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

**Tuesday 1 June 2021**

# At the North Euston Hotel at 7.00pm

Irene Tonge (Clerk and RFO) – Signature: ……….……………..

**AGENDA**

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| **1142** | Opening of the meeting. ***Chairman*** |
| **1143** | To receive apologies for absence. ***Chairman*** |
| **1144** | 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*** |
| **1145** | 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.*** |
| **1146** | To consider and approve the minutes of the Festive Lights Committee Meeting of the |
|  | 26 April 2021 (enclosed). ***Chairman*** |
| **1147** | The committee chairman reminds all members to take note of the standing guidance at appendix A. ***Chairman*** |
| **1148** | To update the meeting with regards to the Festive Lights Budget - current balance is **£35891.63** (enclosed). ***Clerk*** |
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**1149** To discuss application for road closures for switch-on night on 27th November.

**1150** To discuss Insurance for switch-on nigh on 27th November.

**1151** To confirm the booking of the illuminated tram (prefer western train tram if renovations are complete – update required).

**1152** To receive updates from **Richard Ryan** re:

* Planter Trees
* Projector for Mount - and to arrange a site test.
* Streetlamp features
* Problems with 2 columns

**1153** Christmas Party - To discuss and confirm the venue (NEH) for the Christmas Party and to approve the deposit of £150 to be paid by the clerk to secure the booking. To also discuss and decide on booking our own DJ.

**1154** Update on Race Night booking – **CEDO/Secretary**

**1155** Committee to decide on the number of characters for the Lantern Parade and the

duration of the performances.

**1156** To discuss and decide on whether to use:

Initiate Theatre Ltd. Theatre, events and education company based in Preston 'deluxe costume' range,£250 for the first hour, and £100 for every subsequent hour, per performer. Grinch, Father Christmas and Frozen characters Olaf & Elsa, 'standard costume' characters for £75 for the first hour, and £50 for every subsequent hour per performer. Father Christmas, Mrs Christmas, Frozen, Cinderella, Beauty & the Beast, and elves.   
Magical Mascots Lancs.  
£50 per mascot for 30 minutes, we have Christmas Minnie and Mickey, Olaf, elf and looking at getting a grinch before Christmas.

If we could let them know how many mascots we would like and the time frame they would be able to give us a discounted price.

**1157 AOB**

**1158** To consider and agree a date and time for 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 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.