



Fleetwood Town Council

Onward to a Better Future

Festive Lights Committee meeting

Monday 14th October 2019 at 7pm.

In a meeting room at the North Euston Hotel.

AGENDA

- 718 Open the meeting, announcements and to accept apologies for absence.
- 719 To accept the Minutes of the Meeting of 26 September 2019 (enclosed). ***Please return/scan signed minutes to the clerk.***
- 720 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.
- 721 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.
- 722 The committee chairman reminds all members to take note of the standing guidance at appendix A.
- 723 To note the current Festive Lights budget statement for 2019 – The Current Balance is **£ 9,959.08**
- 724 A decision is required with regard to a suitable venue for the Race Night for May 2020, one suggestion put forward is the Bowling Club – **CS**
- 725 A decision required with regards to the booking of the Bowling Club for next year's Quiz Night - **JD**
- 726 A decision required as to the purchase of Glo-sticks for selling at the event at £2 each.
- 727 A decision is required with regard to the booking of Natalie and the number of balloons to purchase.
- 728 A decision as to what to buy as the star prize for the Xmas Party



729 To approve the Traffic Management cost – quote sent to JD by the clerk.

730 To receive feedback and updates on the following:

- Update from Blachere as to whether they have deducted £12,966 (inc of VAT) from the final years invoice for not being able to illuminate the Mount Pavilion - **Clerk – I have been in contact with Blachere and their stance is that the contract for the hire and storage is still payable because we entered into a 3-year contract, i.e. they still secured the goods; they have reduced the install and uninstall costs accordingly, bringing the total to be paid to 12,800.86 (inclusive of VAT). The first email for the goods and storage has now been received so please can you approve the amount of £7,176.46 to be paid – attached are the original statement and also the latest invoice for your reference.**
 - Update on whether menu option has been confirmed and confirmation of what the vegetarian option is.
 - The sourcing of 8 frames and update on the photographer invite – **CR**
 - Update on the printing of the 8 posters – **CR**
 - Update on the ordering of the Sweetie Explosions – **CS**
 - Update on how plans have gone for the visits to schools to deliver the posters and sweetie packs – **JD & MS**
 - Update re switch-on poster – **Clerk - Confirmation sent to Panther Press to go ahead and print 50 x A3 on glossy paper. The cost is £20.00 +VAT, please can the committee approve this to be paid.**
 - **I also asked for a price for the job, which at the time of preparing this Agenda, I hadn't had.**
 - Update required regarding the Marine Hall PA system for Switch On Night and how the approach went with the Rotary Clubs experience including any associated charges – **LB & JD.**
 - Marine Hall Tree electrician for Switch On Night
 - Invites to VIP's to ride on the illuminated tram
 - Rotary Club members for marshalling - update **JD**
 - Asda Bucket Collection - confirmation required for 21 Dec 2019 – **Update from JD on 12 Oct - collection cancelled**
 - Update on discussion point around Banners, sponsorship for the railings for the 5 large trees and if any can be re-used ; colours and artwork also – **CS**
 - Update on ticket sales for Xmas Party – **Clerk – Everything is in place to record the sales, receive the payments and subsequently feed into a themed table plan; only 2 tickets sold so far.**

731 AOB

732 Items for discussion at the next meeting

733 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.