Fleetwood Town Council

Onward to a Better Future

**Minutes of Full Town Council Meeting and AGM held on Tuesday 24 May 2022 at 7.00pm**

**at North Euston Hotel**

**Irene Tonge (Clerk and RFO) – Signature:**



**Minutes**

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| **3580** | **Opening of the meeting. Chairman**  The Chairman Cheryl Raynor opened the meeting and welcomed all who were present. |
| **3581** | **To elect a chairman of the council.**  The Chairman stepped down and the Vice-chairman proposed that Cheryl Raynor be re-elected; Cllr Maureen Blair seconded the proposal. All councillors voted by show of hands – unanimous |
| **3582** | **To receive the Chairman’s Declaration of Acceptance of Office.**  Clerk asked that the declaration be made in the office the next day; declaration made, paperwork signed and witnessed by me (Clerk) on 25 May 2022. |
| **3583** | **To elect a Vice-Chairman of the Council. *Chairman***  Councillor Beavers proposed that Cllr Mary Stirzaker be re-elected and Cllr Blair seconded the proposal. All councillors voted by show of hands – unanimous |
| **3584** | **To receive Vice-Chairman’s Declaration of Acceptance of Office.**  Clerk asked that the declaration be made in the office the next day; declaration made, paperwork signed and witnessed by me (Clerk) on 25 May 2022. |
| **3585** | **To receive apologies for absence. Chairman**  Apologies received from Cllr Smith, Craig and Armstrong.  It was noted Cllr O’Neill was absent. |
| **3586** | **To appoint a minimum of three signatories to the council’s bank account for payment purposes. At least one signatory, together with the Clerk, must be available to attend the council office the day after a FCM and on average once a week to authorise bank transfers, credit card payments and cheque payments (rarely), as appropriate; currently, in addition to the Clerk, Cllrs Raynor and Stirzaker are signatories.**  Chairman suggested all current signatories remain the same. All councillors voted by show of hands – unanimous |
| **3587** | **To appoint representatives to outside bodies. *Chairman***   1. **Wyre Area Committee x1, currently Cllr Crawford**   Chairman asked if current representative wished to remain, to which Cllr Crawford said he did; Cllr Stirzaker proposed him, Cllr Raynor seconded and all councillors voted by show of hands – unanimous.   1. **Planning Ambassador x1, currently Cllr Shewan**   Chairman asked if current representative wished to remain, to which Cllr Shewan said he did; Cllr Stirzaker proposed him, Cllr Stephenson seconded and all councillors voted by show of hands – unanimous.   1. **Rotary Fireworks Committee x1, currently Cllr Blair**   Chairman asked if current representative wished to remain, to which Cllr Blair said she did; all councillors voted by show of hands – unanimous.   1. **Fleetwood back on track x1, currently Cllr Raynor**   There was some discussion and Cllr Stirzaker proposed it stays as is; all councillors voted by show of hands – unanimous.   1. **Shop Watch representatives x2, currently Cllr Raynor & Stirzaker**   There was some discussion and Cllr Stirzaker proposed it stays as is; all councillors voted by show of hands – unanimous. Cllrs asked if the Clerk would contact Tracey Finlayson to organise a meeting.   1. **Healthier Fleetwood Trustee x2, currently Cllr Raynor & Beavers**   There was some discussion regarding these meetings and Cllr Beavers and Raynor proposed that as the CEDO now goes along she should be the representative going forwards; all councillors voted by show of hands – unanimous.   1. **Fleetwood Museum x1, currently Cllr Blair**   Cllr Raynor proposed that, as Cllr Blair does a great job as Observer and also as a volunteer, she should remain, Cllr Stirzaker seconded it; all Cllrs voted by show of hands – unanimous**.**   1. **Disability champion x1, currently Cllr Craig**   As Cllr Craig was not present, Cllr Stirzaker proposed herself, Cllrs Raynor and Blair also proposed their selves; all Cllrs voted by show of hands, unanimous.   1. **Armed Forces Champion x1, currently Cllr Crawford**   Cllr Stephenson proposed Cllr Beavers and Cllr Stirzaker seconded. The chairman asked Cllr Crawford if he wished to remain – he said he does, therefore chairman called a secret ballot. These were handed to the Clerk who counted and confirmed the vote goes to Cllr Beavers. |
| **3588** | **To appoint representatives to Fleetwood Town Council Committees and Sub-Committees. The Clerk reminds all, that council staff / officers cannot vote on Committee decisions so this must be considered when forming a committee; also, in accordance with Standing Order 16 (d) the Chairman and Vice-Chairman must be voting members of every committee. *Chairman***   1. **Festive Lights Committee x12, currently Cllrs Smith (Chairman), Stirzaker, Raynor, Beavers, Julie Dalton (Secretary), and Irene Tonge (Clerk), Lauren Harrison (CEDO) and 5 Members of the public – Dawn McCord, Fiona English, Karen Nicholson, Amanda Slater and Simon Slater.**   Cllr Beavers confirmed that Cllr Smith (in her absence) passed on that she wishes to remain, Cllrs Stirzaker, Raynor, and Beavers all wish to remain; all Cllrs voted by show of hands - unanimous.     1. **Fleetwood in Bloom (FIB) Committee x5, currently, Cllr George (Chairman), Cllr Beavers, Shewan, Pilkington & Lauren Harrison (CEDO)**   Chairman gave a shoutout for volunteers. There was a lot of discussion around planting out watering and the involvement and recruitment of Payback team and volunteers. Three Cllrs put themselves forward to join the 5 existing members, they are Cllrs, Stirzaker, Blair and Stephenson; all Cllrs voted by show of hands – unanimous.   1. **Allotments Committee x5, currently, Cllr Raynor (Chairman), Stirzaker, George, Shewan and Lauren Harrison (CEDO)**   Cllr Beavers put herself forward to join the committee; all other members wished to remain; all Cllrs voted by show of hands – unanimous. |
