



Fleetwood Town Council

Onward to a Better Future

Festive Lights Committee meeting

8th January 2019, 7pm.

In a meeting room at the North Euston Hotel.

AGENDA

- 614 Open the meeting, announcements and to accept apologies for absence.
- 615 To accept the Minutes of the Meetings on 20th November 2019 (enclosed). ***Please return/scan signed minutes to the clerk.***
- 616 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.
- 617 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.
- 618 The committee chairman reminds all members to take note of the standing guidance at appendix A
- 619 To note the current Festive Lights budget statement for 2018 and the new spreadsheet for 2019 (enclosed).
- 620 To consider 2 dates provisionally offered by the ASDA community liaison for bucket collections this year and confirm which (one or both) are required. NB: Fridays are not available this year as the community team aren't in store on that day and are not permitted to make any bookings:
- Saturday 12th October – from 10.30pm
 - Saturday 21st December – from 10.30am
- NB: A decision is required today to secure the required dates.***



621 To discuss/update on the following:

- Christmas Ball Feedback
- Large Christmas Trees order for 2019 (as this is paid for by the main budget and within the remit of full council, only recommendations/suggestions can be put forward. NB. The precept allocation for trees for 2019 is £6000.00)
- Memory Tree
- Marine Garden Tree issues
- Lamp post decorations 2019
- Fund raising events 2019
- Switch On date for 2019
- Festive Lights Facebook page

622 AOB

623 Items for discussion at the next meeting

624 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.