**You are summoned to attend the**

**Full Town Council on Tuesday 27 July 2021**

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

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

**AGENDA**

**3362** **Opening of the meeting.**

**3363** **To accept apologies for absence. *Chairman***

**3364 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***

**3365 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***

**3366** **To accept the minutes of the meetings of 25 May 2021 (enclosed)**. ***Chairman***

**3367** **To appoint representatives to outside bodies –** **brought forward from FCM Agenda of 18 May 2021 and 29 June, which were cancelled. *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**

 **h) Disability Champion x1, currently Cllr George**

 **i) Armed Forces Champion x1, currently Cllr Crawford**

**3368 To appoint representatives to Fleetwood Town Council Committees and Sub- Committees. Chairman has put forward for consideration and approval, that all Councillors must be on at least one Committee - brought forward from FCM Agendas of 18 May 2021 and 29 June, which were cancelled. *Chairman***

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

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

**c) Festive Lights Committee x12, currently Cllrs Smith (Chair), Stirzaker, Raynor, Armstrong, Beavers, Julie Dalton (Secretary), Irene Tonge (Clerk) Lauren Harrison (CEDO) and**

 **4 Members of the Public, Dawn McCord, Fiona English, Amanda Slater and Karen Whitcomb.**

**d) Fleetwood in Bloom (FIB) Committee x 4, currently, Cllr George (Chair), Cllrs Beavers, Shewan and Lauren Harrison (CEDO).**

**3369 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 - brought forward from FCM Agenda of 18 May 2021 and 29 June 2021, which were cancelled. *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) Allotments Working Party, currently, Cllrs Blair, Raynor, George and Lauren Harrison (CEDO).**

 **3370 To note CEDO report( enclosed).**

 **3371 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.***

1. **To reconvene the meeting. *Chairman***

 **3373 To receive and approve:**

* **End of Year 2020/21 Income and Expenditure (enclosed)**
* **End of Year Bank reconciliation (enclosed)**

**3374** **To consider and approve payment of the following invoices:**

* **Town Parish Audit for Y/E Internal Audit - £380.00**
* **Community First – 2021/22 Insurance Renewal - £784.06**
* **The National Allotment Society Membership Renewal - £66.00**
* **YMCA – Free swimming for 2021/22 - £13,500.00**

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

* **G Wash & Son - 10 x 75 Litre Miracle Gro Compost (FIB) - £80.00**
* **MBP Ltd - 5 litre tine of Conceal Paint for Boat (FIB) - £61.66**
* **Magical Mascots - Deposit for Magical Mascots - Festive Lights Parade - £100.00**
* **NEH – Deposit for Xmas Party (FLs) - £150**
* **P Fullbrook - Payment for Handy Man jobs on Allotment – £50.00 (S137)**
* **P Fullbrook - Payment for Handyman Jobs in the Office - £60.00 (S137)**
* **Screwfix – paint, paintbrush, rawl plugs, vent - £19.26**
* **Hand Dryers UK - Sanitiser Station for Allotments and Hand Gel - £124.78**
* **Lighthouse Stationery – Printing of Meeting Packs - £62.10**
* **Zoom subscription - £28.78**
* **Brambles - 10 x Geraniums for FIB - £16.00**
* **Poundstretchers Ltd - FIB Sundries - £4.58**
* **ASDA - FIB Sundries - £10.00**
* **Lighthouse Stationery – Printing of meeting packs - £36.00**
* **G. Holden – Window Cleaner - £15.00**
* **One Stop – Stamps - £5.10**
* **Orchids – Flowers - £60.00**
* **Amazon – Stationery items – 2.99**
* **Amazon – Stationery Items - 18.25**
* **Amazon – stationery items – 12.30**
* **Amazon – Cleaning items – 23.98**
* **Amazon Stationery items – 14.99**
* **Zoom subscription - £28.78**
* **Pay Right - £22.24**
* **Postage for Meeting packs and book of 1st class stamps - £33.99**

