



Fleetwood Town Council Action Plan 2018 - 2019

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What we will do?	How we will do it? <i>(A short description of the steps required to deliver the action)</i>	When is it being proposed? <i>(Timescales and deadlines)</i>	Who will be responsible?	Status/Next Review date <i>Note: Completed / In Process / Awaiting start</i>	Objectives	Funding Sources
Governance (Daily Operational Management)						
Perform sound Financial Management	Maintain quarterly financial records. Perform quarterly bank reconciliations. Manage online and highstreet banking within Financial Regulations.	Ongoing activity throughout the year. Reports to full council at the end of each financial quarter.	The Responsible Financial officer (Clerk)	In Process	To ensure sound financial management in line with the Local Government Act 1972, and the councils adopted financial regulations	N/A - statutory role of an employed member of staff.
Set the precept request	As required under their job description the clerk will draft a precept bid based on current and known expenditure and in line with inflation increases. The draft will be amended and approved by the Precept committee before going to full council for debate and approval.	Bid to be drafted in October 2018. Considered by the committee and placed before full council at the end of October. The budget request will be submitted to Wyre Council by their advised deadline - usually mid January 2019.	The clerk, The Precept Committee, Full Council.	Awaiting start	To ensure robust and transparent budgeting procedures and allow FTC to meet deliver its stated programme of services and projects	Wyre Council as 2nd tier authority.
Initiate Internal and External Audit	Appoint an internal auditor. Complete the external audit reporting requirements to the due date. Publish the full annual return online. Publicise the statutory public access period online, and in noticeboards.	Internal audit by third week in April 2018. External audit and governance return by date specified (usually the end of May 2018). Publish the return according to external auditor timescales.	The Responsible Financial officer (Clerk)	Awaiting start	To comply with Government proscribed audit requirements for Local Councils, to ensure transparency of audited accounts to the electorate.	Fees for the Internal and external auditor are built into the Councils Precept bid and accounted for from the Insurance and Professional fees budget.
Hold Council Meetings	A full council meeting will be held on the last Tuesday of every month, at the North Euston Hotel at 7pm, with the exception of the Christmas Recess and a summer break in August (if approved). Extra-ordinary meetings will be called as required under the guidance in the Standing Orders.	Monthly - on the last Tuesday of the Month. Extra-ordinary meetings to be notified.	The Clerk and The Chairman. No less than 3 councillors acting together can call an extra-ordinary meeting.	In Process	To comply with the requirement for 3rd Tier councils to meet on a minimum basis as laid down in the Local Government Act 1972	Costs to produce the meeting packs are covered by the existing Council stationery and printing budgets. Staff costs are not applicable as the organisation of a meeting is part of the statutory role. There is no charge for venue
Hold Committee Meetings	There is currently only one duly constituted executive committee of the council - The Festive Lights committee, which meets to manage the organisation of, and allocated budget for the Festive lights project and associated events.	As notified.	Chairman and secretary of the Festive Lights Committee	In Process	To ensure a legal framework for the management of the allocated budget for Festive Lights, and to ensure expert members of the general public can contribute to a council deliverable.	No Council cost for the meetings. The funding stream for the Festive Lights project is detailed below.
Hold Working Group meetings	Meetings of the following constituted working groups will be called when required to discuss issues and make recommendations to the council: Precept, Allotment, Fleetwood In Bloom, Media, Employment, Health, and Fleetwood marsh Reserve working groups.	As required	Membership of the working groups	In Process	To ensure discrete projects and deliverables are researched and discussed by a representative group of councillors and stakeholders before any proposals are submitted to full council for consideration. To meet the stated	No Council cost for the meetings.
Carry out Procurement exercises	If any item or service falls under the procurement rules an exercise will be carried out, at councils express direction under the existing Financial Regulations. (There are no current procurement exercises ongoing)	As required	The Clerk	Awaiting start	To comply with Local Government Finance Act 1988, The Local Government Act 1972, The Councils Financial Regulations, and to ensure transparency in procurement when spending public monies	N/A

