Fleetwood Town Council

Onward to a Better Future

**Members of the Festive Lights Committee are required to attend the Committee Meeting to be held on**

**Monday 5 September 2022 at 7.00pm at**

**North Euston Hotel Residents Lounge**

**Irene Tonge (Clerk and RFO) – Signature:**

**AGENDA**

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| **1545** | **Opening of the meeting. *Chairman*** |
| **1546** | **To receive apologies for absence. *Chairman*** |
| **1547** | **To record Disclosable Pecuniary Interests from 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. *Chairman*** |
| **1548** | **To record Other (Personal or Prejudicial) Interests from members in any item to be discussed. Committee members should state if they need to bar themselves from discussion and voting on any related matters. *Chairman*** |
| **1549** | **To consider and approve the minutes of the Festive Lights Committee Meeting of 1 August 2022 (sent by email). *Chairman*** |
| **1550** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1551** | **To note the budget sheet, to be sent by email - *Clerk*** |
| **1552** | **Update on the new Christmas features, charges for lampposts and timeframe for testing. LEDS in the Pocket Park. Action Points – Richard Ryan.** |
| **1553** | **Update on revised poster and tickets advertising Turkey and Tinsel party. Action Point - CEDO** |
| **1554** | **Update on Quiz Night, poster, teams, volunteers and raffle prizes. Action Points – CEDO, Secretary** |
| **1555** | **Update on banners and sponsors. Action Point – Mary Stirzaker, Lorraine Beavers, Karen Nicholson.** |
| **1556** | **Update on advanced dates for booking Switch-on Night 2023 and 2024. Action Point – Mary Stirzaker** |
| **1557** | **Discussion and decision regarding the ‘Where is Elf@ Competition – *Secretary*** |
| **1558** | **Discussion and decision regarding letters to schools informing them of the Lantern Parade, £25 towards a school Lantern, switch-on and entering the ‘Where is Elf’ Competition - *Secretary***  |
| **1559** | **To consider and approve Christmas Imps are Invading FLEETWOOD - email sent by Clerk.** |
| **1560** | **Discussion and decision on positions in the Lantern Parade. *Secretary*** |
| **1561** | **Discussion and decision on performances at the concert. *Secretary*** |
| **1562** | **AOB** |
| **1563** | **Items for the next Agenda** |
| **1564** | **Date and Time of next meeting** |

**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 suitable 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 quotes 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 happy to provide advice on the way forward.**