| **3589** | **To appoint representatives to Fleetwood Town Council working parties and to consider and approve if any should be changed to become a committee. *Chairman***   1. **Employment Working Party, currently (4) Cllr Stirzaker, Smith, Raynor, Beavers**   Cllr Stirzaker proposed to leave this group as is ; all Cllrs voted by show of hands – unanimous.   1. **Media Working Party x4, currently, Cllr Stirzaker, Raynor, Armstrong & O’Neil.**   Cllrs Stephenson, Beavers and Blair put themselves forward to join the group and Chairman proposed Cllrs Armstrong and O-Neill be replaced; all Cllrs voted by show of hands – unanimous.   1. **Health Working Party x3, currently, Cllr George, Stirzaker & Smith**   As this group has not been called upon to meet, it was suggested it folds; all Cllrs voted by show of hands - unanimous.   1. **Precept Working Party x6, currently, Cllr Stirzaker, Armstrong, Crawford, Beavers, Craig & Pilkington**   Cllr Stirzaker reminded everyone that this group needs to be represented by all wards.  Owing to work commitments it was suggested Cllr George replaces Cllr Armstrong; it was further suggested that Cllr Smith joins the group in place of Cllr Craig; all Cllrs voted by show of hands – unanimous (to be ratified and next FCM after speaking to Cllr Smith. **Action Point – Clerk**   1. **Grievance Panel x4, currently, Cllrs Smith, Armstrong, Craig & Raynor**   It was suggested that Cllr Pilkington should replace Cllr Armstrong and Cllr Craig be replaced by Cllr Smith; all Cllrs voted by show of hands - unanimous (to be ratified at next FCM after speaking to Cllr Smith). **Action Point – Clerk**     1. **Grievance Appeal Panel x4, currently, Cllrs Beavers, Stirzaker, Crawford & Shewan**   It was suggested to leave as is; all Cllrs voted by show of hands – unanimous. |
| **3590** | **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**  None declared |
| **3591** | **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.**  None declared |
| **3592** | **To consider and approve the minutes of the Meeting of the 26 April 2022 (enclosed).**  Cllr Stirzaker abstained; all other councillors approved. |
| **3593** | **To consider and approve the GA application from Fleetwood Gym Football.**  Deferred as no show by Fleetwood Gym representative. **Action Point CEDO to make contact for next meeting.** |
| **3594** | **To consider and approve the GA application from Sara Ordonez in regard to FTC donation for a Changing Places facility for Fleetwood.**  Sara introduced herself and spoke to the meeting about her role as Community Engagement Officer and gave an outline of the application for the Fleetwood scheme. Cllr Crawford referred to the 3-year maintenance deal mentioned in the application and asked what happens after the 3 years. Sara responded that Wyre has costed beyond the 3 years in so much as they will absorb the maintenance costs. Cllr Beavers asked if she had been to Thornton Cleveleys for Funding making the point that Fleetwood people already pay their council tax and on top pay for the Precept, so effectively Thornton and Cleveleys, because they do not have a town council, get theirs free – this point is an ongoing frustration for Cllr Beavers and she said it isn’t personal; Cllr George also voiced her frustration. Sara made the point that the Fleetwood facility would be a slightly higher specification given where it will be located, i.e., on the sea front. Cllr Crawford proposed to award the grant of £10,000.00, Cllr Stirzaker seconded; all Cllrs voted by a show of hands – unanimous. |
| **3595** | **To consider and approve the GA application from Fleetwood Carnival and Welfare Committee.** Deferred as no show by Fleetwood Carnival representative. **Action Point CEDO to make contact for next meeting.** |
| **3596** | **To note the amendments to the GA application by Men’s Shed, the accounts and explanations of variants within the original application following a meeting with Frank Heald, Tony O’Neill and Dave Smith together with Warren Ward Cllrs Blair and Crawford and the Clerk. The representatives of FTC were satisfied with the explanations and accounts put before them.**  Cllr Brian Stephenson asked his fellow Cllrs what the Men’s Shed is and what do they do, Cllr Beavers and the Chairman gave a brief explanation and moved onto the vote; Cllr Stephenson abstained, all other Cllrs voted to accept the revised accounts and explanations, by a show of hands – unanimous. |
