0Fleetwood Town Council

Onward to a Better Future

**You are summoned to a Meeting of the Festive Lights Committee to be held on Monday 19 March 2024**

**at 7.00pm FTC Office 122 Poulton Road**

 **Irene Tonge – Signature:**

**Agenda**

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| **1876** | Opening of the meeting. **Chairman** |
| **1877** | To receive apologies for absence. **Chairman** |
| **1878** | 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** |
| **1879** | 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.** |
| **1880** | To consider and approve the minutes of the Festive Lights committee meetings of 12 February and for the chairman to sign them (enclosed). **All** |
| **1881** | To remind all members to take note of the standing guidance at appendix A below. **Chairman** |
| **1882** | Accounts* To consider and approve the invoice for the unmetered supply from npower –

**£740.71 Due date 26/3/24 – *To be sent by email.**** To note the updated budget sheet – ***To be sent by email.***

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| **1883** | * To present an annual calendar listing meetings for the year
* To prepare and present an action plan.
* To update re the booking of the Western Train tram
* To update on booking race organiser for Day at the Races.

**CEDO**  |
| **1884** | * To update re the payments to Blachere and work undertaken in 2016.

To update re the unmetered supply debarcle.**Clerk** |
| **1885** | * To update re Fisherman’s Walk trees, Lamppost features and GOBOS. **Richard Ryan**

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| **1886** | * To update on booking the Bowling Club for Quiz Night. **Secretary.**
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| **1887** | * To update on booking performers for Lantern Parade & Concert and booking Dave Scrivner for compere.

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| **1888** | * To update on Funding, sponsoring an advertisement on Facebook and other fundraisers.

**CEDO** |
| **1889** | * To update on Hire of Snow Globe
* To update on Elf Trail
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| **1890** | To consider and approve the Go Funding page and make any suggestions to promote this – Item **1855** from last meeting. This was discussed but no specific actions identified – suggest it is discussed again – ***deferred from last 2 meetings.*** |
| **1891** | To consider and approve the next steps to be taken for recruiting more committee members - – Item **1854** from last meeting. This was discussed but no specific actionees, other than Cllr Smith (Chairman) identified a relative – suggest Update from Cllr Smith and also this item be discussed again (Q. was Cllr Kuruvakadua approached?). – ***deferred from last 2 meetings***. |
| **1892** | AOB – ***members to note NO decisions can be made on items discussed .*** |
| **1893** | To consider and approve the date for the next meeting. |

**The press** **and public are welcome to attend all committee meetings of Fleetwood Town Council.**

 **APPENDIX A-STANDING GUIDANCE 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 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.