**You are summoned to attend the**

**Annual Parish Meeting (AGM)**

**of the Town Council on Tuesday 18 May 2021**

**North Euston Hotel Fleetwood 7:00 p.m.**

Irene Tonge (Clerk and RFO) – Signature: ……………………….

**AGENDA**

**3337** **Opening of the meeting.**

**3338** **To elect a Chairman of the Council.**

**3339** **To receive the Chairman’s Declaration of Acceptance of Office.**

**3340**  **To elect a Vice-Chairman of the Council**. ***Chairman***

**3341 To receive Vice-Chairman’s Declaration of Acceptance of Office.**

**3342 To accept Declarations of Acceptance of Office for Cllr Sean Pilkington and Cllr Tony O’Neill.**

**3343** **To accept apologies for absence. *Chairman***

**3344 To record Disclosable Pecuniary Interests from members (including their spouses, civil partners, or partners) in any item to be discussed. Councillors MUST NOT make representations or vote on the matter therein. *Chairman***

**3345 To record Other (Personal or Prejudicial) Interests from members in any item to be discussed. Councillors should state if they need to bar themselves from discussion and voting on any related matters. *Chairman***

**3346** **To accept the minutes of the meetings of 20 April 2021 (enclosed)**. ***Chairman***

**3347** **To appoint representatives to outside bodies. *Chairman***

1. **Wyre Area Committee x1, currently Cllr Crawford**
2. **Planning Ambassador x1, currently Cllr Shewan**

 **c) Rotary Fireworks Committee x1, currently Cllr Blair**

 **d) Fleetwood back on track x1, currently Cllr Raynor**

 **e) Shop Watch representatives x2, currently Cllrs Raynor & George**

 **f) Healthier Fleetwood Trustee x2, currently Cllrs Raynor & Beavers**

 **g) Fleetwood Museum x1, currently Cllr Blair**

**3348 To appoint representatives to Fleetwood Town Council Committees and Sub- Committees. *Chairman***

**a) Grievance Panel x4, currently Cllrs Smith, Armstrong & Raynor,**

 **b) Grievance Appeal Panel x4, currently, Cllrs Beavers,**

**c) Festive Lights Committee, (minimum under the terms of reference)**

**d) FIB Committee x3**

**3349 To appoint representatives to Fleetwood Town Council working parties (numbers are suggested minimums) and to consider and approve if any should be changed to become a committee. *Chairman***

**a) Employment Working Party, currently Cllrs Stirzaker, Smith, Raynor, Beavers**

**b) Media Working Party, currently Cllrs Stirzaker, Raynor, Armstrong**

 **c) Health Working Party, currently, Cllr George**

**d) Precept Working Party, currently, Cllrs Stirzaker, Armstrong, Crawford, Beavers**

**e) Fleetwood in Bloom, currently, Cllr George (Chair), Cllrs Beavers, Shewan**

**f) Allotments, currently, Cllrs Blair, Raynor, George and CEDO Lauren Harrison.**

**3350** **To appoint a minimum of three signatories to the council’s bank accounts for payment purposes. The signatories must be able to attend the council office the day after a meeting, and on average once a week to authorise Bank Transfers, Debit Card payments and cheque payments (rarely) as appropriate. Signatories will be required to provide photo ID and proof of address, to be recorded as a mandated signatory on the accounts, currently, in addition to the Clerk, is Cllr Stirzaker and Cllr Raynor. *Clerk***

***Recommended that the Chairman is one of these signatories.***

 **3551 To adjourn the meeting for a period (1) of public participation.**

 **Please note the Council cannot make any decision on any matter raised which has not already been included on the formal agenda; such items may be considered for future meetings. *Chairman***

**3352 To reconvene the meeting. *Chairman***

**3353 To note and approve the budget monitoring documents for:**

* **Main Income & Expenditure (enclosed)**
* **Festive Lights Income & Expenditure (enclosed)**
* **FIB Income & Expenditure (enclosed)**
* **Allotments Income & Expenditure (enclosed)**

**3354 To consider and approve the payment of the following invoices:**

* **Ravenswood Photography & Media – for photo images for office - £123.25**
* **Paul’s PC’s – transferring email account - £35.00**

**and to approve retrospectively:**

* **Flowers for HRH Prince Re-imbursement to Cllr Blair - £10.00**
* **Screwfix – Paint for Garage Door - £12.59**
* **Amazon Stationery and Office desk/wall items – total £220.89**

**3355** **To accept the revised Risk Management Plan as per annual review of key documents (enclosed). *Clerk***

**3356To accept the revised Risk Management Register as per annual review of key documents (enclosed). *Clerk***

**3357 To accept the revised Internal Controls Policy as per the review of key documents (enclosed). *Clerk***

**3358 To accept the revised Complaint Handling Procedure, as per annual review of key documents (enclosed). *Clerk***

**3359 To accept the revised Anti-Harrassment Policy, Procedure, as per annual review of key documents (enclosed). *Clerk***

**3360 To consider and approve free swimming for all children, all year round – see email from Stephen Mullins from the YMCA (enclosed).**

 **The cost will be £18k pa. Owing to current restrictions it wont be available until the next stage on the Gov’t road map (21st June), therefore the amount for 21/22 is £13.500.00.**

**3361 To consider and approve new Business Cards with new domain email address and to authorise the clerk to order from the existing approved supplier (Panther Press).** ***Clerk***

**3362** **To consider and approve if Cllrs home addresses should remain in the Public Domain. *Chairman***

**3363 To consider and approve for the CEDO to proceed to source a Board for the office with up-to-date photos of all Councillors and staff for displaying in the downstairs Council Office.**

**3364 Adjournment to allow public participation (2). *Chairman***

**3365 To Reconvene the meeting. *Chairman***

**3366** **To note planning applications considered by members and agree any action to be taken or response to the planning authority (enclosed).** ***Chairman***

**3367 To note Temporary Prohibition Orders and agree any action to be taken or responses to LCC (enclosed).** ***Chairman***

**3368 To approve accounts for payment, including May salaries - see information sheet on page 2.**

**3369 To receive items for information and items for inclusion in the next agenda subject to full information being available. Members are reminded that no discussion or decision may be taken.** ***Chairman***

**The next meeting will be on Tuesday 29th June at the North Euston Hotel at 7pm**