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 21 November 2022 at 7.00pm at**

**North Euston Hotel Residents Lounge**

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

**AGENDA**

|  |  |
| --- | --- |
| **1615** | **Opening of the meeting. *Chairman*** |
| **1616** | **To receive apologies for absence. *Chairman*** |
| **1617** | **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*** |
| **1618** | **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*** |
| **1619** | **To consider and approve the minutes of the Festive Lights Committee Meeting of 31st October 2022 (sent by email). *Chairman*** |
| **1620** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1621** | **Accounts:**  **To consider and approve, retrospectively, the following invoices:**   * **£43.00 to Panther Press for 80 posters** * **£25.00 to both Larkholme and Flakefleet schools for help with materials for making lanterns.** * **£300 to Cozy Powell - DJ at Xmas Party**   **To consider and approve the following invoices:**   * **£300 to Karen Nicholson for materials for the children’s Jars of Joy workshops.** * **£1,590 (Inc £265 VAT) for NEH for Xmas 3-course meal.** * **£15 to reimburse Cllr Raynor for table frames for FLs Xmas Party** |
| **1622** | **To note the budget sheet, to be sent by email on Monday 21st - paper copies will be available at the meeting. *Clerk*** |
| **1623** | **To update the meeting re**   * **the installation of the GOBOS on the Mount and Marine gardens.** * **Switch-on of lamppost and town centre features** * **Snow blowers** * **The permissions for the Fisherman’s walk tree lights** |
| **1624** | **Update from Richard Williams Blackpool Illuminations regarding tree lighting at Fisherman’s Walk, following their inspection on 1st November. *Secretary*** |
| **1625** | **To update the meeting with the final numbers of tickets sold for the Xmas Party. *Clerk***  **Clerk confirms there was 87 tickets sold.** |
| **1626** | **To update the meeting re the unmetered supplies invoices for 21/22 and 22/23. Richard Ryan/*Clerk*** |
| **1627** | **To confirm if an invoice will be issued for balloons & weights. *Cllr Smith*** |
| **1628** | **Update on whether the RNLI are taking part in the parade. *Secretary*** |
| **1629** | **Discussion and decision regarding advance booking of the Western Train tram for Saturday 25th November 2023, Saturday 16th November 2024 and Saturday 22nd November 2025 (Deferred from last meeting).** |
| **1630** | **Update on ASDA bucket collection.** |
| **1631** | **Update from Cllr Stirzaker re the idea put to the schools of having future switch-ons on a Friday.** |
| **1632** | **AOB** |
| **1633** | **Items for the next Agenda** |
| **1634** | **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.**