



Fleetwood Town Council

Onward to a Better Future

Festive Lights Committee Meeting

Monday 4 November 2019 at 7pm.

In a meeting room at the North Euston Hotel.

AGENDA

- 759 Open the meeting, announcements and to accept apologies for absence.
- 760 To accept the Minutes of the Meeting of 23 October 2019 (enclosed). ***Please return/scan signed minutes to the clerk.***
- 761 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.
- 762 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.
- 763 The committee chairman reminds all members to take note of the standing guidance at appendix A.
- 764 To note the current Festive Lights budget statement for 2019 – The Current Balance is **£9315.98 (no change since last meeting)**
- 765 To update the committee with regard to the Start Prize following a meeting with the management at Cala Gran. ***Cllrs Stirzaker and Raynor***
- 766 To confirm that Chris Verity was informed of the decision not to continue with the photos and also to confirm that the tram posters have been 'tweaked' to delete reference to them. ***Julie Dalton***
- 767 To update the committee with regard to the printing of Gold Envelopes required for vouchers. ***Lorraine Beavers***
- 768 To update the committee with regard to the booking of the Bowling Club for the Quiz Night on 17 September 2020. ***Julie Dalton.***



- 769** To update the committee with regard to the production of an Itinerary for the Lantern Parade event and confirmation this has been passed to the DJ and Julie Ann Robinson at the Marine Hall.
- 770** Committee to note that the Sweetie Explosions were made up by and collected from the Candy Shack, however, the cost was £6.00 each – clerk paid the additional £8.00 from petty cash under her statutory pre-approved powers.
- 771** To update the Committee on new date for the delivery into schools by Mrs Claus and Elf, following the cancellation Julie . ***Cllrs Stirzaker / Julie Dalton***
- 772** Updates required on banners; if can be used ***Cllr Stirzaker*** and sponsors emailed to Cllr Stirzaker ***Julie Dalton***
- 773** Update on the power supply to Pole no 12 at Fisherman’s Walk by LCC.
- 774** Approval required to pay £20 fee to the Compare for the Switch On.
- 775** To reimburse Christine Smith the payment of £20 deposit for red & white balloons and for payments made for 8 sweetie explosions £40 on receipts being presented to the clerk. Clerk paid for Sweetie Explosions see item 770. £20 for balloons has been reimbursed.
- 776** A decision is required for an Update on choir and Vocalist songs for switch on
- 777** Update on tram passengers, Clerk will update by email before meeting.
- 778** Update on Christmas party ticket sales
- 779** Decision required to purchase batteries for the light switch plunger
- 780** Update on raffle prize donations
- 781** Update on order of Glo-sticks
- 782** Decision on purchasing Christmas lantern bottles for the Christmas party
- 783** **AOB**
- 784** **Items for discussion at the next meeting**
- 785** **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.