	Obtain Quotations	For all goods and services costing over £300 a minimum of 3 quotations will be obtained (exemptions in relation to specialist services and heritage maintenance apply)	As required	The Clerk	In Process	To comply with Local Government Finance Act 1988, The Local Government Act 1972, The Councils Financial Regulations, and to ensure transparency	N/A
	Manage Council assets	Assets will be maintained, stored and disposed of according to the requirements of the community and existing legislation. An asset register will be maintained and updated on a regular basis and made available to the Internal auditor	Updated as assets change, are obtained or disposed of. Approved by Council annually	The Clerk	In Process	To comply with the LGA 1972 and audit regulations.	N/A
Core Services							
	Consider Grant Aid awards	Grant aid application to be submitted on the approved application form and to be considered, and approved by full council at a scheduled meeting	When received	Council members	In Process	To comply with S137 of the LGA 1972, and demonstrate transparency in the award of grants to community projects and initiatives.	Funded under the Councils communities budget as approved in the Precept, to a maximum of £20,000 for 2018/2019.
	Allotment Provision and management	Make available a number of allotment plots to Fleetwood residents. To calculate and collect plot rental fees in line with RPI and the requirement for 12 months notice of increase. To provide a water supply and pest control. To maintain boundaries, gates, fences and hedges. To enforce the allotment policy and tenants handbook	Ongoing. Plot fees are collected every September/October.	The Community Development Officer (CDO), The Clerk.	In Process	To provide allotments under the Small Holding and Allotments Act 1908, s. 23	Funded by tenants plot fees and an allocation from the Precept (Allotment Budget) of £3000 per annum
	Maintenance of the Goth Funnel and Trawlermans memorial	Care for and maintain the 2 heritage monuments in a good state of repair	A painting and repair programme to be carried out as and when required.	The Clerk	In Process	To meet the commitment of the council to the outgoing trustees for the memorials to maintain them for the community.	Funded by an amount handed over by the trust. The balance currently stands at £1874.65. Once these funds have been exhausted the council will decide on the allocation of a budget.
Annual Projects							
	Deliver Fleetwood In Bloom (FIB)	Work with stakeholders, community organisations and schools to deliver planting and other floral improvements in Fleetwood from May to September.	Year -round. Planning to commence in December for the following years planting. Planting to be completed by third week in May. Detailed planning and timescales are reported by the CDO and the working group.	The CDO, the FIB Working Group, The Clerk.	In Process	To provide a programme of Town Centre and esplanade planting, to improve the lives of residents and encourage visitors.	£644 carried forward from 2017 budget. £5000 allocated from FTC. £915 grant from Wyre Council. VAT re-claimed from previous years expenditure, approximately £600. Sponsorship and donations, approximately £1800. TOTAL = £8959 (APPROX)
	Organise and deliver a Festive Lights Lantern Parade and switch on event	Work with community partners and stakeholders to deliver a parade and switch on event for all local Primary school children, families and residents. In compliance with health and safety requirements and regulations for the closure of highways and marshalling of public parades.	Year round. Planning and timescales to be published by the Festive Lights committee. Infrastructure to be in place for 17th November 2018.	Festive Lights Committee. The CDO.	In Process	To provide a programme of Town Centre and shopping area Christmas lighting and community events, to improve the lives of residents and encourage visitors.	£2926 carried forward from 2017 budget, £15000 allocated by FTC. £3170 grant from Wyre Council. VAT reclaimed from previous years expenditure, approx. £5650. Sponsorship, donations and fundraising (based on 2017 figures) approx. £10,000. TOTAL = £36,746.00 (approximately)
	Carry out Fundraising activities	Work with existing partners to raise funds to compliment the FTC allocated budget. Activities to include, but not be restricted to: Bucket collections, banner sponsorship, Local Authority Grants, One off events.		Festive Lights Committee. The CDO.	In Process		

