



# Fleetwood Town Council

Onward to a Better Future

## Festive Lights Committee meeting

Monday 9<sup>th</sup> September 2019 7pm.

In a meeting room at the North Euston Hotel.

### AGENDA

- 698 Open the meeting, announcements and to accept apologies for absence.
- 699 To accept the Minutes of the Meeting of 22<sup>nd</sup> July 2019 (enclosed). ***Please return/scan signed minutes to the clerk.***
- 700 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.
- 701 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.
- 702 The committee chairman reminds all members to take note of the standing guidance at appendix A
- 703 To note the current Festive Lights budget statement for 2019
- 704 To receive feedback and updates on the following:
- Update on the breakdown of the costs on the 3-year contract with Blachere
  - Update on Mount Pavilion renovations
  - Update on Christmas Ball menu and price
  - Update on Quiz Night raffle prizes, PA system and raffle ticket books
  - Decision on lantern making in schools and the allocation of a budget based on Dawn's potential ideas; schools will need to be approached as to whether they will allow for lanterns to be made on their premises
  - Decision on double souvenir photos for school raffle ticket winners and to approach Maureen Blair (or Chris Verity) as photographer
  - Update on the TV coverage by Granada Reports and Fylde TV
  - Confirmation required that the £400 for the Road Closures **excluded** VAT (re-added by Clerk)



705 AOB

706 Items for discussion at the next meeting

707 To agree the date and time of the next meeting

Irene Tonge  
Clerk to 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.