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 15th November 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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| **1321** | **Opening of the meeting. *Chairman*** |
| **1322** | **To receive apologies for absence. Chairman** |
| **1323** | **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*** |
| **1324** | **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*** |
| **1325** | **To consider and approve the minutes of the Festive Lights Committee Meeting of the 8 November 2021 (enclosed). *Chairman*** |
| **1326** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1327** | **To note the updated budget sheet sent by email. Clerk** |
| **1328** | **To receive verbal/written updates from Richard Ryan/Julie Dalton/Cllr re:*** **To update the committee re the email sent from Julia on 9/11 @ 15:07 with regards to the lighting samples being dropped off to her and confirm dimensions of the pole features have been approved and ownership of the poles.**
* **Following the meeting with Julia on 15th, to update the committee as to who is switching on the Tree in the Marine Gardens, who will be on-call for the tree during the period it is there, and who will be present when the competition winner presses the plunger.**
* **To update with regards to the invoice for the projectors and GOBOS for the Mount.**
* **To update the meeting with regard to the licence required by LCC (email from Clerk to both BC & RR on 10/11/2021 refers).**
* **To confirm that RR will be switching on the projections on Mount Hill and the small trees by the stage, before the parade arrives.**
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| **1329** | **To update the committee with the value of donation by ‘Sparkly Margaret,’ deferred from previous meeting, *Karen Nicholson*** |
| **1330** | **To update the committee with regard to the lantern making workshops at the Lighthouse & Market, keep on Agenda for updates as and when they occur. *Karen Nicholson*** |
| **1331** | **To update the committee with the response from Wyre Council concerning the Welcome Back Funding*. Cllr Beavers***  |
| **1332** | **To consider and approve the re-imbursement of £4.50 to the secretary for the engraving of the Quiz Night trophy. *Clerk*** |
| **1333** | **To update the committee on Christmas Party Raffle prizes:*** **Cllr Stirzaker and Julie Dalton from Market and Affinity**
* **Karen Nicholson for Chatty Chippy**
* **Cllr Beaver and Karen Nicholson for Star Prizes**
* **Cllr Stirzaker for Haven (to include confirmation of Tiger Rory & Bear Bradley)**
* **Cllr Raynor for Regenda**
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| **1334** | **To update the committee regarding the reprinting of the Christmas party tickets and any ticket sales so far. *Clerk*** |
| **1335** | **To update the committee regarding the table decorations for the Christmas Party. *CEDO*** |
| **1336** | **To update the committee regarding table plans at the NEH. *CEDO*** |
| **1337** | **To consider and agree the set-up of the stage at the Marine Gardens. *Chairman*** |
| **1338** | **To update the committee regarding the enquiry to the Police Cadets and the Scouts.** ***Clerk/CEDO*** |
| **1339** | **To consider and approve First Aid Kits (quotes will be available on the night). *CEDO*** |
| **1340** | **To confirm contact numbers have been given to dignitaries. *Clerk/CEDO*** |
| **1341** | **To confirm there will be a megaphone available on the night. *Cllr Beavers***  |
| **1342** | **To confirm the date of the ASDA bucket collection for next year. *Secretary*** |
| **1343** | **To confirm the arrangements for the rehearsal for the Starmaker dance troupe. *Secretary*** |
| **1344** | **To confirm if committee members will be going for a meal at the Mount Hotel after the Event. *All*** |
| **1345** | **AOB** |
| **1346** | **Items for the next Agenda** |
| **1347** | **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.**