



Fleetwood Town Council

Onward to a Better Future

Festive Lights Committee meeting

Tuesday 12 November 2019, 7pm.

In a meeting room at the North Euston Hotel.

AGENDA

- 786 Open the meeting, announcements and to accept apologies for absence.
- 787 To accept the Minutes of the Meeting of 4 November 2019 (enclosed). ***Please return/scan signed minutes to the clerk.***
- 788 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.
- 789 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.
- 790 The committee chairman reminds all members to take note of the standing guidance at appendix A
- 791 To update the Committee with regard to the star prize following a meeting with the management at Cala Gran. Deferred until after 22 November – leave on Agenda
- 792 To update the Committee with regard to the purchase of Gold Envelopes – Deferred until next meeting (see item 784 from previous meeting) ***Clerk***
- 793 To update the committee with regard to if the Mayor will be making a speech – and if so to include in the Itinerary. ***Clerk to forward update***
- 794 To update the committee with regard to how the visits to schools had gone By Mrs Claus and Elf. ***Chairman and Julie Dalton***
- 795 To update the committee with regard to the lighting of the Trees on Fisherman's Walk; the decision to go ahead with the solution for overhead supply at a cost of £265.00 + VAT . ***Chairman***



- 796** To discuss and decide on whether CCTV notices and Barriers are to be put around the Large Trees.
- 797** To discuss the payment of £20 cash for the DJ
- 798** To update the committee with regard to the Charles Saer School Choir and the 4 songs to be performed. **Julie Dalton**
- 799** All committee members to update on names for the Illuminous Tram
- 800** To update committee on Christmas Party with regard to Selfie Table Accessories. Deferred until next meeting (see item 784 from previous meeting)
- 801** To update committee on Christmas Party with regard to Party Ticket sales. Deferred until next meeting (see item 784 from previous meeting)
- 802** To update committee on Christmas Party with regard to Christmas Lantern Bottles. Deferred until next meeting (see item 784 from previous meeting)
- 803** To discuss the logistics for the Marshalls in terms of collection buckets and glo sticks and also confirmation as to if the Fylde Police Cadets have received their instructions to report to Cllr Smith
- 804** To discuss and decide on a plan of positions for the Lantern Parade
- 805** To discuss and decide on a plan of positions for the stage and the barricaded area at the Marine Gardens
- 806** To discuss the overall plan and identify any other issues relating to the Parade and Switch On event
- 807** AOB
- 808** Items for discussion at the next meeting
- 809** To agree the date and time of the next meeting

Irene Tonge
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.