Fleetwood Town Council

Onward to a Better Future

Fleetwood Festive Lights Committee

Meeting to be held on Tuesday 15th April at 6.00pm

In the FTC Office 122 Poulton Road FY7 7AR

**Agenda**

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| **2073** | Opening of the Meeting – ***Chairman*** |
| **2074** | To Receive and Note Apologies – ***Chairman*** |
| **2075** | 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*** |
| **2076** | 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****.* |
| **2077** | To consider and approve the draft minutes of the meeting of 17th March 2025 and for the Chairman to sign them for the clerk - ***Chairman*** |
| **2078** | To remind all members to take note of the standing guidance at Appendix A below - ***Chairman*** |
| **2079** | Accounting – Clerk   * To consider and approve any monies received * To note any donations received * To note the updated budget sheet |
| **2081** | Items for Discussion – All   * *Update on booking of Switch on Event for 22nd November and outcome of Cllr Smith’s email to Lynn Bowen at Wyre Council* * *Update on Jen Jordan’s request from the Marine Hall for calendar of events for November* * *Update on illuminated Tram* * *Update on refund of £350 from Balloonarama* * *Update from Richard Ryan re NPower* * *Update regarding 3 quotes tendering for Festive Lights contract* * *Update from Quiz Night* * *Update on Human Bandit for VE Day 3rd May and Tram Sunday 20th July and what prizes to offer* * *Update from Cllr Nicholson regarding Santa Trail* * *Update on Talent contest* * *Update on Warrenhurst Road site* * *Update on purchase and printing of FL s T Shirts* |
| **2082** | To consider and approve the date for the next meeting – All |

**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 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 xxx to assist with seeking volunteers for planting”.
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 email 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 for the quotes, for the committee to consider. Committee members should discuss with the clerk who will be happy to provide advice on the way forward.