



Fleetwood Town Council

Onward to a Better Future

Fleetwood in Bloom Management Committee Meeting

Thursday 13th February 2020, at 7pm

In a meeting room at the North Euston Hotel

DRAFT MINUTES

- 028 Open the meeting and welcome all. *Chairman***
Cllr Cunningham opened the meeting and confirmed Elaine Robinson would take the minutes; she thanked those attending the first Management Committee meeting.
- 029 To accept apologies from Management Committee members. *Chairman***
Cllr Cunningham noted that apologies had been received from Cllrs Stirzaker, Beavers, Blair, Craig, George & Lauren Harrison.

Meeting attendees were Cllrs Cunningham, Crawford, Smith and Elaine Robinson.
- 030 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. *Committee***
Noted there were no declarations of interest to be recorded.
- 031 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. *Committee***
Noted there were no declarations of interest to be recorded.
- 032 To remind all members to take note of the standing guidance at appendix A (below). *Chairman***
Cllr Cunningham reminded all attendees of the standing guidance, which all have duly noted.
- 033 To note the current Fleetwood in Bloom available budget of £1665.59 and the precept allocation for FIB 2020/21 of £9,000. *Committee***
The Management Committee noted the 2019/20 remaining budget of £1,665.59 and the precept allocation for 2020/21 of £9,000.



034 To discuss the ordering of FIB flowers (3 quotes provided) and to approve the supplier.

The 3 quotes received from Cutts Lane Nurseries: Ian Davies, Moorham Hill Nurseries and Myerscough College were discussed. Noted that the Ian Davies quote excluded white salvia costs but otherwise all suppliers had quoted for the same product set, with some slight variation on pack size which created a very small differential on overall plant numbers.

The 3 costed quotes were for the required plant volumes for the **existing** planters, troughs and boats. There was **no provision** in these quotes for plants for additional containers; boats or hanging baskets. Should these be required they would be subject to a separate set of quotes. [Propose agenda item for next Fleetwood in Bloom Full Committee Meeting].

Cllr Cunningham noted that whilst all potential suppliers had been helpful, Myerscough College had provided additional help and suggestions on the types of plants which would be most suited to fulfil the theme criteria and planter locations.

The Management Committee voted on the preferred quote and agreed that the contract should be awarded to Myerscough College, which provided added value aspects in that they would store the plants and provide a phased delivery in accordance with Fleetwood in Bloom needs. In addition, they have a proven track record and reputation to maintain; they also provided additional support and guidance to the Chair on appropriate plants to meet requirements.

Action: Chair to advise Town Clerk on the selection decision and request that order be placed. Note: Phased delivery plan to be established in due course; delivery location will be Memorial Park polytunnel.

Note 1: Next Fleetwood in Bloom Management Committee Meeting agreed as Monday 16th March in Residents Lounge meeting area North Euston Hotel.

Note 2: Date of next Fleetwood in Bloom Full Committee meeting date to be amended from Thursday 27th February to Monday 9th March in the Family Room North Euston Hotel.

The press and public are welcome to attend all Committee meetings of Fleetwood Town Council.



APPENDIX A – STANDING GUIDANCE FOR FLEETWOOD IN BLOOM 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 quotes 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.