| **3597** | **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*.***   * **Fleetwood Area Police - General Update**   No representatives present   * **Members of the Public**   MOP Ian Johnson talked about the weeding by Wyre and how it is being blown out of control and making a mess, Cllr Beavers said she has brought this to the attention of Mark Billington and she will keep at them. Ian then went on to say as Cllr Crawford wanted to hold onto his role as Armed Services representative, and he asked why there cannot be 2, it was agreed to put this on the next Agenda. Ian’s final point was in regard to one of the Councillors not knowing about Agenda items, which leads to time wasting, Cllr Beavers urged Chairman to move on.  MOP Yvonne Johnson brought to the attention of the Clerk that the Website was still showing the November date instead of the revised December date – The Clerk thanked her for this information. **Action Point – Admin Officer to update website.**  Cllr George mentioned that she took an action from the last meeting to call in the planning App; she wanted to update the meeting that she did call it in. |
| **3598** | **To reconvene the meeting. *Chairman***  The meeting was reconvened |
| **3599** | **To consider and approve a sponsorship for the Heritage open day brochure. *Chairman***  Margaret Daniels from the Civic Society spoke about the brochure and how it was supported in previous years, however, owing to the pandemic money is tight, she then spoke how good this would be for the whole of Fleetwood and beneficial for FTC to support it by way of a sponsorship. She confirmed the amount is £548. Cllr George proposed to award this sponsorship and Cllr Raynor seconded it; all councillors voted by a show of hands – unanimous. |
| **3600** | **Accounting:**  **To approve the Annual payment of £66,000.00 for Fleetwood Museum**  Approved - unanimous  **To consider and approve the following invoices for payment:**   * **British Gas – repairs for leaking boiler - £295.22 + VAT £59.05 = £354.27** * **Cartridge World – printer ink - £199.74 + VAT = £239.69** * **Cllr Maureen Blair – re-imbursement for Cab journey to meeting £9.50**   Approved - unanimous  **To consider and approve, retrospectively, the following invoices – these items are up-and-coming events and delegated authority was used owing to the timing of such events. The Chairman and Clerk are satisfied that adequate consideration was given to sourcing these goods attaining best value for money and where possible from Fleetwood businesses:**   * **Panel Portable Display Boards - £120.00 + VAT £24 = £144.00** * **Trolley for events - £45.82 + VAT £9.17 = £54.99** * **A5 Portrait leaflet holders – EML Express - £20.38 + VAT £4.08 = £24.46** * **2x Portable chairs for use at events – ASDA - £12.00** * **1000 Trolley Tokens & 1000 Pens - £690.00 + VAT £138.00 = £828.00** * **Chalk pens - £9.00** * **String & ribbon - £14.20** * **Gift bags & disposable masks - £7.12 + VAT £1.42 = £8.54** * **Office cleaning materials - £2.81 + VAT £0.56 = £3.37** * **Stall fee for FFOF Transport - £30.00** * **To note Remittance Advice – The Learning Foundation - £1044.28**   All above except Trolly Tokens and Chalk Pens were approved by all Cllrs.  Cllrs George andCllr Crawford alleged there had been a breach of Standing Order (SO) 13 – this was debated at the meeting. The 2 Cllrs insisted that we should not have purchased the 2 items as it breached the SO . The clerk and the Chairman explained that the original decision was on a cost basis and as the cost has now reduced significantly the purchases can be justified.  **1.** The Chalk board was not necessary, the pens in this particular item were tabled together, however the pens are required for existing chalk boards, therefore were purchased using the Clerks pre-approved powers, as written in the **Principles of Financial Management for the Council.**  **2.** The trolly tokens, again the minutes of the previous meeting were clear in so much as it was declined on a cost basis. The Chairman explained that we reconsidered the material and obtained another quote for sustainable plastic, which were over 50% cheaper. However, they still believed we had breached the SO and therefore asked for a recorded vote by each individual. The Chairman went through every item and when it came to the 2 items Cllrs George abstained.  The results of the vote were:  Chalk Pens – 7 Yes, 1 No and 1 abstention  Trolly Tokens – 7 Yes, 1 No and 1 abstention  All other purchases - 9 Yes  The Clerk told the meeting she would speak to her contact at LALC. **Action Point – Clerk to contact LALC.**  **Update:** *Regarding the challenge by Cllrs George and Crawford of breaching SO 13a of the amended Standing Orders. I contacted my membership body LALC and spoke to Debra Platt, who is the Member Services & Engagement Officer and works collaboratively with SLCC. I copied her the item from April’s agenda and the minutes for that item, as well as the item 3599 from Tuesday’s meeting (24th May). I also referred her to our (FTCs) Principles of Financial Management for the Council (paras 6&7) that clearly states pre-approved powers held by the Clerk and the CEDO.*  Her response: ***The SO mentioned may seem to apply but, the resolution at the previous meeting suggests the decision was on a 'cost' basis which had been addressed by the new product giving a new lower price.  So, the circumstances of the rejection were not exact to the new situation. The fact it went to a recorded vote also shows that the 2 Cllrs were outvoted.*** |
