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 18 October 2021 at 7.00pm at North Euston Hotel in the Residents Lounge**

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

**AGENDA**

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| **1240** | **Opening of the meeting. *Chairman*** |
| **1241** | **To receive apologies for absence. Chairman** |
| **1242** | **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*** |
| **1243** | **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*** |
| **1244** | **To consider and approve the minutes of the Festive Lights Committee Meeting of the 4 October 2021 (enclosed). *Chairman*** |
| **1245** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1246** | **To note the updated budget sheet** –to besent to Committee as part of meeting pack. **Clerk** |
| **1247** | **To receive verbal/written updates from Richard Ryan re:**   * **Total Costs to of 10 Gobos, including VAT and confirmation that these have been ordered as per the list (item 1222 of minutes of 4/10 refers).** * **UPDATE** – Upfront payment of £4305.72 (this is a 60% down payment inclusive of VAT) was transferred to R Ryan for passing on the supplier on 12 October. ***Clerk*** * **UPDATE** – email received on 11 Oct with photos of all items which Committee have approved – to be sent as part of meeting pack. ***Clerk*** |
| **1248** | **To give update on letters to schools with invites to the Lantern Parade and Switch on Night. *Clerk***  **UPDATE** – Owing to Clerks absence the Secretary sent out the letters to schools; the clerk has re-imbursed, using delegated powers the sum of **£5.95** to the Secretary for the postage costs – receipt to be sent as part of the meeting pack. ***Clerk***  **Committee to approve payment retrospectively.** |
| **1249** | **To place the order for printing of 80 A3 size posters from Panther Press for the Lantern Parade and Switch-on event.**  **UPDATE –** Order for posters placed with Panther Press – copy of email to be sent as part of the meeting pack. ***Clerk*** |
| **1250** | **To update the committee re raffle prizes and raffle tickets for Quiz Night and confirm names of committee members attending.**  **UPDATE** – One prize of a Beauty Voucher has been received at the office and I can confirm there are 3 part-used raffle ticket books: 1x105 tickets; 1x350 tickets and 1x710 tickets. ***Clerk*** |
| **1251** | **To place the order for printing 140 party tickets and 10 A3 posters from Panther Press for Christmas Party Night.**  **UPDATE -** Order for posters and tickets placed with Panther Press – copy of email to be sent as part of the meeting pack. ***Clerk*** |
| **1252** | **To update the Committee with regard to the ordering of the 150 balloons and weights. *Chairman***  **To consider and approve if Bah-humbug tickets are to be used again and whether any additional raffle tickets need to be purchased*. (note stock, item 1225). Clerk*** |
| **1253** | **To update the committee with regard to the purchase and making of the 14 Jars of Joy for the tables at the Christmas Party. *Karen Nicholson*** |
| **1254** | **To update the Committee on the sourcing of raffle prizes for Christmas party. *All*** |
| **1255** | **To update the meeting in regard to the First Aid Training Certificates. *Clerk***  **UPDATE** – CEDO has sent Clerk the email with the certificates, however, 2 certs have incorrect spelling of names so they have been returned for amendment on 13/10.  **Committee to consider and approve that the clerk asks Panther Press to print them out on thicker paper to include an extra copy of each, which can be framed and displayed in the Office. *Clerk*** |
| **1256** | **To update the committee re the Jars of Joy:-**   * **Value of donation from Sparkly Margaret** * **Confirmation of and value of donation from GTees** * **Update on how the arrangements are going for the workshops at the Museum** * **Update on how the visit to Lighthouse View went and confirmation of any specific arrangements for residents to join the parade.**   ***Karen Nicholson***   * **Update re the idea for the ‘Jars of Joy,’ for the Mayoral Evening, being in support of FTC.**   ***Karen Nicholson & Cllr Beavers*** |
| **1257** | **To update on illuminating beach wheelchairs – deferred from committee meeting of 4 October. *Karen Nicholson & Cllr Beavers*** |
| **1258** | **To update on visit to schools with sweetie explosions and Where is Elf competition posters. *Clerk & Secretary & Cllr Stirzaker***  **UPDATE -** Sweetie explosions were picked up and paid for on 6 October. Receipt enclosed as part of the meeting pack – to be approved. ***Clerk***  **To provide verbal update re the school visits – *Cllr Stirzaker & Secretary.*** |
| **1259** | **To update on invitation letters to dignitaries riding on the illuminated tram in the Lantern Parade. *Clerk in the absence of CEDO***  **UPDATE –** Cllr Stirzaker has emailed Joanne Porter in regard to the mayors invite. The Mayor Cllr Andrea Kay has accepted and will be accompanied by her consort Cllr Phil Orme. Also sent email invites to Michael Vincent, David Henderson and Cat Smith – all yet to respond. **Cllr Stirzaker**  Clerk has sent invites to Garry Payne and Brian Lindop – both yet to respond. ***Clerk*** |
| **1260** | **To update on the order of Gold Ribbon from Country Baskets*. Cllr Beavers***  **UPDATE –** Clerk had an informal chat with Cllr Beavers and there maybe logistics issue re travel if Country Baskets is to be used.  **Committee to consider and approve, therefore, for the Clerk to source some quotes and arrange for the order using delegated powers – receipt to be approved retrospectively.** |
| **1261** | **To update on committee members visiting the Market on 4th December – to retain on Agenda for future update following the visit on 4/12.** |
| **1262** | **To update the Committee with the arrival time of the tram at Fisherman’s Walk. *Clerk*** |
| **1263** | **To consider and approve a Family Quiz Night Fundraising Event for February 2022. *All*** |
| **1264** | **To give a verbal update the Committee with regard to the order and purchase of the Elf doll. *Clerk***  **Committee to approve the spend of £14.99 for a replacement Elf doll and the re-imbursement to the Secretary - receipt enclosed as part of the meeting pack**. |
| **1265** | **Committee to note the email from ASDA, enclosed. *Clerk*** |
| **1266** | **To consider the approach by This Great Adventure who would like to discuss their project , storylines and visitor engagement with the committee, so as to integrate with the FLs event and publicity – an email was sent to the Chairman today. *Chairman*** |
| **1267** | **AOB** |
| **1268** | **Items for the next Agenda** |
| **1269** | **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 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.**