



Fleetwood Town Council

Onward to a Better Future

Festive Lights Committee Meeting

Wednesday 23 October 2019 at 7pm.

In a meeting room at the North Euston Hotel.

AGENDA

- 734 Open the meeting, announcements and to accept apologies for absence.
- 735 To accept the Minutes of the Meeting of 14 October 2019 (enclosed). **Please return/scan signed minutes to the clerk.**
- 736 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.
- 737 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.
- 738 The committee chairman reminds all members to take note of the standing guidance at appendix A.
- 739 To note the current Festive Lights budget statement for 2019 – The Current Balance is **£9315.98**
- 740 A decision is required with regard to what will be the Star Prize- deferred from 14 October 2019.
- 741 To approve a retrospective payment of £21.54 for cellophane and florist tape which were ordered under delegated powers, for gift wrapping raffle prizes.
- 742 To approve the cost of £20 for the printing of 50 posters by Panther Press.
- 743 Update regarding the dispute of costs payable to Blachere.
- 744 Decision on quote from photographer Christopher Verity.
- 745 Decision on £200 to spend as a raffle prize for the Christmas party.



- 746 Update on Christmas party ticket sales.
- 747 Update on raffle prize donations.
- 748 Update on North Euston or Bowling Club for Quiz Night 2020 .
- 749 Update on the meeting with Julie Ann Robinson at the Marine Hall.
- 750 Update on sweetie explosions.
- 751 Press release for approval.
- 752 Updates required on sponsors/banners/railings.
- 753 Updates required regarding guests on the illuminated tram.
- 754 Update regarding GB Lec attending the Switch On.
- 755 Update regarding Fylde TV and BBC North West attending the Switch On.
- 756 **AOB**
- 757 **Items for discussion at the next meeting**
- 758 **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.