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 30 May 2022 at 7.00pm at**

**North Euston Hotel Residents Lounge**

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

**AGENDA**

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| **1464** | **Opening of the meeting. *Chairman*** |
| **1465** | **To receive apologies for absence. *Chairman*** |
| **1466** | **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*** |
| **1467** | **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*** |
| **1468** | **To consider and approve the minutes (as amended) of the Festive Lights Committee Meeting of the 25 April 2022 (sent by email). *Chairman*** |
| **1469** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1470** | **To note the updated budget sheet (to be sent by email). *Clerk*** |
| **1141** | **To note that Cllr Armstrong has been removed from the Committee with effect from 26 May 2022 and was informed by email.**  |
| **1472** | **To consider and approve the updated Terms of Reference (to be sent by email).** |
| **1473** | **To update the meeting regarding the Christmas party date and venue.** |
| **1474** |  **To update the meeting on the projector/window competition. *Richard Ryan*** |
| **1475** | **Update on sponsorship by Harris & Co. K*aren Nicholson*** |
| **1476** | **Update on future dates for Switch On night.** |
| **1477** | **Discussion on Festive Lights T shirts to be ordered, numbers and sizes required.** |
| **1478** | **To update on sweetie explosion order. *Cllr Smith*** |
| **1479** | **To update the meeting on the balloons. *Cllr Smith*** |
| **1480** | **To update on members taking part in the Carnival Parade Saturday.** |
| **1481** | **To update on members taking part in Tram Sunday Baubles Bandit.** |
| **1482** | **To update on QPJ participation by committee members.** |
| **1483** | **To update the meeting on the DJ Cozy Powell. *Fiona English*** |
| **1484** | **To update the meeting re the booking of the NEH for the Grand Quiz Night on 29th September. *CEDO*** |
| **1485** | **To update the meeting re the foyer being opened for he performers and also if a hot drink can be provided.** ***CEDO*** |
| **1486** | **To update the meeting with regard to the booking of the mascots. *CEDO*** |
| **1487** | **To update the meeting re the invite to the Mayor Elect. *CEDO*** |
| **1488** |  **To confirm if OBB band have been informed of the parade route and the time and performance arena. *CEDO*** |
| **1489** | **To update the meeting re the stall booking for Tram Sunday. *Clerk*** |
| **1490** | **AOB - To include here any updates re QPJ from the previous meeting:*** **Update the Committee (Cllr Raynor, Secretary and CEDO).**
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| **1491** | **Items for the next Agenda** |
| **1492** | **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.**