Fleetwood Town Council

Onward to a Better Future

Festive Lights Committee meeting

Thursday 8th November 2018, 7pm.
In a meeting room at the North Euston Hotel.

AGENDA

595   Open the meeting, announcements and to accept apologies for absence.

596   To accept the Minutes of the Meeting on 24th October (enclosed). *Please return/scan signed minutes to the clerk.*

597   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.

598   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.

599   To note the current Festive Lights budget statement, now including predicted expenditure (enclosed).

600   To discuss and approve a request to the clerk to purchase raffle prizes from any cash donations specifically made for this purpose. Committee to specify the type of prize and the maximum value of each one, in preferred order. Prizes must be easily obtainable locally or online, and a cut off point for donations will need to be set of the 23rd November to allow time to purchase any prizes before the event.

601   To approve reimbursement of £15.57 to Jacqui Victor-Corrie for a set of black pens, 25 gold envelops and 10 sheets of gold paper. Re-imbursement to be made on producing of receipts to the Clerk.

602   Committee to approve a proposal to:

1. use the existing provider of banner designs (panther press) to quote and produce a design for new sponsor banners - under Financial reg 11.1(a) (iv) the ability to use one provider for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council.

2. Colour banners to be commissioned to produce new banners as required under the same financial regulation. Cllr Rogers advises that all banners for regular sponsors are intact and in good condition ready to use.

Approval to use these 2 suppliers for design and production of future banners to be approved until further notice. All Invoices to be presented to the clerk for payment. *Cllr Anderton*

603   To provide updates on:

- Raffle prizes and Hamper donations
- Ball tickets sold (*update from office: 8 actual sales, 51 interested*)
- Banners sponsorship
- Pudsey being available
- Asda Bucket Collection
- Update on Tram passengers
- Update on Large trees/assembling and timing for lights

604   To agree the date and time of the next meeting

Debra Thornton
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.