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 23 August 2021 at 7.00pm via Zoom**

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

**AGENDA**

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| **1179** | **Opening of the meeting. Chairman**  **For members to note this meeting is to replace the cancelled meeting of the**  **9 August.** |
| **1180** | **To receive apologies for absence. Chairman** |
| **1181** | **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** |
| **1182** | **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.** |
| **1183** | **To consider and approve the minutes of the Festive Lights Committee Meeting of the 6 July 2021 (enclosed). Chairman** |
| **1184** | **The committee chairman reminds all members to take note of the standing guidance at appendix A. Chairman** |
| **1185** | **To note the updated budget sheet (sent to Committee members as part of the meeting pack on 4 August 2021).** |
| **1186** | **To receive verbal updates from Richard Ryan re:**  **• Town Centre Illuminations**  **• Costs for projections for Marine Gardens and the Mount Hill**  **• Costs for 43 lamp post features**  **• Cost for post features in Marine Gardens**  **• Festoons for the posts in the Marine Gardens**  **Please read in conjunction with email dated 3/8/21 (sent to Committee members as part of the meeting pack).** |
| **1187** | **To receive verbal updates from CEDO and where costs have been received committee to consider and approve payments, re:**   * **Lighting up the tree in the grounds of St Peters including update re power supply** * **Lighting up the tree in the grounds of St Marys** * **Update re road closures and costs (quotes enclosed).** * **Update re Special Events Insurance and costs (invoice enclosed)** * **Update re Marshals and First Aid Training (invoice for FA training enclosed)** * **Update on the Hi – viz jackets and consider and approve (quotes enclosed)** |
| **1188** | **To receive update re the Race Night fundraiser from Secretary.** |
| **1189** | **Update from FCM re any changes to composition of the Committee. Cllr Raynor** |
| **1190** | **Confirmation from Secretary that an email was issued to Julia Robinson re costings. Secretary** |
| **1191** | **To consider and approve to have ground street signs (projections?) on pavements at Marine Gardens and Ash Street which will promote the event. Cllr Raynor** |
| **1192** | **AOB** |
| **1193** | **Items for the next Agenda** |
| **1194** | **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 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.**