**Minutes of the Town Council Meeting held on**

**Tuesday 27 July 2021 at North Euston Hotel**

**3362 Opening of the meeting.**

The Chairman Cheryl Raynor opened the meeting and welcomed everyone.

 **Those present:**

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

 Irene Tonge (Clerk)

Members of the Public

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

Apologies received from Cllrs Beavers, Blair, George, O’Neill and Pilkington.

**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***

None declared.

**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***

 None declared.

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

The minutes were approved.

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

Clerk brought to the attention of the Cllrs that Cllr Blair had contacted her and said she is happy to remain as the representative for c) and g) and Cllr George for e) and h), if no other proposals are brought to the table and accepted by a majority vote.

Chairmanbrought to the attention of the Cllrs that Cllr Beavers had contacted her and said she is happy to remain as the representative for f) if no other proposals are brought to the table and accepted by a majority vote

1. **Wyre Area Committee x1, currently Cllr Crawford**

Cllr Raynor proposed Cllr Crawford to remain; Cllr Stirzaker seconded. All Cllrs agreed.

1. **Planning Ambassador x1, currently Cllr Shewan**

Cllr Raynor proposed Cllr Shewan to remain; Cllr Smith seconded. All Cllrs agreed.

1. **Rotary Fireworks Committee x1, currently Cllr Blair**

Cllr Raynor proposed Cllr Blair to remain; Cllr Stirzaker seconded.

All Cllrs agreed.

1. **Fleetwood back on track x1, currently Cllr Raynor**

Cllr Smith proposed Cllr Raynor to remain; Cllr Stirzaker seconded. All Cllrs agreed.

1. **Shop Watch representatives x2, currently Cllrs Raynor & George**

Cllr Raynor expressed her interest to remain; Cllr Smith proposed this; Cllr Stirzaker seconded.

All Cllrs agreed.

Cllr Stirzaker also expressed her interest in re-joining the group, which was proposed by Cllr Raynor and seconded by Cllr Shewan.

All Cllrs agreed.

1. **Healthier Fleetwood Trustee x2, currently Cllrs Raynor & Beavers**

Cllr Raynor expressed her interest to remain; Cllr Stirzaker proposed this; Cllr Smith seconded.

All Cllrs agreed.

Cllr Raynor proposed Cllr Beavers to remain; Cllr Armstrong seconded. All Cllrs agreed.

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

Cllr Raynor proposed Cllr Blair to remain; Cllr Stirzaker seconded.

All Cllrs agreed.

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

Cllr Stirzaker proposed Cllr Craig to become the new representative; Cllr Raynor seconded.

All Cllrs agreed.

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

Cllr Crawford expressed his interest to remain. All Councillors voted and approved.

**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 x 4, currently Cllrs Smith, Armstrong & Raynor**

Cllrs Smith, Armstrong and Raynor expressed their interest to remain.All Cllrs voted and approved. Cllr Craig put himself forward for the vacancy; all Cllrs voted and agreed.

 **b) Grievance Appeal Panel x 4, currently, Cllrs Beavers**

Cllrs Crawford, Shewan and Stirzaker expressed their interest in joining the groupto make up the 4.All Cllrs voted and agreed.

**c) Festive Lights Committee x 12, 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.**

Cllr Raynor proposed the Committee remains as is and Cllr Stirzaker seconded. All Cllrs voted and agreed.

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

Cllr Armstrong proposed Cllr Pilkington; Cllr Raynor seconded.

**Action Point – Item to be tabled at next meeting for ratification. *Clerk***

**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 x 4, currently Cllrs Stirzaker, Smith, Raynor, Beavers.**

Cllr Raynor proposed this group remains as is. All Cllrs voted and agreed.

**b) Media Working Party x 3, currently Cllrs Stirzaker, Raynor, Armstrong.**

Cllrs Raynor and Stirzaker suggested Cllr O’Neill to join this group

**Action Point – Item to be tabled at next meeting for ratification. *Clerk***

 **c) Health Working Party x 1, currently, Cllr George**

Cllrs Stirzaker and Cllrs Smith put themselves forward. All Cllrs voted and agreed.

**d) Precept Working Party x 4, currently, Cllrs Stirzaker, Armstrong, Crawford, Beavers**

Cllr Stirzaker reminded members that all wards must have a representative on this working group. Cllr Craig put himself forward for representing Park Ward. All Cllrs voted and approved. Cllr Raynor proposed Cllr Pilkington to represent Rossall Ward and Cllr Armstrong seconded.

