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 1 August 2022 at 7.00pm at**

**North Euston Hotel Residents Lounge**

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

**AGENDA**

|  |  |
| --- | --- |
| **1523** | **Opening of the meeting. *Chairman*** |
| **1524** | **To receive apologies for absence. *Chairman*** |
| **1525** | **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*** |
| **1526** | **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*** |
| **1527** | **To consider and approve the minutes of the Festive Lights Committee Meeting of 27 June 2022 (sent by email). *Chairman*** |
| **1528** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1529** | **To note the budget sheet, to be sent by email *Clerk*** |
| **1530** | **To update on quotes for projector and gauze for window competition – deferred from last meeting. *Richard Ryan (see also Richard’s email).*** |
| **1531** | **To update on the laptop and insurance requirements for having a projector in Cat Smith’s office need to be confirmed.**  **UPDATE: This is no longer required. (*Clerk)*** |
| **1532** | **To update on quote for new LEDs in the Pocket Park, new Christmas features and charges for lampposts. Also, to confirm if the festoons have been collected from Marine Hall and where they are being stored, deferred from last meeting. *Richard Ryan*** |
| **1533** | **To update on the booking of Turkey & Tinsel Party Friday 18th November at NEH and whether Steve Dale has been told about decorating the room and if he will do table plans; deferred from previous meeting. *CEDO*** |
| **1534** | **To update the meeting re the interested party for a tree banner deferred, from previous meeting. *Mary Stirzaker*** |
| **1535** | **To update on the meeting at the Marine Hall re the foyer being opened for the performers and if hot drinks will be provided; deferred from previous meeting. *CEDO*** |
| **1536** | **To retrospectively approve the invoice for the Festive Lights T shirts. *Clerk***   * **6 @ £14.50 total £87.00** |
| **1537** | **To update on the amount raised on the Human Balls Bandit at Tram Sunday Funday. *Clerk***  **Total monies £384.10 minus outlay for sweetie explosions & lollies (£238) - total raised £146.10** |
| **1538** | **To update on future dates for switch-on night. *Cllr Stirzaker.*** |
| **1539** | **To update on the ordering of the balloons. *Chair*** |
| **1540** | **To update on the fee payable to Cozy Powell. *Fiona English*** |
| **1541** | **To update on Katy Connelly, performing at the switch-on event and also re the Xmas party. *CEDO*** |
| **1542** | **To confirm if the Royalettes and the High Scholl band elements were informed of the committee’s decisions. *Secretary.*** |
| **1543** | **Items for the next Agenda** |
| **1544** | **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.**