



# Fleetwood Town Council

Onward to a Better Future

THE MINUTES OF THE MEETING OF FLEETWOOD TOWN COUNCIL HELD ON  
25<sup>th</sup> OCTOBER 2016  
AT THE NORTH EUSTON HOTEL, FLEETWOOD 7p.m.

Present: Cllrs. T. Rogers (Chairman), M. Barrowclough, M. Stirzaker, N. Stuchfield, E. Anderton, T.Taylor,B. Glasgow,B. Stephenson,E.Stephenson,P.Tilling,C.Raynor

Also present: 16 members of the public were present.

The meeting was opened by the Chairman, Cllr. Rogers, who welcomed everyone to the meeting.A minutes silence was held in memory of the late Danny O'Neill who was a staunch campaigner for the return of Fleetwood Town Council.

2137 APOLOGIES FOR ABSENCE

Cllrs. Hewitt & MacLaughlan apologies accepted.

2138 MINUTES OF THE MEETING ON 27<sup>th</sup> SEPTEMBER 2016

It was resolved to accept the minutes of 27th September as being a true and accurate record of the meeting

The minutes were then signed by the Chair.

2139 DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST

None.

2140 DECLARATIONS OF OTHER INTERESTS

None

2141 CHAIRMAN'S REPORT

Cllr Rogers advised he had a busy month in which he had attended several meetings. He advised he had attended the funeral of Danny O'Neill .

He also welcomed Cllrs Tilling and Raynor to their first meeting of the Council after their co-option for Mount and Pharos wards respectively.

2142 CLERK'S REPORT

- 1) STANDARD ITEMS include Minutes of the Last 3 Meetings / Agenda / Meeting Notices, Recording & Delivery of Planning Applications, Collation of all material for, and production of the information Pack, Receipt and acting on post and emails received - average 15-20 per day, Phone calls in/out /Delivery of Meeting Packs

2) INFORMATION-

Councillors

T. Rogers (Chairman)  
T. Taylor  
N. Stuchfield

E. Anderton  
C. McLaughlan  
C. Raynor

M. Barrowclough  
B. Stephenson  
P. Tilling

B. Glasgow  
E. Stephenson

R. Hewitt  
M. Stirzaker



I can confirm that all the allotment rents have been received and banked and Plot 6 has been re-let.

Earlier in the month we had an issue when the guttering at the front of the office came adrift leaving the water gushing down the walls , I used my delegated authority to authorise the repair with Cre8building at a cost of £70.

I drafted 2 agendas and minutes for the Festive Lights Committee and have worked on delivering goods and services for the Switch On Event .

I completed the Quarter 2 financial statements and engaged the internal auditor for an interim due to my resignation. This will ensure the confidence of the Council, Public, myself and the new Clerk that all finances are in order.

I have drafted the advert and required documents to advertise the Clerks post.

I also drafted personnel policies which will be discussed later in the meeting.

As this is my last meeting prior to my resignation from the 28<sup>th</sup> October 2016 I wish to thank all the Councillors and the public for their support in the last 2 and half years and for giving me the opportunity to serve the Community in the role of Clerk. It has been a very interesting experience.

## 2143 CDO REPORT

October 2016

### Allotments

- I have been busy sorting out the tenancy agreements and annual rents
- Site visits to some of the Blackpool Allotments to gather information and ideas about best practice have now been carried out and I am attending the North-West Allotment Forum in November to further my knowledge and understanding. A working group will be formed following the forum to discuss how we can use some of the ideas to develop and improve our Larkholme Lane site.

### Fleetwood In Bloom

- At the request of the Chairman I have put together a proposal for the delivery of Fleetwood in Bloom 2017. With costings from Wyre Borough Councils supplier.
- I am currently looking at involving community groups to help with planting and maintenance which will be rewarded in the form of badge accreditation and or certificates. Groups that have already registered and interest include St Marys primary school and Cardinal Allen high school – both of which have an established Eco group. I will be contacting Scouting groups and Sea Cadets offering them the opportunity to get involved too.
- Working in partnership with Regenda, I have managed to secure the use of a garage on a rent-free basis for as long as we require it. This will provide a valuable secure place for all of our emptied planters, railing troughs and other equipment until next year.
- Terry and I attended a celebration assembly at St Mary's Primary School to thank the children who were involved in meeting and greeting the judging committee and planting out shoes in the themed colours of red, white and blue. Each child was presented with a certificate.

### Training

- I have attended one of the two training days for new councillors and clerks
- I have attended a community engagement workshop

### Partnership work



I am working in partnership with Regenda on an employability project called 'Go For It' - an initiative that will support young people to start up their own business. Employability and encouraging new businesses to set up in Fleetwood was one of the key priorities that came out of the newsletter consultation exercise.

