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 4 October 2021 at 7.00pm at North Euston Hotel in the Residents Lounge**

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

**AGENDA**

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| **1215** | **Opening of the meeting. Chairman** |
| **1216** | **To receive apologies for absence. Chairman** |
| **1217** | **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** |
| **1218** | **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.** |
| **1219** | **To consider and approve the minutes of the Festive Lights Committee Meeting of the 20 September 2021 (enclosed). Chairman** |
| **1220** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A. Chairman** |
| **1221** | **To note the updated budget sheet – No change from last meeting.** |
| **1222** | **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.** * **Update re meeting with Mark Fenton whether Wyre Council have approved the use of the columns for festoons and features in the Marine Gardens.** * **To update the meeting, together with photos, of what the Committee have already approved** * **Update on lighting up the Fisherman’s Walk and the Pocket Park and to consider and approve switch on times** |
| **1223** | **To update the meeting re the switch-on Podium – Cllr Stirzaker (Photo to be sent to committee).** *Deferred from last meeting*  **If unrepairable, to consider and approve to have a large Christmas Jars of Joy on stage when the tree is to be turned on by the competition winner.** |
| **1224** | **To give update on letters to schools with invites to the Lantern Parade and Switch on Night and confirmation of the choir performing on the night. Secretary** |
| **1225** | **To consider and approve to have 80 A3 size posters printed from Panther Press for the Lantern Parade and Switch-on event.** |
| **1226** | **To consider and approve raffle prizes and raffle tickets for Quiz Night and confirm names of committee members attending.** |
| **1227** | **To consider and approve to have 140 tickets and 10 A3 posters printed from Panther Press for Christmas Party Night .** |
| **1228** | **To consider and approve how many balloons and weights, including decision on colours, to order from Natalie. NB. Minutes 14th October 2019 Christmas party we ordered 150 balloons** |
| **1229** | **To consider and approve the sourcing of raffle prizes for Christmas party.** |
| **1230** | **To update the meeting in regard to the First Aid Training.** |
| **1231** | **To update on children’s lanterns, GTees voucher and workshops for the Parade. Karen Nicholson** |
| **1232** | **To update on illuminating beach wheelchairs. Karen Nicholson** |
| **1233** | **To update on visit to schools with sweetie explosions and Where is Elf competition posters. Secretary** |
| **1234** | **To update on invitation letters to dignitaries riding on the illuminated tram in the Lantern Parade. CEDO** |
| **1235** | **To consider and approve to order of cellophane and red florist ribbons to make up hampers.** |
| **1236** | **To update on committee members visiting the Market on 4th December.** |
| **1237** | **AOB** |
| **1238** | **Items for the next Agenda** |
| **1239** | **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.**