Fleetwood Town Council

Onward to a Better Future

**Members of the Festive Lights Committee are required to attend the Committee Meeting to be held on**

**Monday 10 October 2022 at 7.00pm at**

**North Euston Hotel Residents Lounge**

**Irene Tonge (Clerk and RFO) – Signature:**

**AGENDA**

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| **1565** | **Opening of the meeting. *Chairman*** |
| **1566** | **To receive apologies for absence. *Chairman*** |
| **1567** | **To record Disclosable Pecuniary Interests from 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. *Chairman*** |
| **1568** | **To record Other (Personal or Prejudicial) Interests from members in any item to be discussed. Committee members should state if they need to bar themselves from discussion and voting on any related matters. *Chairman*** |
| **1569** | **To consider and approve the minutes of the Festive Lights Committee Meeting of 5 September 2022 (sent by email). *Chairman*** |
| **1570** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1571** | **To note the budget sheet, to be sent by email on Monday 3rd - *Clerk*** |
| **1572** | * **Update regarding paying for GOBOS by FTC and FFL.** |
| **1573** | * **Update on PO number required by Richard Ryan and testing of lampposts by Altitude Services and whether FTC and FFL should share the costs** |
| **1574** | * **Update from Richard Williams Blackpool Illuminations regarding tree lighting at Fisherman’s Walk** |
| **1575** | * **Feedback from Quiz night and retrospective approval of £25 Amazon voucher for Quiz master** |
| **1576** | * **Update on letters to schools inviting participation in the Lantern Parade and organising the Where is Elf competition.** |
| **1577** | * **Update on take up of £25 from schools and organisations** |
| **1578** | * **Update on Christmas Party poster printing and advertising** |
| **1579** | * **Update on order of sweetie explosions for switch-on night** |
| **1580** | * **Update on banners and sponsors** |
| **1581** | * **Update on advanced dates for booking Switch-on Night 2023, 2024 and 2025** |
| **1582** | * **Discussion and decision regarding advance booking of the Western Train tram for Saturday 25th November 2023, Saturday 16th November 2024 and Saturday 22nd November 2025.** |
| **1583** | * **Update on vehicles taking part in the Lantern Parade** |
| **1584** | * **Update on the band Steff and the Stingrays performing at the Switch-On event** |
| **1585** | * **Discussion and decision to arrange a date for the Rossall School choir to record their three songs** |
| **1586** | * **Discussion and decision on having a snow blower and snow globe at the switch on** |
| **1587** | * **Update re the PR statement – CEDO** |
| **1588** | **AOB** |
| **1589** | **Items for the next Agenda** |
| **1590** | **Date and Time of 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 suitable 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 quotes 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 happy to provide advice on the way forward.**