



Fleetwood Town Council

Onward to a Better Future

Festive Lights Committee meeting

MONDAY 18TH NOVEMBER 2019, 7pm.

In a meeting room at the North Euston Hotel.

AGENDA

810. Open the meeting, announcements and to accept apologies for absence.
811. To accept the Minutes of the Meeting of 03 June 2019 (enclosed). ***Please return/scan signed minutes to the clerk.***
812. 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.
813. 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.
814. The committee chairman reminds all members to take note of the standing guidance at appendix A
815. To note the current Festive Lights budget statement for 2019, including known Blachere costs (enclosed).
816. To receive feedback and updates on the following:
Feedback on the Lantern parade and Switch On Event
817. To update the committee with regard to the star prize following a meeting with the management at Cala Gran
818. To update the committee on the Christmas Party with regard to selfie table accessories
819. To update the committee on Christmas Party with regard to party ticket sales
820. Decision on whether more balloons need to be ordered
821. To update the committee on Christmas Party with regard to Christmas lantern bottles



822. To update the committee on raffle prizes donated

To update the committee with regard to the purchase of gold envelopes required for vouchers.

823. To agree date and time of the next meeting

824. AOB

Items for discussion at the next meeting

825. To agree the date and time of the 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 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.