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 28 March 2022 at 7.00pm at**

**North Euston Hotel Residents Lounge**

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

**AGENDA**

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| **1430** | **Opening of the meeting. *Chairman*** |
| **1431** | **To receive apologies for absence. *Chairman*** |
| **1432** | **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*** |
| **1433** | **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*** |
| **1434** | **To consider and approve the minutes (as amended) of the Festive Lights Committee Meeting of the 14 February 2022 (sent by email). *Chairman*** |
| **1435** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1436** | **To note the updated budget sheet. *Clerk*** |
| **1437** | **To update the committee regarding the Spring into Christmas Party:*** **Decoration of the room to include a Christmas Tree.**

*UPDATE – CEDO contacted Steve Dale who confirmed that they hire decorators in to dress the room at approx £150. He needs to know asap what is required because that same weekend they start to roll out their Wedding theme and the same hire company deals with that too.* **Revised Poster and Ticket details.** *Update – CEDO has designed 3 posters for consideration and approval (will send by email and hard copies to be brought to the meeting).* *•* **Raffle prizes (see revised list sent by email). *Clerk.* And to consider and approve the purchase of any further prizes***.* *•* **Balloons – need to contact supplier****• Table decorations*** **Publications – by whom, what, when?**

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| **1438** | **To update the meeting regarding Projectors and GOBOS. *Richard Ryan/Clerk*** |
| **1439** | **To update the meeting regarding switch-on date and event venue.** |
| **1440** | **To consider and approve on businesses sponsoring advertising on Lampposts.** |
| **1441** | **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***  |
| **1442** | **To update the meeting regarding the booking of the heritage tram and bus. *Secretary/CEDO.*** |
| **1443** | **To consider and approve if any road closures are required for Switch-on.** |
| **1444** | **AOB****To include here any updates re QPJ from the previous meeting:*** **To approve (retrospectively) the Baubles and Tinsel ordered from Ebay at a cost of £50.85**
* **Road closures?**
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| **1445** | **Items for the next Agenda** |
| **1446** | **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.**