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 25 April 2022 at 7.00pm at**

**North Euston Hotel Residents Lounge**

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

**AGENDA**

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| **1447** | **Opening of the meeting. *Chairman*** |
| **1448** | **To receive apologies for absence. *Chairman*** |
| **1449** | **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*** |
| **1450** | **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*** |
| **1451** | **To consider and approve the minutes (as amended) of the Festive Lights Committee Meeting of the 28 March 2022 (sent by email). *Chairman*** |
| **1452** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1453** | **To consider and approve the invoice for final payment to Richard Ryan £4070.58 (sent by email). *All*** |
| **1454** | **To note the updated budget sheet (sent by email). *Clerk*** |
| **1455** | **To discuss and decide if Spring into Christmas Party is to go ahead, if so, updates required for the following:*** **Ticket sales, (Secretary/CEDO)**
* **Decorating the room (All)**
* **Advertising the party, SM, Instagram A/C, posters/tickets. (CEDO)**
* **Balloons (Chairman)**

**• Table decorations (Karen)*** **Raffle prizes (see revised list sent by email)**
* **Haven Holiday (Cllr Stirzaker)**
* **Brooks Bicycle (Cllr Stirzaker)**
* **Blackpool Transport (CEDO)**
* **FTFC – Hospitality Day (Cllr Stirzaker)**
* **The Barn Scorton (Karen)**
* **Working Men’s Club (Amanda)**
* **Ribby Hall (CEDO)**
* **Experience Day (CEDO)**
* **Scarlets Cocktail Bar (Karen)**

**If Committee votes to cancel the Spring into Christmas Party, discuss and decide if a Christmas Party in December should be planned (*All).*** |
| **1456** | **To consider and decide if mascots need to be booked for the Switch-on event (*ALL).*** |
| **1457** | **To update the meeting regarding the booking of the heritage trams and bus (*CEDO).*** |
| **1458** | **To consider and approve whether to hold a competition for school children to design ‘Features’ for the town, which can be illuminated and placed in a prominent place. Deferred from previous meeting. *Karen Nicholson***  |
| **1459** | **To update the Committee:*** **regarding options and legalities for the GOBOS and confirm how many there are**
* **regarding the meeting with Barry Stoddard iro the charging for using Lampposts**
* **regarding the projector scheme for the window competition with schools**

**(Richard Ryan)** |
| **1460** | **To update the Committee regarding future dates for the Festive Lights Parade for 2023, 2024, 2025 (Cllr Stirzaker).** |
| **1461** | **AOB - To include here any updates re QPJ from the previous meeting:*** **Update the Committee (Cllr Raynor, Secretary and CEDO).**

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| **1462** | **Items for the next Agenda** |
| **1463** | **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.**