



Fleetwood Town Council

Onward to a Better Future

Festive Lights Committee meeting

Monday 3rd June 2019, 7pm.

In a meeting room at the North Euston Hotel.

AGENDA

- 662 Open the meeting, announcements and to accept apologies for absence.
- 663 To accept the Minutes of the Meeting of 29 April 2019 (enclosed). **Please return/scan signed minutes to the clerk.**
- 664 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.
- 665 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.
- 666 The committee chairman reminds all members to take note of the standing guidance at appendix A
- 667 To note the current Festive Lights budget statement for 2019 (enclosed).
- 668 To approve the re-imbursment of £113.45 costs for Race Night prizes, stationery items and refreshments to J Victor-Corrie. All receipts have been handed to the clerk.
- 669 To retrospectively approve the payment of an additional £40.00 in cash to Sues buffets for additional food for the racenight event on 11th May.
- 670 To make a decision d as to where to hold Quiz Night. North Euston Hotel or Bowling Club.
- 671 To make a decision on the Christmas Ball venue: North Euston Hotel or Parkside Suite.
- 672 To make a decision regarding the Catering Trolley for Switch On Night. Whether to relocate the trolley outside the front doors, or not offer this at all?



673 To receive feedback and updates on the following:

- Feedback from the Race Night
- DJ's to be approached for quotes
- Prices for trees both living and artificial.
- Update on social media poll regarding artificial trees
- Update from Barton Grange
- Update from Gillian at Blackpool Council
- Update from Richard Williams Blackpool Illuminations

674 AOB

675 Items for discussion at the next meeting

676 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.