	Deliver Festive Lighting Infrastructure	FTC and the Festive lights committee will continue to work with Blachere - our contracted provider to maintain and improve the current lighting infrastructure along Poulton St, Lord St, North Albert St and The Mount. There will be an ongoing commitment to erect 5 large, lit trees across the town.		Festive Lights Committee. The CDO. Blachere (the contracted supplier)	In Process		
New Initiatives							
	Fund Fleetwood Museum Operating Costs	To support the ongoing operating costs of Fleetwood Museum following the end of LCC funding, as resolved by council. An annual budget will be allocated and transferred to the trust secretary. Fleetwood Town Council will have a permanent seat on the board of trustees for as long as this agreement is in place.	Ongoing - no specific timescales	Full Council. The Trustee representative (Cllr Rogers) The Clerk	In Process	To adhere to a council resolution to support and fund Fleetwood museum for the benefit of the community, and to encourage education and tourism in the town.	£66,000 per annum. Allocated by FTC from the annual budget, as included in the precept bid.
	Assume custodianship of Fleetwood Marsh Reserve	To work with LCC countryside services and stakeholders to agree a way forward for FTC to assume custodianship and maintenance of the reserve. To agree a memorandum of understanding, a working group terms of reference, a lease agreement and a business case to finalise arrangements, pending final approval of council.	Memorandum of Understanding to be finalised by February 2018. Other milestones to be agreed.	The Clerk, LCC Countryside manager. Fleetwood Marsh Working Party. Full Council.	In Process	Fleetwood Town Council recognise the benefits of retaining Fleetwood Marsh Nature Park as one of the few large open spaces in the Fleetwood area, and have agreed in principle to take over the day to day running and responsibility for the site from March 2018. Their expression of interest made reference to the desire of FTC to maintain the site for existing users and further develop it to encourage community events, nature conservation and educational activities	Approximately £6720 a year in maintenance costs following a successful 12 month pilot period. To be accounted for from the main council account and allocated a budget in 2019/2020 if final approval for the project is given.
	To Install 6 new benches to commemorate the end of the great War (1918)	Following approval by council a budget was allocated and 6 benches ordered from the preferred supplier. On delivery arrangements will be made for the placement and installation of the benches in locations approved by council.	To be confirmed	The CDO. Full council.	In Process	To commemorate the fallen of Fleetwood in the great war and tie in with the homecoming parade and other commemorative events.	£6000 allocated from the Community Projects budget.
	To co-ordinate the Homecoming Parade as part of the Wyre Council	To allocate up to 48 hours of the Clerks resources to perform the co-ordination role.	January 2018 - November 12th 2018	The Clerk	In Process	To make a contribution to a major event in Fleetwood for the benefit of residents and to commemorate its losses in war and conflict.	N/A
Partnership working							
	Support the Healthier Fleetwood	We will continue to act as stakeholders in the Healthier Fleetwood Project and provide support.	Ongoing - no specific timescales	CDO, Cllr Raynor.	In Process		N/A
	Support Back on Track/PWRS	We will continue to act as stakeholders on the Trust and Society and provide support.	Ongoing - no specific timescales	Cllrs Stuchfield and Stirzaker	In Process		N/A
	Fleetwood Rotary Club	We will continue to work in partnership with Fleetwood Rotary to mutually support each others community events by providing marshalling and other services.	Fireworks Extravaganza - 5th November 2018. Festive Lights Lantern Parade, 17th November 2018	All councillors and officers. The Festive Lights committee.	In Process		N/A
	Wyre Council	We will continue to work with Wyre Council to co-ordinate activities for the benefit of the residents of Fleetwood - to include FIB, The Festive Lights, The Mount Regeneration Project and events at the Memorial Park, Euston Gardens and the Marine Hall Gardens. To include and public consultation work as required.	Ongoing - no specific timescales	All councillors and officers.	In Process		N/A

	Fleetwood Shop watch scheme	To work in partnership with the Community Policing Team, Freeport and Wyre Council to support and potentially fund the revival of the Shop watch scheme in Fleetwood.	To be confirmed	All councillors and officers	Awaiting start	To make a contribution to the reduction in crime figures and support retail businesses in the Town Centre and on Freeport.	The FTC community fund