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 20 September 2021 at 7.00 pm via Zoom**

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

**AGENDA**

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| **1195** | **Opening of the meeting. Chairman**  **Welcome to Karen Nicholson.** |
| **1196** | **To receive apologies for absence. Chairman** |
| **1197** | **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** |
| **1198** | **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.** |
| **1199** | **To consider and approve the minutes of the Festive Lights Committee Meeting of the 23 August 2021 (enclosed). Chairman** |
| **1200** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A. Chairman** |
| **1201** | **To note the updated budget sheet (sent to committee members).** |
| **1202** | **To consider and approve the Jars for Joy – Karen Nicholson** |
| **1203** | **To receive verbal updates from Richard Ryan re:**   * **whether to purchase projectors or floodlights following site test on the Mount and Marine Hall building and Committee to make decision.** * **whether Wyre Council have approved the use of the columns for festoons and features in the Marine Gardens.** * **costings for illuminating the town for switch on night and Committee to make decision.** * **Update on lighting up the Fisherman’s Walk and the Pocket Park** |
| **1204** | **To receive verbal updates from CEDO**   * **Lighting up the tree in the grounds of St Marys, including power supply.** * **Update from GBLec regarding lighting the Christmas tree in the Marine Gardens on switch on night.** * **Update on First Aid course and venue**. **Committee to decide on the names of attendees.** |
| **1205** | **To update the meeting re the switch on Podium – Cllr Stirzaker (Photo to be sent to committee).** |
| **1206** | **To update the meeting re the children’s lanterns and workshops for the parade and committee to consider and approve the offer of £25.00 to each school towards the cost of materials.** |
| **1207** | **To consider and approve the order of 8 sweetie explosions from Candy Shack.** |
| **1208** | **To consider and approve the order of the Elf doll for the Where is Elf Competition (Link sent be email to Committee).** |
| **1209** | **To consider and approve the Elf Competition Poster (attached to email sent to committee).** |
| **1210** | **To consider and approve the Quiz Night poster (attached to email sent to committee).** |
| **1211** | **To consider and approve School Choir to perform on Switch – on night.** |
| **1212** | **AOB** |
| **1213** | **Items for the next Agenda** |
| **1214** | **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 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.**