



Fleetwood Town Council

Onward to a Better Future

You are summoned to attend the remote meeting of the Town Council on Tuesday 28TH July 2020 at 7.00 p.m. VIA ZOOM AGENDA

- 3136** Opening of the meeting. *Chairman*
- 3137** To accept Apologies for Absence. *Chairman*
- 3138** 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*
- 3139** 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*
- 3140** To accept the minutes of the meetings of 25 February 2020 (enclosed). *Chairman*
- 3141** Adjournment to allow public participation. *Chairman*
- 3142** To reconvene the meeting. *Chairman*
- 3143** To note:
- The 2019/20 End-of-year budget monitoring sheet
 - The 2019/20 Allotment Rents
 - The 2020/21 budget monitoring sheet for Qtr. 1
 - The Festive Lights summary sheet for 19/20 & 20/21
 - The Fleetwood In-Bloom summary sheet for 2020/21
- (enclosed). *Clerk*
- 3144a** To **endorse** all decisions and payments that were approved in the early period of Lockdown (all paperwork has been kept and will be printed and made available for scrutiny in the office):

Councillors

M. Stirzaker (Chairman) C. Raynor (Vice-Chairman) R. George B. Stephenson L. Beavers A. Craig B.E.M.
C. Armstrong R. Shewan N. Campbell R. Cunningham C. Smith M. Blair B. Crawford

1. The purchase a van for Mustard Seed following the destruction of their van by vandals; **Although this motion was carried, it was not realised as a van was donated by Rossall School.**
2. The donation to Fleetwood Together of £500 – motion carried
3. Support for the Electricity Bill – **motion carried.**
4. A follow-up donation to Fleetwood Together of £1000 – **motion carried.**
5. The donation to the BVH via Blue Skies for help with Socks and Crocs of £100 - **motion carried.**
6. A further donation to Fleetwood Together of £5000 – **motion carried.**
7. The purchase of flowers and bedding plants for around the town – **motion carried.**
8. The sourcing of 3 quotes for a new laptop for CEDO – **motion carried.**

3144b To **retrospectively endorse** other spend utilising delegated powers by the Clerk for each transaction (*all transactions are listed on the 'Information Sheet' on pages 2-4 of the meeting pack*):

1. To approve various office items (stationery and cleaning)
2. To approve FIB spend for plants, compost.
3. To approve the garage, shed and yard clean-up to include the hire of a handyman & van and skip-hire.
4. To approve purchase of Laminator following the breakdown of the old one.
5. To approve ZOOM subscription.
6. To approve annual website hosting and email domain fees from Rabbit Patch.
7. To approve the Microsoft Office Annual charge

3145 To approve the following current invoices for payment :

- NALC Annual Subscription £2172.64 (enclosed).
- Zurich Community First Renewal (enclosed).

3146 To approve the order of the annual Arnold-Baker on Local Council Administration Twelfth Edition at a cost of £149.99 plus P&P.

3147 To agree the purchase of Business Cards for Chairman, Clerk & CEDO at a cost of £79.20.

3148 Grant Aid – Ruby Whelan (*deferred from February as representative wasn't present at the meeting*) - To consider and approve a grant for Ruby Whelan who has been chosen to represent Girl Guiding North West Lancashire on a worldwide Jamboree in Poland July 2020 – the cost is £1250 and all of this has to be achieved through fundraising, Ruby has raised £480 so far £770 to go – she is looking for any amount from FTC. (Completed GA form enclosed). **Update:** to note - the Jamboree has been postponed owing to Covid-19 but will go ahead in the coming months. **Chair**

- 3149 Grant Aid – Men’s Shed** (*deferred from February for further information – minutes refer*) - To consider and approve a grant for £7336.00 for the purchase of commercial kitchen equipment, which is around 25% of the total cost for the whole works. Completed GA form enclosed. **Update:** The required documentation and a signed form now received. **Chair**
- 3150 Grant Aid – Beach Wheelchairs** – To consider and approve a grant for £ 7836.00 for the purchase of all-terrain wheelchairs as described in the GA Application and associated documents (enclosed). **Chair**
- 3151 Grant Aid – Fleetwood Together** – To discuss and agree any future payment to FT and to advise if a formal GA Application will need to be requested for the total amount to include the payments already made and approved retrospectively (see item **3144a** above). **Chair**
- 3152** To agree the Annual amount of Grant for the NEH staff and to approve payment (*this was overlooked and was asked to put on March Agenda*).
Chairman
- 3153** To note e-mail from Primesight re non-payment and advise a response, if required (enclosed). **Clerk**
- 3154** To note British Gas Boiler Inspection (enclosed). **Chair**
- 3155** To note the donation of a framed portrait of George Frederick Lofthouse to The Fleetwood Museum (enclosed receipt). **Clerk**
- 3156** To consider a permanent move to the back office space for CEDO and to discuss and agree a renovation project for the offices of FTC, to include:
- An upgrade of décor for the upstairs offices and toilet room, which, along with wallpaper stripping and painting, may also involve some plastering work and some electrical work
 - An upgrade to the stairs and landing – painting only
 - Moving of existing shelving and purchase of new shelving or filing cupboard.
 - Replace of current telephones, to include voice mail and transfer facilities.
 - To update and reframe paintings/photos/artwork of Fleetwood Images for the newly renovated offices.
 - The purchase of new white boards & pin boards.

If Council approves the renovation in principle, the CEDO will source all quotes for tabling at a future FCM.

3157 Adjournment to allow public participation (2).

3158 To Reconvene the meeting.

- 3159** To note planning applications considered by members and agree any actions to be taken or responses to the planning authority.
- 3160** To agree Accounts for Payment including February to June retrospective salaries and current July Salaries for Clerk and CEDO - see enclosed information sheet on Pages 2 & 4 of the pack.
- 3161** To note Internal Auditor will be visiting the office in early August, following which VAT reclaim will be submitted by the clerk.
- 3162** To note New Legislation in response to Covid-19 for external Audit:
- [SI 2020/404 The Accounts and Audit \(Coronavirus\) \(Amendment\) Regulations 2020](#)
This SI amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. **Under the new regulations there is no requirement for a common period for the exercise of public rights.** Smaller authorities are still required to set a period for this purpose, but the only requirement is that **the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.** This SI was issued on 7 April and is effective from 30 April 2020.

In accordance with the above, I am currently on target to adhere to the time frames.

- 3163** 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.
- 3164** To consider and resolve to exclude the public and press under the Public Bodies (admissions to Meetings) Act 1960 and the data Protection Act 1999, to hear a confidential matter.

The next meeting will be Tuesday 1st September 2020 at 7.00pm via Zoom

Irene Tonge
Clerk to Fleetwood Town Council