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 22 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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| **1348** | **Opening of the meeting. *Chairman*** |
| **1349** | **To receive apologies for absence. Chairman** |
| **1350** | **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*** |
| **1351** | **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*** |
| **1352** | **To consider and approve the minutes of the Festive Lights Committee Meeting of the 15 November 2021 (enclosed). *Chairman*** |
| **1353** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1354** | **To note the updated budget sheet sent by email. Clerk** |
| **1355** | **To receive verbal/written updates from Richard Ryan**   * **To update the committee re the email sent from Julia on 9/11 @ 15:07 with regards to the lighting samples being dropped off to her and confirm dimensions of the pole features have been approved and ownership of the poles.** * **To update with regards to the invoice for the projectors and GOBOS for the Mount.** * **To update the meeting with regard to the licence required by LCC** * **To confirm that RR will be switching on the projections on Mount Hill and the small trees by the stage, before the parade arrives.** |
| **1356** | **To update the committee regarding the meeting with Julia and Julie and confirm who is switching the tree on in the Marine Gardens. *Secretary*** |
| **1357** | **To approve the cost of the First Aid kits. *Clerk/CEDO*** |
| **1358** | **To approve the itinerary for the DJ Dave Scrivener for the concert in the Marine Gardens.** |
| **1359** | **To update the committee with the number of tram passenger. *Cllr Stirzaker & Secretary*** |
| **1360** | **To update the committee regarding the monies raised from the ‘Where is Elf’ competition and the finalist’s details. *Cllr Stirzaker & Secretary*** |
| **1361** | **To update the committee with the latest position on raffle prizes for the Christmas Party.**  ***Clerk/CEDO (include news re the Zoo pass)*** |
| **1362** | **To update the committee regarding the table decorations for the Christmas Party. Clerk/*CEDO*** |
| **1363** | **To update the committee regarding table plans at the NEH and the raffle prize donation board. *CEDO*** |
| **1364** | **To update the committee regarding Christmas party ticket sales. *Clerk*** |
| **1365** | **To confirm the arrangements for the rehearsal for the Starmaker dance troupe. *Secretary*** |
| **1366** | **To consider and agree the date for the Committee get-together for the wrapping of prizes at the office.** |
| **1367** | **To update the committee regarding the order of songs by the choir, following the approach to the Choirmaster. *Secretary*** |
| **1368** | **To update the committee regarding the invite to sing by a members of Cllr Smiths staff.**  ***Cllr Smith*** |
| **1369** | **To update the committee following the approach to Mr & Mrs Thomas re the pull-along trolley. *Secretary*** |
| **1370** | **To update the committee re the briefing for the cadet marshals. *CEDO*** |
| **1371** | **AOB** |
| **1372** | **Items for the next Agenda** |
| **1373** | **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 suitable 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.**