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 1 November 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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| **1270** | **Opening of the meeting. *Chairman*** |
| **1271** | **To receive apologies for absence. Chairman** |
| **1272** | **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*** |
| **1273** | **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*** |
| **1274** | **To consider and approve the minutes of the Festive Lights Committee Meeting of the 18 October 2021 (enclosed). *Chairman*** |
| **1275** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1276** | **To note the updated budget sheet** –sent to Committee as part of meeting pack. **Clerk** |
| **1277** | **To receive verbal/written updates from Richard Ryan re:**   * **To update the committee on the ordering of the committee’s choices for the 8 pole features** * **To update on payments** |
| **1278** | **To update the committee with regard to the Quiz Night Fundraiser event. Chairman** |
| **1279** | **To update the committee with the value of donation by ‘Sparkly Margaret.’ *Karen Nicholson*** |
| **1280** | **To update the committee with regard to the purchase and making of the 14 Jars of Joy for the tables at the Christmas Party and committee to consider and approve retrospective re- imbursement. *Karen Nicholson*** |
| **1281** | **To consider and approve the sourcing of table accessories for the Christmas Party. *Chairman*** |
| **1282** | **To update on Christmas Party ticket sales. *Clerk*** |
| **1283** | **To update on Christmas Party Raffle prizes. *All*** |
| **1284** | **To consider and approve the plan for marshals at the parade and at the Marine Gardens. *All*** |
| **1285** | **To consider and approve to formally invite the Police Cadets to take part in the event. *Chairman*** |
| **1286** | **To update the committee with regard to the erection of the trees by Guy Machin and the electricity connection and installation of the barriers by Gary Barraclough. *Cllr Stirzaker*** |
| **1287** | **To update on invitation letters to dignitaries riding on the illuminated tram in the Lantern Parade. *Clerk to give verbal update*** |
| **1288** | **To update the committee with regard to Richard Williams switching on and off of the trees at Fisherman’s Walk. *Secretary*** |
| **1289** | **To update the committee with the list of Procession positions. *Secretary*** |
| **1290** | **To update about the Gold Ribbon from the place suggested near Mains Hall*. Cllr Beavers*** |
| **1291** | **To update on committee members visiting the Market on 4th December – to retain on Agenda for future update following the visit on 4/12.** |
| **1292** | **To update the committee re the approach by This Great Adventure and engagement with the parade & switch-on event. *Chairman*** |
| **1293** | **To update the committee with the decision from Full Council Meeting on 26 October regarding a contribution to the FLs budget for the Projection Scheme and to help with the cost of the First Aid Training. *Clerk*** |
| **1294** | **AOB** |
| **1295** | **Items for the next Agenda** |
| **1296** | **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.**