



Fleetwood Town Council

Onward to a Better Future

Festive Lights Committee Meeting

MONDAY 13 JANUARY 2020, 7pm.

In a meeting room at the North Euston Hotel.

AGENDA

- 845** Open the meeting, announcements and to accept apologies for absence.
- 846** To accept the Minutes of the Meeting of 2 December 2019 (enclosed). ***Please return/scan signed minutes to the clerk – Julie Dalton***
- 847** 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.
- 848** 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.
- 849** The committee chairman reminds all members to take note of the standing guidance at appendix A.
- 850** To note the current Festive Lights budget statement for 2019, including known Blachere costs. ***Clerk***
Balance is **£ 9,666.83** - Budget Statement enclosed.
- 851** To approve the following invoices for payment (copies enclosed):
- Hamper Basket £4.99 (from remainder of Regenda £200)
 - Blackpool Council for Traffic Management £720 (Inc VAT)
 - FTFC Xmas Party and DJ £1930 (Inc VAT)
 - Final Blachere Instalment £2654.40 (Inc VAT)
- 852** To discuss and agree Fundraising for 2020 and confirm dates (to include ASDA).
- 853** With ref to item **841**, Committee to note: Clerk will send email to Barton Grange, as requested, and will update when response is received.



- 854** To update the committee following meeting with Richard Williams on 6 Jan 2020 –
Julie Dalton
- 855** As the planned meeting for the 16th December was cancelled, Committee to confirm if any updates for purposes of the completion of minutes/actions are required for Items:
833, 836, 837, 839,
- 856** **AOB**
- 857** **Items for discussion at next meeting**
- 858** **To agree a date and time for 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.