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

**Tuesday 6 July 2021 at 7.00pm**

# Via Zoom

Irene Tonge (Clerk and RFO) – Signature: ………..



**AGENDA**

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| **1159** | Opening of the meeting. ***Chairman*** |
| **1160** | To receive apologies for absence. ***Chairman*** |
| **1161** | 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*** |
| **1162** | 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.*** |
| **1163** | To consider and approve the minutes of the Festive Lights Committee Meeting of the |
|  | 1 June 2021 (enclosed). ***Chairman*** |
| **1164** | The committee chairman reminds all members to take note of the standing guidance at appendix A. ***Chairman*** |
| **1165** | To note the updated budget sheet (enclosed). Clerk to give verbal update re the action point from previous meeting. |
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**1166** To update the meeting re the application for road closures for switch-on night on

27November. ***CEDO to provide verbal update.***

**1167** To update the meeting re the additional Insurance Application for switch-on night on 27th November and to agree and approve the content. ***CEDO to provide verbal update & the committee to approve the application.***

**1168** To confirm the booking of the illuminated tram / update the meeting re the action point from previous meeting. ***CEDO to provide verbal update.***

**1169** To receive updates from **Richard Ryan** re:

* Town Centre Illuminations
* Projections for Marine Gardens and the Mount Hill
* Response from Julia Roberts
* Response from Barry Stoddard re the 2 Columns
* The costings for lighting up 3 trees and the anchor opposite Fisherman’s Walk.

**1170** To receive updates from **Cllr Beavers** re:

* Lighting up the tree in the grounds of St Peters
* Lighting up trees in the grounds of St Marys

**1171** To update on Race Night booking – **CEDO/Secretary.**

***Note from Clerk – no update expected as Covid restrictions were extended to 19 July, therefore item to carry forward to next meeting.***

**1172** To notethe £150 deposit for the Xmas Party was paid to NEH on 2 June 2021.

**1173** To note the £100 deposit was paid to Magical Mascots on 7 June and to further discuss and agree the revised quote. ***Secretary***

**1174** To update the meeting re the booking of the DJ and whether there will be a cost.

***Cllr Smith / Fiona English***

**1175** To update the meeting re Cllr Blairs involvement for video/photos. ***CEDO to provide verbal update.***

**1176** To update meeting re the “Where is Elf” competition. ***Secretary***

**1177 AOB**

**1178** To consider and agree a date and time for 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 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.