



# Fleetwood Town Council

Onward to a Better Future

## You are summoned to a Meeting of the Festive Lights Committee to be held on Tuesday 14 May 2024 at 6.00pm FTC Office 122 Poulton Road

Irene Tonge – Signature: 

### Agenda

1910	Opening of the meeting. <b>Chairman</b>
1911	To receive apologies for absence. <b>Chairman</b>
1912	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. <b>Chairman</b>
1913	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. <b>Chairman.</b>
1914	To consider and approve the minutes of the Festive Lights committee meeting of 16 April and for the chairman to sign them (enclosed). <b>All</b>
1915	To remind all members to take note of the standing guidance at appendix A below. <b>Chairman</b>
1916	To receive nominations and decide on the appointment of the Festive Lights Committee officers in the following order: 1. Chairman 2. Secretary <b>All</b>
1917	To update the meeting re the issues with the invoices from City Illuminations and also Npower for the unmetered supply. <b>Clerk</b>
1918	To update the meeting regarding the removal of lamppost feature near the hospital. <b>RR</b>
1919	To update re the payments to Blachere and the work undertaken in 2016 The above was deferred from last meeting ( <i>Item 1884 refers – see minutes</i> ). <b>Clerk</b>
1920	<ul style="list-style-type: none"><li>To update re the one lamppost feature near the hospital that was not taken down. <b>RR</b></li><li>To update re the columns which are open to water ingress and damp, causing outages and to present the quotes. <b>RR</b></li><li>To update re the details of the Christmas Features for 2024. <b>RR</b></li><li>To update regarding the survey. <b>RR</b></li></ul>
1921	To update on arrangements regarding Day at the Races, tickets purchased, sponsors, sheets ,raffle prizes and the ordering of the Fish & Chips and if this is going ahead. <b>All</b>

<b>1922</b>	To update re Psychic Night to include Poster details, names of psychics, and the printing and advertising of the event. <b>All</b>
<b>1923</b>	To update on Elf Trail. <b>All</b>
<b>1924</b>	To consider and approve the purchase of a Snow Globe. <b>All</b>
<b>1925</b>	To confirm the date of the Xmas Party at Parkside. <b>MB</b>
<b>1926</b>	To prepare and action plan. <b>CEDO</b>
<b>1927</b>	AOB – <i>members to note NO decisions can be made on items discussed .</i>
<b>1928</b>	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.