Fleetwood Town Council

Onward to a Better Future

**You are summoned to a Meeting of the Festive Lights Committee to be held on Monday 8 November 2023**

**at 7.00pm FTC Office 122 Poulton Road**

 **Irene Tonge – Signature:**

**Agenda**

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| **1840** | Opening of the meeting. **Chairman** |
| **1841** | To receive apologies for absence. **Chairman** |
| **1842** | 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** |
| **1843** | 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.** |
| **1844** | To consider and approve the minutes of the Festive Lights committee meetings of 20 November 2023 and for the chairman to sign them (enclosed). **All** |
| **1845** | To remind all members to take note of the standing guidance at appendix A below. **Chairman** |
| **1846** | Accounts* To consider and approve the Invoice from City Illuminations for £28,957.50, which includes VAT of £4826.25.
* To note the final budget sheet (to be sent by email, copies will be available at the meeting).
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| **1847** | To receive an update from Richard Ryan and for committee members to engage is discussions around what went well / not so well, and any changes/improvements required for 2024. **Richard Ryan/All.** |
| **1848** | To receive and discuss feedback from all, regarding:* Switch-on Night
* Xmas Party

…and to consider and approve any immediate changes/lessons learned for the 2024 event. |
| **1849** | To consider and approve 2024 switch-on date and to book. |
| **1850** | To consider and approve 2024 Xmas Party date and discuss venues. |
| **1851** | To consider and approve DJ’s and performers for the above events. |
| **1852** | To consider and approve if to use the Western Train Tram for Switch-on Night, and book. |
| **1853** | To consider and approve fundraiser events for 2024 and also applying for grants. |
| **1854** | To consider and approve the Go Funding page and make any suggestions to promote this. |
| **1855** | To consider and approve the next steps to be taken for recruiting more committee members. |
| **1856** | AOB |
| **1857** | To consider and approve the date for the next meeting. |

**The press** **and public are welcome to attend all committee meetings of Fleetwood Town Council.**

 **APPENDIX A-STANDING GUIDANCE 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.