



Fleetwood Town Council

Onward to a Better Future

Minutes of the Town Council Meeting held on Tuesday 20 April 2021 Via Zoom at 7.00 p.m.

DRAFT

3308 Opening of the meeting.

The Chairman Mary Stirzaker opened the meeting.

Those present:

Cllrs Stirzaker (Chairman), Raynor (Vice-Chairman), Armstrong, Beavers, Blair, Craig, Crawford, Smith, George and Shewan.

Clerk Irene Tonge

CEDO Lauren Harrison

Members of the Public

3309 To receive apologies for absence.

Apologies received from Cllr Stephenson (owing to technical issues).

3310 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.

None

3311 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.

None

3312 To consider and approve the minutes of the Full Council Meeting of 16 March 2021 (enclosed).

Clerk to add RG as an attendee.

It was resolved that the minutes, following the amendment, should be approved, and signed by the Chairman as a true and accurate record.

Councillors

M. Stirzaker (Chairman) C. Raynor (Vice-Chairman) C. Armstrong L. Beavers M. Blair

B. Crawford R. George R. Shewan C. Smith B. Stephenson A. Craig B.E.M. 2 Vacancies



3313 To formally welcome back our CEDO Lauren on 1 April, following, firstly her secondment to Fleetwood Together, helping to look after our most vulnerable and disadvantaged residents over the Christmas period and secondly a 3-month period when she was Furloughed.

To note Laurens's update report on what she has been up to since coming back to work and what is on the horizon.

The Council joined the Chairman in welcoming the CEDO back and they accepted her report.

3314 To agree to adjourn the meeting for a period (1) of public participation.

The meeting was adjourned.

- MOP referred to **item 3321** and although thought it a lovely gesture she felt it was perhaps too early and suggested we speak to the family; as a member of the Fleetwood Civic Society, she would very much like to work collaboratively with us on whatever we may decide.
- MOP mentioned an issue regarding the posting of the Agenda on the Website earlier in the week and asked had we had anything more to say – Chairman responded that there is nothing further to add. Clerk clarified what had already been relayed to the MOP.
- MOP referred to **item 3326** and pointed out that the last Tuesday in the month in August was a BH weekend.

3315 To reconvene the meeting.

The meeting was reconvened.

3316 To note and approve the budget monitoring document for:

- **Main Expenditure (enclosed).**
 - **Festive Lights Expenditure (enclosed)**
- Council to note – no change to FIB budget.**

It was resolved that the budget monitoring documents should be approved.

3317 To approve the following invoices for payment:

- **Wyre Council – Non-domestic rate bill for 1st floor rear at office - £182.14**
 - **Wyre Council – Non-domestic rate bill for rear garage at office - £209.58**
 - **Wyre Council – Non-domestic rate bill for 1st floor middle at office - £319.36 - small business relief of full amount , therefore £0.00 to pay.**
 - **CiLCA Fees - £410.00 (to be re-imbursed to the Clerk, attached copy of transaction made from own account (redacted) and HSBC statement).**
- Council to note that the fees were due by the 1/4/21 if enrolling on the April intake.**



- Cartridge World - Purchase of ink cartridges - £212.14 (pre-approved purchases).

And to retrospectively approve the following payments:

- New Laptop for Clerk £899.99 and set-up Fees £99.00 (Item 3295 from previous FCM refers). Council to note – this spec was sold out at Curry's and although cheaper on Amazon the set-up fee was slightly higher but came in under agreed budget of up to £1000.
- Office Stationery items and essentials £80.09 (pre-approved purchases).
- J W Fish - Purchase of an outdoor tap & PTFE tape for the Allotments to replace a faulty tap - £5.49 (pre-approved purchases).
- Post Office – cost of returning a Duplicate book 'Local Council Administration' from Nexis Lexis - £5.57 (pre-approved purchases).
- Post Office – postage stamps - £51.43 (3x books of 1st Class and 2 x books of 2nd class) and large lined notebook for CEDO pre-approved purchases.

It was resolved that all invoices be approved for payment and retrospective payments were also approved.

3318 To note the receipt of 2021/22 Precept of £207,187.00.

Noted

3319 To note the Credit Note from Nexis Lexis for returned book.

Noted

3320 To note the signed contract for Easy Websites – the build underway, should be complete within next two weeks.

Noted

3321 To consider and approve if FTC should launch an appeal for a suitable memorial in memory of Doreen Lofthouse. This suggestion has been put forward by a Fleetwood resident who has also given a donation to support such an appeal – see enclosed redacted.

