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 20 March 2023 at 7.00pm at**

**North Euston Hotel Residents Lounge**

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



**AGENDA**

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| **1669** | **Opening of the meeting and a welcome to new committee member(s). *Chairman*** |
| **1670** | **To receive apologies for absence. *Chairman*** |
| **1671** | **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*** |
| **1672** | **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*** |
| **1673** | **To consider and approve the minutes of the Festive Lights Committee Meeting of 520 February 2023 (sent by email). *Chairman*** |
| **1674** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1675** | **Accounts: *Clerk***   * **To update on unmetered supply invoice** * **To note the Budget sheet** |
| **1676** | **Updates from Richard Ryan:**   * **To discuss and approve the solution and costs associated with the tree lights at Fisherman’s Walk and for taking on the annual lighting and maintenance of these.** * **To consider and accept the draft contract for the next 3 years for lighting up Fleetwood to include Fisherman’s Walk – formal approval of final contract to be tabled at next meeting.** * **To update on the provision of a third snow machine and a new podium for switch on night, if costs have been sourced, the committee to consider and approve, if not, defer until next meeting.** |
| **1677** | **To update on the submission of Festive Lights project and match funding to LCC. *CEDO*** |
| **1678** | **To consider and approve the purchase of a card reader. *Clerk*** |
| **1679** | **To discuss who will give the feedback to NEH (item 1659 refers). *All*** |
| **1680** | **To update the meeting re the booking of Race Night. *CEDO*** |
| **1681** | **To update the meeting re the venue and date for the Xmas party. *Mary Stirzaker*** |
| **1682** | **To update the meeting re the approach made to the Willow group and Karen Thomas**  **re Lanterns for the parade. *CEDO*** |
| **1683** | **To update the meeting re the bookings for the Festive Lights event from:**   * **The Old Boys Band** * **The Royalettes** * **The Highbury Dance Troup** * **Magical Mascots** * **Compere** * **DJ for Xmas Party (if required)** * **DJ for Switch-on event** * **Father & Son Karaoke - Wal and Dion** * **Singer – Katy** * **Fisherman’s Friend Train**   ***CEDO/Secretary*** |
| **1684** | **To update the meeting re Don’t Panic Event Hire for switch on event. *CEDO*** |
| **1685** | **To update the meeting re booking Martin Crane for Quiz Night. *Secretary*** |
| **1686** | **To update re Go Funding page. *CEDO*** |
| **1687** | **To consider and approve to order Hamper boxes from Amazon. *Secretary*** |
| **1688** | **To consider and approve to purchase Sweetie explosions from Geeks and Treats. *Secretary*** |
| **1689** | **AOB** |
| **1690** | **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.**