



# Fleetwood Town Council

Onward to a Better Future

## Festive Lights Committee meeting

**20 November 2018, 7pm.**

**In a meeting room at the North Euston Hotel.**

### AGENDA

- 605 Open the meeting, announcements and to accept apologies for absence.
- 606 To accept the Minutes of the Meetings on 5<sup>th</sup> November and 8th November (enclosed). ***Please return/scan signed minutes to the clerk.***
- 607 To record ***Disclosable Pecuniary Interests*** from committee 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.
- 608 To record ***Other (Personal or Prejudicial) Interests*** from committee members in any item to be discussed. Members should state if they need to bar themselves from discussion and voting on any related matters.
- 609 The committee chairman reminds all members to take note of the standing guidance at appendix A
- 610 To note the current Festive Lights budget statement, now including predicted expenditure (enclosed).
- 611 To receive feedback from the Switch On Night
- 612 To receive updates for the Ball
- 613 To agree the date and time of the next meeting

Debra Thornton  
Clerk to the Town Council

**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 quote 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 very happy to provide advice on the way forward.