Fleetwood Town Council

Onward to a Better Future

Fleetwood Festive Lights Committee

Meeting to be held on Monday 16th September 2024 at 6.00pm

In the FTC Office 122 Poulton Road FY7 7AR

Agenda

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| **1976** | Opening of the Meeting - *Chairman* |
| **1977** | To receive apologies for absence - *Chairman* |
| **1978** | 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* |
| **1979** | 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.* |
| **1980** | To consider and approve the draft minutes of the meeting of 19th August and for the Chairman to sign them for the clerk - *Chairman* |
| **1981** | To remind all members to take note of the standing guidance at Appendix A below - *Chairman* |
| **1982** | Actions from Last Month’s Minutes – *Chairman / All*   * Update on change to Christmas Party Menu – Cllr Mary Belshaw * Amendments to Christmas Party Poster – CEDO * Review of directory of business contacts held ahead of Christmas Poster issue – CEDO * Attendance at Business Networking Meeting – Cllr Karen Nicholson and CEDO * Updated Festive Lights budget to be issued – Clerk * Use of Park Pavilion to be confirmed – CEDO to confirm (Cllr J Kuruvakadua has a key which can be used on the day) * Glow Sticks (/or similar) to be supplied by Cllr J Kuruvakadua * Meeting to be arranged regarding Christmas Tree at Marine Hall – Cllr Mary Belshaw |
| **1983** | Items deferred from last month’s meeting – *Chairman / All*   * Any response from EDF re outstanding amount owed * Repairs to 43 columns within town, and the approach to our new MP, Lorraine Beavers, via LCC to see if costs can be covered by LCC |
| **1984** | Items for Discussion / Update – Chairman / All   * To review and discuss, the quotation for Christmas Trees received by the Clerk (included in pack) with approval required. * Update re Quiz Night and Purchase of Amazon Voucher (for Quiz Host) * Update re Calendar of Events / Update re yearly planner of committee member duties * Update re letters to schools and Where is Elf competition * Update re lamppost features |
|  | AOB – Members to note no decisions can be made on any item discussed. |
|  | 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.