Council discussed and agreed with comments by MOP in PP period. It was agreed to write to the resident to thank him and to let him know that, in collaboration with other interested community groups in Fleetwood, and with the full support of the family, consideration will be given to a fitting tribute/memorial for Mrs Lofthouse. It was further agreed to return the cheque to him at this stage and when a decision is made we will write to him again when we will welcome any donations. Defer until a future meeting.

Action Point – CEDO to take forward:

Write to resident and return cheque; contact Lofthouse Family; collaborate with Yvonne Johnson (Civic Society) and consider other community groups; bring motion to a future meeting.



- 3322 To note the introduction letter received from Huws Gray following the recent acquisition of Builders Supplies, to include the opening of new credit account for the Council.**

Noted

- 3323 To consider and approve the purchase and installation of a flagpole and flag for the FTC office (see enclosed quotes).**

Discussion took place and resulted in a split vote. There was a strong view that we should be seen, as a public council establishment, to have a flag, following new guidance from the Culture Dept., put forward by the Chairman and seconded by Cllrs Crawford and Craig; Cllr Beavers said that she would support the idea provided we had a selection of flags to commemorate as many memorial days as possible to include other movements. Other Cllrs voted against this purchase, as potentially it could be costly in view of the installation costs. It was agreed to defer for further information.

Action Point – CEDO to source 3 quotes for a variety of flags, flagpole, and source quotes for the installation.

- 3324 To adjourn the meeting for a period (2) of public participation.**

The meeting was adjourned – no comments or questions from MOP.

- 3325 To re-convene the meeting.**

The meeting was reconvened.

- 3326 Chairman put forward a change to Meeting dates from June onwards. To consider and approve new meeting dates from June 2021 onwards – to the last Tuesday of the month, no change to the months with no meeting, they will remain as September and December.**

Approved apart from August. The new meeting dates are:

June 29th

July 27th

August 24th

October 27th

November 30th

Action Point – Clerk to circulate the new meeting dates and update the website.

- 3327 To consider and approve a FIB Committee for 2021 – Members are requested to vote for a Chairman and 2 Cllrs to join the CEDO to form the committee.**

It was resolved that a FIB Committee be formed - Nominations received for Cllrs, Beavers, George and Shewan and Cllr George was voted to be Chairman.



3328 To consider planning applications and agree any actions to be taken or responses to the planning authority (enclosed) and to note LCC Notices of Traffic Prohibition Orders (enclosed).

There was some discussion re the building of 44 new houses. Cllr Beavers has said that a letter has been drafted and it has been 'called in'.

3329 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.

- Quotes for flagpole, flags and the installation costs.
- New Business cards once the new domain emails addresses are complete.
- Ratify the Working Group for the Allotments.

3330 To approve the accounts for payment, including April salaries – see enclosed information sheet on Page 2 of the pack.

It was resolved that all payments should be approved.

3331 To consider and resolve to exclude the Public and Press under the Public Bodies (Admissions to meetings) Act 1960 and data Protection Act 1999, to hear items as confidential.

It was resolved to exclude the Public.

To note the next meeting is scheduled for 18 May 2021 at 7.00pm

**Irene Tonge
Clerk to Fleetwood Town Council**

****CONFIDENTIAL PRESS & PUBLIC EXCLUDED****

3332 To consider and approve a permanent change to the Clerks working hours for 40 per week.

It was resolved that the hours of 40 be confirmed as permanent.

3333 To consider and approve a date for the appraisal of the CEDO.

It was approved that this appraisal does need to go ahead by Cllr Smith and the Clerk – a mutual date to be arranged.

Action point – Clerk to arrange and inform CEDO accordingly.

3334 To consider and approve the annual uplift in salaries, effective from 1 April 2021, for the Clerk and CEDO respectively (see current National Pay Scales enclosed).

It was resolved to uplift the pay point as tabled.



3335 To consider and approve the hiring of a Lengths-man/Handyman.

Discussion took place and there were mixed views. However, it was agreed to defer for at least 2 meetings.

Action point - The Clerk and CEDO to research other TCs and prepare a proposal Job Description and costings.

3336 To consider and agree a resolve in respect of a conduct issue.

A resolve was reached.

Action Point – Clerk to arrange the correspondence.