



# Fleetwood Town Council

Onward to a Better Future

## Festive Lights Committee meeting

Monday 5<sup>th</sup> August 2019 7pm.

In a meeting room at the North Euston Hotel.

### AGENDA

- 688 Open the meeting, announcements and to accept apologies for absence.
- 689 To accept the Minutes of the Meeting of 22<sup>nd</sup> July 2019 (enclosed). **Please return/scan signed minutes to the clerk.**
- 690 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.
- 691 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.
- 692 The committee chairman reminds all members to take note of the standing guidance at appendix A
- 693 To note the current Festive Lights budget statement for 2019
- 694 To receive feedback and updates on the following:  
Decision required on the three quotes for the trees at Fisherman's Walk  
Decision required on the Christmas Ball at Parkside. Menu, price, cost of DJ  
Decision required on spending up to £50 for Panther Press to print posters and tickets for the Christmas Ball and using last year's artwork for the poster and tickets with amended date, prices and menu details.  
Decision required as to which Choir to perform at the Switch On  
Decision required inviting Nicola Hayton to the Switch On  
Decision required as to using our PA system for the choir  
Invite Dave Scrivener to act as Compere at the Switch on event  
To agree the re-imburement of £4.50 to Julie Dalton. The cost for inscription on Quiz Trophy on production of the receipt at the Town Council Office  
Sweetie explosions to be made by Elaine Tilling  
Confirmation required that the £400 for the Road Closures included VAT, if not, please revise the amount accordingly (added by Clerk)



695 AOB

696 Items for discussion at the next meeting

697 To agree the date and time of the next meeting

Irene Tonge  
Clerk to 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.