed on the sleigh to be placed in Cllr Stirzakers car and then taken to the Town Council office to be counted by the clerk and the chairman on the following Monday

Item 804. To discuss and decide on a plan of positions for the Lantern parade

- 1) ILLUMINATED TRAM
- 2) SANTA & SLEIGH
- 3) CARNIVAL QUEEN & RETINUE



- 4) OLD BOYS BAND
- 5) WILLOW GARDEN GROUP
- 6) CUBS/SCOUTS
- 7) CHARLES SAER SCHOOL
- 8) CHAUCER SCHOOL
- 9) FLAKEFLEET SCHOOL
- 10) LARKHOLME SCHOOL
- 11) ROSSALL SCHOOL
- 12) SHAKESPEARE SCHOOL
- 13) ST. MARY'S SCHOOL
- 14) ST. WULSTAN'S AND ST. EDMUND'S SCHOOL
- 15) STARMAKERS OF FLEETWOOD
- 16) GENERAL PUBLIC

Copies of the parade positions to be issued to the Steward and the marshals which will include Rotary club volunteers. **Action Point – Julie Dalton**

N.B. An email has been sent to the schools and a message to Willow Group with the Lantern Parade positions.

Item 805. To discuss and decide on a plan of positions for the stage and the barricaded area at the Marine Gardens

A rehearsal with the Starmakers of Fleetwood is to be arranged to ensure that there is a big enough area on stage for them to perform. There will be 21 children, they are performing during the Parade and then will do a routine on stage at the Marine Hall before the Christmas tree is switched on. A response is still awaited from Lucy Spencer in charge of the dance troupe for a suitable day and time to run through their routine. She is liaising with parents regarding meeting at the Marine Hall either Thursday or Friday at 4pm. A plan of the stage area will be sent to Julie Dalton to forward to Lucy Spencer. **Action Point – Mary Stirzaker**

N.B. Julie Dalton messaged Lucy and said that we need a response ASAP otherwise their performance cannot go ahead at the Marine Hall. Lucy apologised, she had been away. She needs to double check with parents and will try and arrange for Thursday. Action Point – Mary Stirzaker & Julie Dalton

Item 806. To discuss the overall plan and identify any other issues relating to the Parade and switch on event.

Cllr. Brian Stephenson will be asked for the loan of his megaphone for the steward to use to direct the parade **Action Point –Lorraine Beavers**

When Santa arrives at Fisherman's Walk he will get into the sleigh. As soon as all the passengers are on the tram, the driver should be instructed to move forward parallel to North Albion Street. The Steward Terry Rogers will hold back the public and announce the positions and the marshals will direct them into the parade



The Rotary car leading Santa's sleigh will be instructed to stop by the North Euston Hotel for 5 minutes to allow the tram passengers to feed into the Parade behind the Old Boys Band.

The Marshals must hold back the general public at that point to allow the tram passengers to get into position.

There should be a sound check with Nicola and the choir at the Marine Hall with the marshals standing on the grassed area to advise the DJ whether they can hear them through the PA system. Any issues with sound can then be addressed before the public arrive.

Item 807. AOB

No items were out forward for discussion

Item 808. Items for discussion/decision at the next meeting

Feedback on the Lantern parade and Switch On Event

To update the committee with regard to the star prize following a meeting with the management at Cala Gran

To update the committee on Christmas Party with regard to selfie table accessories

To update the committee on Christmas Party with regard to party ticket sales

Decision on whether more balloons need to be ordered

To update the committee on Christmas Party with regard to Christmas lantern bottles

To update the committee on raffle prizes donated

To update the committee with regard to the purchase of gold envelopes required for vouchers.

Item 809. To agree date and time of the next meeting

Monday 18th November Residents Lounge North Euston Hotel at 7pm.

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.