Fleetwood Town Council

Onward to a Better Future

Fleetwood Festive Lights Committee

Meeting to be held on Monday 28th October 2024 at 6.00pm

In the FTC Office 122 Poulton Road FY7 7AR

**Agenda**

|  |  |
| --- | --- |
| **1996** | Opening of the Meeting - ***Chairman*** |
| **1997** | To receive apologies for absence - ***Chairman*** |
| **1998** | 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*** |
| **1999** | 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****.* |
| **2000** | To consider and approve the draft minutes of the meeting of 9th October and for the Chairman to sign them for the clerk - ***Chairman*** |
| **2001** | To remind all members to take note of the standing guidance at Appendix A below - ***Chairman*** |
| **2002** | Actions from Last Month’s Minutes – ***Chairman / All*** * Update on change to Christmas Party Menu – Cllr Mary Belshaw
* Attendance at Business Networking Meeting – Cllr Karen Nicholson and CEDO
* Update on Christmas Tree at Marine Hall –
 |
| **2003** | Items for Discussion / Update – Chairman / All* Update from Richard Ryan regarding quote for festoons at Marine Hall / Lamppost features / costs for Christmas lights / fittings / the approach to the Ombudsman regarding the outstanding EDF bill
* Update on bookings for Christmas Party –
* Update on visit to schools regarding the ‘Where is Elf’ competition
* Update on Gary Barrowclough fixing the issue at Broadway regarding installation for tree – Cllr Mary Belshaw
* Update on banners – Cllr Mary Belshaw
* Update on medical certificates needing to be renewed –
* Update on meeting with Janet Heald, Marine Hall regarding final arrangements for switch on –Cllr Mary Belshaw
* Update on posters from Panther Press – Secretary
* Decision to be made regarding pupil at Flakefleet Primary School, regarding, riding the tram
 |
| **2004** | AOB – Members to note no decisions can be made on any item discussed. |
| **2005** | To consider and approve the date for the next meeting. |

**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 xxx to assist with seeking volunteers for planting”.
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 email 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 for the quotes, for the committee to consider. Committee members should discuss with the clerk who will be happy to provide advice on the way forward.