Fleetwood Town Council

Onward to a Better Future

**You are summoned to a Meeting of the Festive Lights Committee to be held on Monday 20 November 2023**

**at 7.00pm**

**North Euston Hotel**

 **Irene Tonge – Signature:**

**Agenda**

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| **1815** | Opening of the meeting. **Chairman** |
| **1816** | To receive apologies for absence. **Chairman** |
| **1817** | 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** |
| **1818** | 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.** |
| **1819** | To consider and approve the minutes of the Festive Lights committee meetings of 6 November 2023 and for the chairman to sign them (enclosed). **All** |
| **1820** | To remind all members to take note of the standing guidance at appendix A below. **Chairman** |
| **1821** | Update from Clerk re Accounts and Budget and for members to consider and approve any spend. **Clerk.** |
| **1822** | To receive an update from Richard Ryan and for members to consider and approve any decisions; include whether he has established if there is a junction b outside the old PO at Ash Street to ox **Richard Ryan.** |
| **1823** | To receive update re the FTC logo to go on the new podium. **CEDO** |
| **1824** | To confirm email was sent to Richard confirming the timing of the switch-on of the features and trees. **RR/Cllr Mary Belshaw** |
| **1825** | To update the meeting re if the choir attended the MH on Friday 17th Nov to pre-record their songs and to confirm if the itinerary has been prepared for approval, before issuing to the Compare Dave Scrivener. **Secretary.**  |
| **1826** | To update the meeting re the invite to the Mayor and how many seats are required. **CEDO** |
| **1827** | To update the meeting re the invite to Michael Vincent and how many seats are required. **Clerk** |
| **1828** | To update the meeting with any response from Npower. **Clerk****UPDATE: No update at time of preparing this Agenda.** |
| **1829** | To update the meeting re the Lantern Parade, Switch-on and Where is Alf competition. **Secretary** |
| **1830** | To update the meeting re the ordering of the balloons and sweetie explosions. **Chairman****UPDATE: Clerk has confirmed and paid for the balloons from Balloonarama and this has been receipted by Natalie.****Clerk will pick up and pay for the sweetie explosions on Friday 24th but asks if Secretary can confirm they have been ordered, as minutes are unclear.** |
| **1831** | To update the meeting re donations for the Xmas Party. **Cllr Belshaw/All.** To consider and discuss any purchases of raffle prize from the FLs budget, and for Committee members and Councillors to commit to donating prizes, if haven’t already done so. |
| **1832** | To update the meeting re the Go Funding Page. **CEDO** |
| **1833** | To update the meeting re Wal and Dion performing at the Xmas Party and to give them 2 complimentary tickets. **Secretary****UPDATE: Secretary has been informed that Wal & Dion will be on holiday in Australia.** |
| **1834** | To update the meeting re the itinerary for the DJ Dabba at the Xmas Party. **Secretary**  |
| **1835** | To update the meeting re the collection of the Xmas Decorations from the NEH (minutes unclear as to who was given the action). |
| **1836** | To update the meeting re any responses to the approaches made to the production companies. **Secretary.** |
| **1837** | To update the meeting re the advice given to Derrik Foulkes. **Secretary** |
| **1838** | To update the meeting re the request to Cllr Blair to film and photo the event. **Secretary** |
| **1839** | To consider and approve the date of the next meeting. **Chairman** |

**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.