



# Fleetwood Town Council

Onward to a Better Future

## Fleetwood in Bloom Committee Meeting

Monday 9<sup>th</sup> March 2020, at 7pm

In a meeting room at the North Euston Hotel

### AGENDA

- 035 Open the meeting and welcome all. **Chairman**  
**Note from Clerk - In the absence of the Chairman and Vice Chairman, Cllr Smith has offered to Chair and will give a short briefing with regard to a temporary change of the Chair and to introduce and welcome Elaine Robinson as Secretary.**
- 036 To accept apologies from Committee members. **Chairman**  
**Apologies received in advance from: Cllrs Cunningham and Crawford**
- 037 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**
- 038 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**
- 039 To remind all members to take note of the standing guidance at **Appendix A** (below). **Chairman**
- 040 To accept the Minutes of the Meeting of 4 February 2020 (enclosed). **Please return/scan signed minutes to the clerk.**
- 041 To note the current Fleetwood in Bloom available budget of £1665.59 and the precept allocation for FIB 2020/21 of £9,000 (**No change since last meeting – copy therefore not enclosed**). **Committee**
- 042 To update the Full Committee with regard to the amended Constitution of the Committee & TOR and an explanation of the Management Committee responsibilities (enclosed). **Chairman**
- 043 To invite nominations from Councillors to step up as temporary Vice-Chairman and, if necessary, to hold a vote in order to appoint a VC. **Chairman**



- 044** To note, that following the resolve to place the contract with Myerscough College, the CEDO spoke to Tristessa Melia on 17 February and confirmed they are the preferred supplier; subsequently the order, as per their quotation, has been placed. **Committee**
- 046** To discuss and agree quote from Plantscape for the usual Lamppost Holestair half-moon planters, which includes Delivery/Install/Collect/Store and Maintenance of flowers (weekly watering; more frequent if required). **Committee**
- 047** To note reports from Chairman & CEDO (enclosed) - **Chairman and CEDO**
- 048** To discuss and confirm the criteria & process, to include the route, for the 2020 FIB entry application, and to confirm actions and dates for the Project Plan - **Chairman and CEDO**
- 049** To update Committee with regard to quotes obtained for Plaques for the Boats and to agree preferred option (including inscriptions) so an order can be tabled at next MCM for approval. **CEDO**
- 050** Resolve required for various items emerging from the first draft of a Project Plan, which will be circulated at the meeting (bulleted below).

***It is proposed to dedicate this next part of the meeting as an interactive 'Generation of Solutions' by the Full Committee; the aim is to ensure we have captured everything we need to, including consideration of ideas from everyone present; assign owners; apply timeframes and identify items that require authorisation by the Management Committee. It is suggested we use a 'flip-chart' session, followed by breakout group(s) discussions.***

***This will be led by Lauren (CEDO), Irene (Clerk) and Elaine (Secretary).***

- Fleetwood TV – George Greenwood – short talk
- Troughs for tram railings
- Old Plough
- New Boats
- Maintenance/refurb required for planters, boats, tyres etc, pre-planting stage
- Locations of planters, Baskets & Boats
- Memorial Park (planters)
- Rose Gardens
- Adopters
- Volunteer maintainers
- Assign plants to planters/baskets/boats
- The role of Payback team
- St Peter's Grounds



- Pocket Park
- Larkholme Grasslands
- Neighbourhood entries
- Community Groups Portfolio
- Sponsorship
- Do's/Don't's/Guidelines
- Check In's by Lauren
- Frequency of future Meetings
- Photos

**051 To agree the date, time and place for the next meeting**

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

**Irene Tonge  
Clerk and RFO for FTC**

#### **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.