Fleetwood Town Council

Onward to a Better Future

**Members of the Festive Lights Committee are required to attend the Committee Meeting & AGM to be held on**

**Monday 27 June 2022 at 7.00pm at**

**North Euston Hotel Residents Lounge**

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

**AGENDA**

|  |  |
| --- | --- |
| **1493** | **Opening of the meeting. *Chairman*** |
| **1494** | **To consider the proposal from FTC Full Council and elect a Chairman of the Committee.**  *To appoint representatives to Fleetwood Town Council Committees and Sub-Committees. ITEM 3588a. Festive Lights Committee x12, currently Cllrs Smith (Chairman), Stirzaker, Raynor, Beavers, Julie Dalton (Secretary), and Irene Tonge (Clerk), Lauren Harrison (CEDO) and 5 Members of the public – Dawn McCord, Fiona English, Karen Nicholson, Amanda Slater and Simon Slater.*  ***Cllr Beavers confirmed that Cllr Smith (in her absence) passed on that she wishes to remain, Cllrs Stirzaker, Raynor, and Beavers all wish to remain; all Cllrs voted by show of hands - unanimous. Action point to place on FLs Committee/AGM for vote by committee.*** |
| **1495** | **To elect a secretary of the committee.** |
| **1496** | **To consider and approve the updated Terms of Reference (sent by email). *All*** |
| **1497** | **To receive apologies for absence. *Chairman*** |
| **1498** | **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*** |
| **1499** | **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*** |
| **1500** | **To consider and approve the minutes of the Festive Lights Committee Meeting of the 30th May 2022 (sent by email). *Chairman*** |
| **1501** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman*** |
| **1502** | **To note the updated budget sheet (to be sent by email). *Clerk*** |
| **1503** | **To update the committee on the number of meetings that Cllr Armstrong has not been present for *(Clerk)* and for the committee to consider and approve any recourse. *All*** |
| **1504** | **To update on quotes for projector and gauze for window competition. *Richard Ryan*** |
| **1505** | **To update on the laptop from the Town Council office and insurance requirements for the use of Cat Smith’s office. *Clerk*** |
| **1506** | **To update on quote for new LEDs in the Pocket Park, new Christmas features and charges for lampposts. Also, to confirm if the festoons have been collected from Marine Hall and where they are being stored. *Richard Ryan*** |
| **1507** | **To update on the booking of Turkey & Tinsel Party Friday 18th November at NEH and whether Steve Dale has been told about decorating the room and if he will do table plans. *Secretary/CEDO*** |
| **1508** | **To update on the ordering of balloons. *Chairman*** |
| **1509** | **To update re the booking of the DJ Cozy Powell. *Fiona English*** |
| **1510** | **To update on sponsorship by Harris & Co. *Karen Nicholson*** |
| **1511** | **To update on future dates for Switch-on night. *Mary Stirzaker*** |
| **1512** | **To update on the meeting at the Marine Hall re the foyer being opened for the performers and if hot drinks will be provided. *CEDO*** |
| **1513** | **To update on the invite to the Mayor Elect to attend the Switch On night. *CEDO*** |
| **1514** | **To update on the cost of Festive Lights T shirts. *Clerk*** |
| **1515** | **To update on the amount raised on the Platinum Balls Bandit at the QPJ Funday. *Clerk*** |
| **1516** | **To update how the Carnival Parade went on Saturday 18th June.** |
| **1517** | **To note that Katy Connelly, local vocalist who sang at the QPJ event, has kindly offered to sing for free at the switch-on event; committee to consider and approve this.**  **Also, to consider and approve if we should extend an invite to her, and a plus one, to join us for the Xmas party and ask if she would sing a couple of festive songs in exchange for the 2 tickets. *Secretary*** |
| **1518** | **To consider and approve if the committee should accept the invite of attending, with our fundraising unit, the FOFMP Fun day on 9 July from 11 am to 3 pm. Please note we will need to donate 20% of any funds raised to FOFMP.** |
| **1519** | **To consider and approve if the Fleetwood Royalettes Morris Dancers can be nvited to perform at the Marine Gardens – they will be in the parade. *Secretary*** |
| **1520** | **To consider and approve to invite the High School band Elements to Switch-on night.** |
| **1521** | **Items for the next Agenda** |
| **1522** | **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.**