



Fleetwood Town Council

Onward to a Better Future

Festive Lights Committee Meeting

Monday 24 August 2020

Remote Meeting via ZOOM at 7.00pm

Members of the public and press are invited to attend the virtual meeting. Please contact the Clerk or the CEDO by **15.00, Monday 24 August**, to express your interest in attending the virtual meeting. **Tel No. is 01253 872444**

Please be aware that the public meeting may be recorded for the accuracy of the minutes; for any meeting that has been recorded the recording will be kept for a period of 6 months after the minutes have been approved as accurate before the recording is deleted.

AGENDA

- 923 **Open the meeting, announcements and to accept apologies for absence. *Chair***
- 924 **To accept the Minutes of the Meeting of 20 July 2020 (enclosed). *Chair***
(Secretary to email signed copy to Clerk).
- 925 **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***
- 926 **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***
- 927 **The committee chairman reminds all members to take note of the standing guidance at appendix A. *Chair***
- 928 **To note the current Festive Lights budget statement balance is £33,120.16, which includes 2020 allocated funds from the Precept *(not enclosed as no change since last meeting)*.**
- 929 **To receive confirmation that Julia Robinson at Marine Hall has been informed of the cancellation of the Parade. *Secretary***



- 930 To discuss emails from Richard Ryan (to include the latest one circulated to the Committee by the Clerk) with regard to the quotes for the Lighting up of the Mount Pavilion.
- 931 Items for Discussion at next meeting.
- All other action Points from meeting of 17 August.
- 932 AOB
- 933 Committee to discuss and agree the date and time of next meeting

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.