



# Fleetwood Town Council

Onward to a Better Future

## Festive Lights Committee meeting

Wednesday 27<sup>th</sup> February 2019, 7pm.  
In a meeting room at the North Euston Hotel.

### AGENDA

- 625 Open the meeting, announcements and to accept apologies for absence.
- 626 To accept the Minutes of the Meeting on 8<sup>th</sup> January 2019 (enclosed). ***Please return/scan signed minutes to the clerk.***
- 627 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.
- 628 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.
- 629 The committee chairman reminds all members to take note of the standing guidance at appendix A
- 630 To note the current Festive Lights budget statement for 2018 (including the final payment to Blachere for removal of street and The Mount lighting) and the new spreadsheet for 2019 (enclosed).
- 631 To make a decision on the date of the Christmas ball, the booking of a DJ and the catering requirements.
- 632 To make a decision on the date, location and activities for the proposed Summer Family Fun day.
- 633 To make a decision on the number of trees to be decorated at Fisherman's walk and give instruction on obtaining quotes to carry out the work (legally required as the cost will be over £300).



**634** To decide on a date to attend Asda for the green token cheque presentation, and nominate which committee members will attend. **Please advise clerk of decision asap so Asda can be notified:**

- Monday 4th March
- Tuesday 5th March

**635** To receive updates/discuss:

- Race Night and sourcing raffle prizes/ publicity/ catering, etc.
- From LCC regarding responsibility for the lamp post issues on Lord Street
- From Wyre Council regarding Marine Hall Tree and re-siting of the Ash Street Tree
- Quotes for a living tree at Ash Street
- Blackpool Councils purchase of trees from Barton Grange
- Renovations for the Mount Phase 2
- Marine Hall booking for Switch On Night
- Businesses and shops advertising on illuminated signs on the lamp posts
- To discuss setting a 2019 schedule of meeting dates for the committee

**636** AOB

**637** Items for discussion at the next meeting

**638** To agree the date and time of the next meeting

Debra Thornton  
Clerk to the 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.