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 8 November 2021 at 7.00pm at North Euston Hotel in the Residents Lounge**

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

**AGENDA**

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| **1297** | **Opening of the meeting. *Chairman*** |
| **1298** | **To receive apologies for absence. Chairman** |
| **1299** | **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*** |
| **1300** | **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*** |
| **1301** | **To consider and approve the minutes of the Festive Lights Committee Meeting of the 1 November 2021 (enclosed). *Chairman*** |
| **1302** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1303** | **To note the updated budget sheet from last meeting is unchanged. Clerk** |
| **1304** | **To receive verbal/written updates from Richard Ryan re:**   * **To update the committee on the ordering of the committee’s choices for the festoons and post features in the Marine Gardens.** * **To update the committee with confirmation of projectors and GOBOS for the Mount** * **To update on payments** * **To update the meeting with regard to the licence required by LCC (email from Clerk refers).** |
| **1305** | **To update the committee with the value of donation by ‘Sparkly Margaret.’ *Karen Nicholson*** |
| **1306** | **To update the committee with regard to the lantern making workshops at the Market. *Karen Nicholson*** |
| **1307** | **To update the committee with the response from Wyre Council concerning the Welcome Back Funding*. Cllr Beavers*** |
| **1308** | **To consider and approve the re-imbursement of £4.50 to the secretary for the engraving of the Quiz Night trophy. *Clerk*** |
| **1309** | **To consider and approve where to place the aeroplane and beach wheelchairs in the Marine Gardens. *All*** |
| **1310** | **To update the committee on Christmas Party Raffle prizes. *All*** |
| **1311** | **To update the committee regarding the reprinting of the Christmas party tickets. *Clerk*** |
| **1312** | **To update the committee with the table decorations for the Christmas Party. *Clerk*** |
| **1313** | **To update the committee with regarding TV & Radio companies videoing the event. *Clerk*** |
| **1314** | **To update the committee regarding the enquiry by Cllr Stirzaker to the Police cadets.**  ***Cllr Stirzaker*** |
| **1315** | **To update the committee with confirmation that everything is in place with GM & GB for the erection, installation and call-out arrangements for all trees, also confirmation of call out (names & contact numbers). *Cllr Stirzaker & Clerk*** |
| **1316** | **To confirm contact numbers have been given to dignitaries. *Chairman*** |
| **1317** | **To update the committee with the switching on and off of the trees at Fisherman’s Walk*. Secretary*** |
| **1318** | **AOB** |
| **1319** | **Items for the next Agenda** |
| **1320** | **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.**