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 31 October 2022 at 7.00pm at**

**North Euston Hotel Residents Lounge**

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

**AGENDA**

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| **1591** | **Opening of the meeting. *Chairman*** |
| **1592** | **To receive apologies for absence. *Chairman*** |
| **1593** | **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*** |
| **1594** | **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*** |
| **1595** | **To consider and approve the minutes of the Festive Lights Committee Meeting of 10th October 2022 (sent by email). *Chairman*** |
| **1596** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1597** | **To note the budget sheet, to be sent by email on Monday 31st - *Clerk*** |
| **1598** | **Clerk confirmed the approval from FCM on 25 October for the cost of the Gobos (Valentine’s Day, Remembrance Day and New Year’s Day). Requires Invoice from RR.** |
| **1599** | **General update from RR and also with regards to the purchase of Snow Blowers. Richard Ryan.** |
| **1600** | **Update from Richard Williams Blackpool Illuminations regarding tree lighting at Fisherman’s Walk.** |
| **1601** | **Update on tickets sold for the Xmas Party - Clerk** |
| **1602** | **Update on bike, 2 main prizes and hampers for the Xmas Party.** |
| **1603** | **Update on Chaucer school choir and songs by all performers at the concert.** |
| **1604** | **To retrospectively approve £56 for the 8 sweetie explosions.** |
| **1605** | **To retrospectively approve to reimburse £5 to the secretary for the engraving of the trophy.** |
| **1606** | **To retrospectively approve £20 for weight to be attached to the balloons.** |
| **1607** | **Update on vehicles taking part in the lantern parade.** |
| **1608** | **Discussion and decision regarding advance booking of the Western Train tram for Saturday 25th November 2023, Saturday 16th November 2024 and Saturday 22nd November 2025 (Deferred from last meeting).** |
| **1609** | **Update on ASDA bucket collection.** |
| **1610** | **Update from Cllr Stirzaker re the idea put to the schools of having future switch-ons on a Friday.** |
| **1611** | **To update the meeting re the payment for Banners. Clerk** |
| **1612** | **AOB** |
| **1613** | **Items for the next Agenda** |
| **1614** | **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.**