**To consider and approve re-imbursement to clerk for the following:**

* **Home Bargains – Office cleaning items – £16.60**
* **Home Bargains – FIB Plants - £40.42**

**3375 To note and approve the cash withdrawals via ATM for the purchase of FIB sundries.**

**3376 To accept the reviewed Documents/Policies as per annual review of key**

**documents (brought forward from FCM Agendas of 18 May 2021 and 29 June 2021, as both meetings were cancelled). These documents were despatched to all Cllrs by post on 9 July 2021. *Clerk***

**a) Risk Management Register**

**b) Risk Management Plan**

**c) Internal Controls Policy**

**d) Complaint Handling Procedure**

**e) Code of Conduct**

**f) Anti-Harassment Policy**

**g) Asset Register**

**3377AGAR (brought forward from agenda 29 June 2021) – Council to note an extension from the external auditor (PKF Littlejohn LLP) was requested by the Clerk, following the advice from the newly appointed internal auditor; the request was granted, and the Internal Auditor and Accountant have completed their action and final paperwork is currently being processed via Scribe Accounting – on track to meet final deadline. *Clerk***

**3378 To consider and approve the Grant Aid application received from Rotary Club for £5,000 toward this year’s Firework Extravaganza. *Chairman***

**3379 To consider and approve for FTC to employ an office junior under the Kickstart Apprenticeship Programme (see previous emails sent by CEDO & Clerk) and to further consider the draft Job Description and Person specification (enclosed). Clerk is looking for Council to agree to progress the application and approve the terms of employment** **(see \***)**.*Clerk***

**3380 To note that the office cleaner has now been re-instated, following Covid restrictions easement, on 21 July. Although she no longer works for Well-Polished but for herself – she will, as before, work 2 hours per week @ £15 per hour, which is £10 per month cheaper than previous. *Clerk***

**3381 To note the Annual Boiler Assessment was carried out on 8 June 2021 (see enclosed). Council to note recommendation (see \***) **- signage and vent installed 16 June 2021. *Clerk***

**3382 To note a Business Safety Assessment was carried out on 15 June 2021 by 2 officers from Fleetwood Fire Station, part of Lancashire Fire and Rescue Service; they provided observations and recommendations around:**

* **The need for a full Risk Assessment to be carried out.**
* **Fire alarm & extinguisher checks to be carried out.**
* **Review the emergency action plan and deliver refresher training to all occupants of the building.**
* **Consider procedures for doors & gate locks once full return to the workplace is taken up.**
* **Update and maintain records.**

**Council to note also:-**

* **Fleetwood Fire Officers will be returning to conduct an audit.**
* **Clerk has reviewed, updated and re-issued the Emergency Action Plan to all occupants of the office on 15 June 2021 and updated the record book accordingly.**

**Clerk has sourced 2 quotes (enclosed) for a Risk Assessment – Cllrs to consider and approve in order to get this completed asap.**

**3383 To consider and approve to purchase a mobile phone for the office, which will be mainly used by the CEDO, who, if approved will source some quotes for tabling at the next meeting.**

**3384 To note email to Wyre re the Banning of Dogs on Beach and the subsequent response from Alan Fitzpatrick (see action point for item 3548 of the minutes of previous meeting).**

**3385 To adjourn the meeting to allow public participation (2). *Chairman***

**3386 To reconvene the meeting. *Chairman***

**3387** **To note planning applications considered by members and agree any action to be taken or response to the planning authority (enclosed).** ***Chairman***

**3388 To note Temporary Prohibition Orders and agree any action to be taken or responses to LCC (enclosed).** ***Chairman***

**3389 To approve accounts for payment, including July salaries -**

**see information sheet on page 2.**

**3390 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***

* ***Street Art for Fleetwood – CEDO sent Cllrs an email on 19/7/21.***
* ***The Queens Platinum Jubilee – see enclosed email sent to Cllrs 6/7/21.***
* ***Mobile phone for CEDO – item 3382 refers.***

**3391 The next meeting will be on Tuesday 24th August at the North Euston Hotel at 7pm**