



Fleetwood Town Council

Onward to a Better Future

Festive Lights Committee Meeting

Monday 20 July 2020

Remote Meeting via ZOOM at 7.00pm

AGENDA

- 890 Open the meeting, announcements and to accept apologies for absence. *Chair*
- 891 To accept the Minutes of the Meeting of 16 June 2020 (enclosed). *Chair*
(Secretary to email signed copy to Clerk).
- 892 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. *Chair*
- 893 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. *Chair*
- 894 The committee chairman reminds all members to take note of the standing guidance at appendix A. *Chair*
- 895 To note the current Festive Lights budget statement balance for July 2020 is £9,120.97 (not enclosed as no change since last meeting).
- 896 To consider and approve the draft Press Statement and agree timing (enclosed). *Chair*
- 897 To update the Committee regarding the current situation with the Payback Team and discuss alternative arrangements should the contract not be renewed this year (verbal). *CEDO*
- 898 To update the committee with regard to the sourcing of suitable electricians that can both install and maintain the feeds for all 5 trees for the duration of the festive period (verbal). *CEDO*
- 899 To discuss and agree the lighting up of the Fisherman's Walk Trees, the Pocket Park and Planters – this item was deferred from previous meeting (Item 885 refers), (enclosed email from Richard Williams). *CEDO*



- 900 To update the committee re the quote requested from Barton Grange for the movement and the fitting of weights to the tree at Fisherman's Walk (enclosed). *CEDO*
- 901 To discuss and agree the way forward for the Mount Pavilion this year. This was a carry-over from last meeting (Item 886 refers). To update committee with regard to progress from meetings with Richard Ryan and Mark Fenton (enclosed email thread). *CEDO*
- 902 To update the committee with the clarification of the contingency amount quoted (enclosed email from Richard Williams). *CEDO*.
- 903 The Clerk has confirmed the amount of VAT to be reclaimed in respect of Festive Lights is £4299.19
- 904 To update the committee with regard to meeting room availability at NEH, following the approach made. *Secretary*
- 905 Decision required whether to cancel Quiz night and the Christmas Party fundraisers. *Chair*
- 906 AOB
- 907 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 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 happy to provide advice on the way forward.