Fleetwood Town Council

Onward to a Better Future

**Members of the Festive Lights Committee are required to attend the Committee Meeting & AGM to be held on**

**Tuesday 24 May 2023 at 7.00pm at**

**North Euston Hotel Residents Lounge**

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

**AGENDA**

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| **1710** | **Opening of the meeting. Chairman** |
| **1711** | **To elect a Chairman of the Committee - Presided over by Cllr Christine Smith.** |
| **1712** | **To elect a secretary of the Committee.** |
| **1713** | **To accept apologies for absence.** |
| **1714** | **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*** |
| **1715** | **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*** |
| **1716** | **To consider and approve the minutes of the Festive Lights Committee Meeting of** **18 April 2023 and for the Chairman to sign them. *Chairman*** |
| **1717** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1718** | **Accounts: *Clerk*****To note the updated Budget sheet. *Clerk to bring them to the meeting.*** |
| **1719** | **Updates from *Richard Ryan*:*** **Update from Richard re default invoice regarding 2 years unmetered supply**
* **Projector to be brought from the Town Council office for Richard Ryan’s video presentation of pyrotechnics for the outside stage, 3rd snow machine and podium.**
* **Update on power supply to light trees in the Marine Gardens and if so, quote required.**
* **To consider provision of a contract for the next 3 years for lighting up Fleetwood and to include responsibility for lighting and ongoing maintenance at Fisherman’s Walk.**
* **Update on quotes for lighting Fisherman’s Walk trees and Pocket Park**
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| **1720** | **To update the meeting re the cancellation and re-booking of Race Night and raffle prizes . *CEDO/All*** |
| **1721** | **To update the meeting regarding quotes to hire from Rachel Ward Productions and Magical Mascots. *Secretary & CEDO*** |
| **1722** | **To update the meeting re the approach made to the Willow group and Karen Thomas** **re Lanterns for the parade. – deferred from last meeting. *CEDO*** |
| **1723** | **To update the meeting re the menu from Parkside and to reconsider and approve if Xmas Party is to go ahead this year, if decision is to not have a party, discuss what and decide what to do with Jars of Joy table decorations. *Mary Stirzaker/All*** |
| **1724** | **To update the meeting re the hamper boxes. Clerk**Defer until decision to go ahead with the party is confirmed. |
| **1725** | **Update on Booming Bingo as a Festive fundraiser. *CEDO*** |
| **1726** | **AOB** |
| **1727** | **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.**