| **3601** | **To consider and approve the purchase of hanging window displays, 3 x quotes enclosed**  Quote 1 for £141.70 approved. **Action Point – Clerk to complete the purchase** |
| **3602** | **To note the 2021 – 2022 Accounts including the bank reconciliation and budget sheets as of 31st March 2022.**  Accounts were noted and the Chairman and Vice-Chairman thanked the Clerk for the hard work she has put in over the year. |
| **3603** | **To review and approve the following amended Standing Orders as of April 2022; to note those in bold contain legal and statutory requirements and it is recommended that the Council adopts them without changing them or their meaning.**  **It is noted that where a SO includes brackets like this ‘( )’ it requires information to be inserted, which I have done, therefore these need to be considered and approved. It is further noted that where the square brackets ‘[ ]’ and the term ‘OR’ provided an alternative for the Council to choose when determining SO’s, again, I have done this.**  Before the meeting Cllr Crawford had brought a few minor amendments to her attention via email but as she had been on leave for 2 days, she addressed this at the meeting and said they will be done the next day. No further amendments were identified – all Cllrs voted by show of hands – unanimous.  **Action Point – Clerk to make the amendments emailed to her by Cllr Crawford.** |
| **3604** | **To consider and approve the Asset register.**  Approved – unanimous. |
| **3605** | **To note planning applications to be considered by members and agree any actions to be taken or response to the planning authority (enclosed). *Chairman***  Planning applications noted – no actions or responses required. |
| **3606** | **To consider and approve for the General Public to be invited to the Precept Working Group meeting in August.**  **This was approved by all. Action Point – Clerk to send out invites to a meeting in August** |
| **3607** | **To adjourn the meeting for a period (2) of public participation.**  MOP – Margaret Daniels thanked the councillors for approving the sponsorship and confirmed the brochures will be ready middle July. She spoke about the Visitors book and the wonderful comments they have collected over the years (over 1000 per event). Some Cllrs expressed their interest in seeing the visitors’ book. **Action Point – Clerk to speak to MD.**  MOP – William Hargreaves wanted to thank everyone who came out on the 8th for Statue Day. He also said that Jane Ferguson and Roger from Wyre came out and cut the grass and it now looks really tidy. He mentioned how disgraceful the Pocket Park is looking with overgrown grasses and weeds as well as litter. He spoke also of the benches that were taken away to be refurbished; they are starting to come back now and are looking really nice and extremely comfortable. As for the Jubilee Benches we still have no idea where they are; Sara said she would make some enquiries. **Action Point – Clerk to speak with Sara re the Jubilee Benches.**  MOP – Carol Vance made some comments about watering of plants and using the 4-ltr bottles. The experience from the CEDO and the Clerk is that with few volunteers using bottles is just not practical, CEDO said she has spoken with Roger Scanlon who manages the Payback Team and he has confirmed they are starting up again and that he will be in touch in regard to raising a new contract.  **Action point – Clerk to contact Roger Scanlon.**  Carol also mentioned the issues regarding trolly tokens and asked why the lockers cannot be free. There was some discussion on this subject, Cllrs said that YMCA would not agree do this, but once the token scheme is in place then it would be free as the children take their token back when they leave at the end of their swim. The point that was being made is some of the mum’s cannot afford to give them a pound; the thought behind issuing the tokens was this gesture would by nice for the children and allows greater inclusiveness and also it promotes us as a town council. |
| **3608** | **To reconvene the meeting. Chairman.**  The meeting was reconvened. |
| **3609** | **To approve accounts for regular automated payments, pre-approved purchases using delegated powers and May salaries - see information sheet on Page 2. Clerk**  Page 2 accounts and salaries were approved. |
| **3610** | **To receive items for information and items for inclusion in the next agenda, subject to full information being available. Members to be reminded that no discussion or decision may be taken.**   * Whether we would require 2 Armed Forces representatives * Climate Change **1.** Presentation by Cllr S Turner **2.** The creation of a Working Group |
| **3611** | **To note date and time of next meeting is 28 June 2022** |