



Fleetwood Town Council

Onward to a Better Future

Festive Lights Committee Meeting

MONDAY 2nd DECEMBER 2019, 7pm.

In a meeting room at the North Euston Hotel.

AGENDA

827. Open the meeting, announcements and to accept apologies for absence.
828. To accept the Minutes of the Meeting of 18 November 2019 (enclosed). ***Please return/scan signed minutes to the clerk – Julie Dalton***
829. 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.
830. 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.
831. The committee chairman reminds all members to take note of the standing guidance at appendix A.
832. **To note the current Festive Lights budget statement for 2019, including known Blachere costs. Clerk**
Balance is **£9,306.83** - Budget Statement enclosed.
833. **To update the committee with regard to the star prize following a meeting with the management at Cala Gran – this was deferred from previous meetings in order to await Black Friday deals. Cllr Strizaker**
834. **To update the committee on the Christmas Party with regard to selfie table accessories. Chairman**
Selfie table accessories purchased – held in office. **Clerk**
835. **To update the committee on Christmas Party with regard to party ticket sales. Clerk**
A total of 76 tickets have been purchased and a further 19 are reserved awaiting payment. Confirmation required from **Cllr Raynor** with regard to 10 tickets; **Cllr Strizaker** 4 tickets; **Cllr Beavers** 1 ticket and the other 4 were reserved over the



phone By Jayne Hayes and will be collected and paid for by Friday 29th (*correct at time of publishing Agenda*).

836. To update the committee on Christmas Party with regard to the collection of the Christmas Lanterns. Cllr Smith

837. To update the committee on raffle prizes donated:

- **To record on spreadsheet - Clerk**
Spreadsheet enclosed (*correct at time of publishing Agenda*) with a request from the Clerk to put prizes in order, add others on, fill in any gaps and return to her - **Committee** .
- **To update after their visit to Affinity - Cllr Stirzaker & Julie Dalton**
- **To update re Hamper donation - Cllr Raynor**
- **To update re items for at least 3 hampers - Committee**

838. To agree what to purchase with the £200 - Committee

839. To update on other purchases required for Christmas Party event:

- **To update on Golden Envelopes.**
- Purchased - held in office. **Clerk**
- **To update on cellophane and ribbons.**
Purchased - held in office. **Cllr Stirzaker**
- **To update on printing on envelopes - Cllr Beavers**
- **To update on raffle tickets and Bah Humbug tickets for balloons - Clerk**
Located some raffle tickets in office (Green with 700 consecutive numbers available) so improvised and made some Bah Humbug tickets to exact size and similar colour, utilizing green printer paper, also in office – forwarded to Cllr Smith, Stirzaker and JD for approval – MS responded and is happy with them other approvals awaited (*at time of publishing Agenda*).

840. To update the committee on volunteers and assign them tasks for the set up at Parkside - Committee

841. To discuss the 5 large trees purchased from Barton Grange. A breakdown of the sizes and the cost of each of the 5 trees purchased in the last 3 years is required by the Clerk.

Copies of Contract and current and previous invoices attached in pack – **Clerk**

842. AOB

- Confirmation required by the Committee re *Banners referred to in predicted spend (see Budget statement). – **Clerk**
- Confirmation of the amount of float for Christmas Party required - **Clerk**



843. Items for discussion at the next meeting.

844. To agree the date and time of the next meeting

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.