 **Action Point – Item to be tabled at next meeting for ratification. *Clerk***

**e) Allotments Working Party, currently, Cllrs Blair, Raynor, George and Lauren Harrison (CEDO).**

Cllr Raynor proposed the Working Party should be reclassified as a committee; Cllr Stirzaker seconded. All Cllrs voted and approved.

Cllr Shewan expressed his interest in joining the committee and Cllr Pilkington was also proposed.

 **Action Point – Item to be tabled at next meeting for ratification. *Clerk***

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

CEDO report was noted. The Chairman and Vice-Chairman both commended the CEDO for her comprehensive report and further commented that they are aware and appreciative of the hard work put in by both the officers (Clerk & CEDO).

 **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.***

MOP Carol Vance asked if the newly formed Allotment Committee would be inviting MOP, in particular allotment tenants, onto the Committee - if so, she wanted to express her interest.

 Response – the governance and Terms of Reference will be decided once the committee get chance to meet, following the return of Cllr Blair.

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

 The meeting was reconvened.

 **3373 To receive and approve:**

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

Cllr Crawford commented on the ‘total in period’ column final balance figure – Clerk explained this was an error - formula should have been deleted and assured the members it will be amended – she asked for the members to cross the erroneous figure out on their meeting pack copies.

Both were approved.

**Action Point – amend the I&E sheet both soft and hard copies. *Clerk***

**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**

Approved for payment.

**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**

All approved.

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

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

Approved.

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

Noted and approved.

**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***

Clerk walked through all amendments, additions and deletions

**a) Risk Management Register**

Approved

**b) Risk Management Plan**

Approved

**c) Internal Controls Policy**

Agreed to change the title of the document to ‘Internal Controls Policy‘ and to correct minor typos at 4.2 and 4.4.

Approved

**d) Complaint Handling Procedure**

Agreed to amend a minor typo.

Approved

**e) Code of Conduct**

Approved

**f) Anti-Harassment Policy**

Approved

**g) Asset Register**

Cllr Crawford commented that some of the asset values need to be reviewed in terms of depreciation.

**Action Point – speak to NALS/SLCC and review asset values . *Clerk***

**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***

Update noted.

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

All Cllrs voted to approve the Grant Aid application.

**Action Point – Obtain bank details and arrange bank transfer, *Clerk***

**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***

The Kickstart initiative was discussed, and Cllrs considered the draft JD; they agreed for us proceed with the hiring of an Apprentice Officer Junior.

 **Action Point – to contact Kickstart and complete the application. *CEDO***

**3380 To note that the office cleaner has now been re-instated, following the easement of Covid restrictions 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***

 **Action Point – Check with the Cleaner if she has Insurance Cover. *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***

Noted

**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 to get this completed asap.**

All the above noted. Cllr Smith, who has experience of Fire RA, proposed to go with Fire Protection Services Northwest; Cllr Stirzaker seconded. All Cllrs agreed.

**Action Point – to arrange the Risk Assessment. *CEDO***

**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.**

A discussion took place - some Cllrs were concerned about the cost of the calls.

A vote took place - decision was that a phone for use by the office staff is required and therefore to go ahead and obtain the quotes.

**Action Point – to source 2 quotes for phone and sim. *CEDO***

**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).**

Noted.

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

The meeting was adjourned.

 MOP asked if there is now a new out of hours contact number for the Allotments.

Cllr Raynor (Chairman and member of the Allotments Committee) said that would be herself.

**Action Point – to inform all tenants of new contact number and to arrange for it to be displayed on NB’s. *CEDO***

MOP spoke about the destruction of the windows in the shelters on the Mount and asked about CCTV.

Cllrs response was that the webcam is not maned, and the resolution is not good enough. They also expressed their disquiet regarding the anti-social behaviour and one suggested replacing with plastic, however, this was quickly dismissed given it is a listed site and therefore they need to be glass.

Cllr Stephenson raised a question about the opening and closing times of the Public Conveniences, next to Dolly’s Café, as each time he goes past they are closed. Cllr Crawford responded that they are maned by volunteers and open around 08.00 and close at 18.00.

MOP wanted the views of the Cllrs regarding the Enforcement Officers and in particular about an incident were they appear to go for easy targets and even the person being referred to apologised and picked it up but was still fined £100; Cllrs response was that they hear issues like this one often and they do report it to Wyre; it is an ongoing battle.

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

The meeting was reconvened.

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

Noted.

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

Noted.

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

**see information sheet on page 2.**

Approved.

**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 email sent to Cllrs 6/7/21.***
* ***Mobile phone for CEDO – item 3382 refers.***
* Cllr Armstrong asked if we could also discuss the creation of a Climate Change Working Party.

**Action Point – to ensure the above are tabled on the August agenda. *Clerk***

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