



Fleetwood Town Council

Onward to a Better Future

Festive Lights Committee meeting

Monday 26th September 2019 7pm.

In a meeting room at the North Euston Hotel.

AGENDA

- 708** Open the meeting, announcements and to accept apologies for absence.
- 709** To accept the Minutes of the Meeting of 9 September 2019 (enclosed). ***Please return/scan signed minutes to the clerk.***
- 710** 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.
- 711** 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.
- 712** The committee chairman reminds all members to take note of the standing guidance at appendix A.
- 713** To note the current Festive Lights budget statement for 2019
- 714** To receive feedback and updates on the following:

Update from Blachere regarding final payment and any discounts relating to the Mount Pavilion not being included.

Update on Christmas Ball menu, tweaks on posters, tickets and raffle prizes

Feedback from Quiz Night

Update on double frame photos and photographers

Tram poster for approval

Switch On Night poster for approval

Letter to schools; update from Charles Saer School following invite letter sent and update on Choir to perform

Decision on Lantern Making

Marine Hall PA system for Switch On Night

Marine Hall Tree electrician for Switch On Night



Invites to VIP's to ride on the illuminated tram
Rotary Club members for marshalling
Updates re action points by JD, LB, and MS (JD to also give updates on actions by DS).
Asda Bucket Collection dates 12th October & 21st December

715 AOB

716 Items for discussion at the next meeting

717 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.