## 2144 COUNCILLORS' REPORTS

Cllr. Glasgow nothing to report

Cllr E. Stephenson has had a busy month with problems of fly-tipping, dog fouling and speed issues. She advised she has had discussions about shopping in Fleetwood which included the Fleetwood Market. She also attended the Lions annual dinner with the Mayor on Saturday.

Cllr. B. Stephenson advised he had dealt with usual ward issues and attended a local government conference at the weekend and advised others in attendance were impressed at the work of Fleetwood Town Council and at the number of the members of the public that attended our meetings.

Cllr. Anderton attended the following meetings ;

Cllr Training 1/10

Festive Lights Committee 4/10 & 24/10

Team Fleetwood 10/10

She also advised she had dealt with several dog fouling and fly tipping issues. She also thanked Cllr. Barrowclough for his work with Royal Mail which has resulted in all mail boxes in Fleetwood being painted. Cllr. Anderton advised she had also been busy working on the Team Fleetwood consultation responses, had visited allotment sites in Blackpool. She had attended the Festive Lights Quiz fundraised and submitted personal views in favour of the southern by-pass on the A585 consultation.

She also reminded everyone of the following social events in Fleetwood ;

Firework Extravaganza 5/11 starting at 5.30pm

Festival of Remembrance at the Marine Hall on the 9/11 tickets are on sale at £10 from Andrea Mullin Wyre Council Civic Centre.

Festive Lights Switch On 19/11 which departs from the Ferry at 4.45pm

She also thanked the Clerk Michelle Hargreaves for all her hard work and wished her good luck in her new job.

Cllr Barrowclough welcomed Cllrs Tilling and Raynor to their first meeting. He advised he attended a meeting with Cat Smith MP which training/apprenticeships for local young people was discussed. He attended the Back On Track Public Meeting and the Team Fleetwood meeting. He also advised that he would ensure that the newly painted pillar boxes were not neglected again in the future.

He attended 2 Festive Lights Committee meetings and the festive Lights Quiz and thanked everyone for their efforts.

He has been in consultation with Wyre Council in respect of the location of dog fouling signage and hoped we could target problem areas in the future. He has dealt with ongoing fly tipping issues.

He thanked the Clerk for her hard work and wished her well for the future.

Cllr. Stuchfield attended both the Back On Track board and public meetings 4/10 and 18/10 respectively and made 3 visits to the rail track in order to assist. 17/10 she met with Steve England and Bob Long regarding the potential for the return of the Isle of Man ferry to Fleetwood. She attended training at Fleetwood Town Council and met with Cllr, Anderton to draft key work objectives for the CDO role. She met with Bob Boal and Mark Billington of Wyre Council to discuss other viable options for the pool of water near the Log Cabin on the seafront.

She noted that Fylde Ice Co donated a porta cabin to PWRS.

She is working with LCC in respect of highways issues which are ongoing.

Cllr. Stirzaker dealt with resident's issues and referred two of them to CAB for specialist advice. She attended Festive Lights Meetings and has upcycled the switch on switch for the Switch On Event 19/11.



She met with Steve England and Bob Long regarding the potential return of the Isle of Man ferry. She attended the back on Track meetings.

Cllr. Taylor advised he has dealt with issues regarding dogs running loose on the promenade. He noted that the issues some residents had regarding the bus Catch 22 are ongoing.

Cllr. Tilling attended 2 Back on Track meetings and a Festive Lights meeting which he is now a member of. He took part in a walk about Mount ward with Sgt Whitaker. He met with Kate Baird the memorial Park Development Officer to organise a Christmas Event on the park. He also met with Cllr. Hewitt to discuss Mount ward matters. Attended a meeting of Friends of Memorial Park and joined.

Cllr. Raynor walked around Pharos ward and as a result reported unsafe pavements and potholes. She also reported fly tipping and discarded drug paraphernalia at the back of Styan St/Poulton Grove, she noted she would keep an eye on this area.

She spoke to businesses at the Mini Mall who had drainage issues which caused flooding and environmental issues, these were reported to LCC and an outcome is pending. There are health and safety issues with the old Ethel Austin building which also have been reported.

She went to a Planning Committee meeting at Wyre and attended The Festive Lights meeting and quiz night.

She had a further meeting with Bob Long and Steve England regarding for the potential return of the Isle of Man ferry to Fleetwood, she urged residents to sign the petition in favour of this which is circulating locally.

She also attended the Back on Track meeting and noted things are progressing well.

She plans to introduce herself the Mustard Seed group and The New Venture Club.

#### 2145 ADJOURNMENT TO ALLOW PUBLIC PARTICIPATION (1)

a) Sgt Whitaker sent his apologies

MOP thanked Fleetwood Town Council for their efforts with the Skatepark and saving Fleetwood Museum.

MOP said she would encourage other people to attend the FTC meetings

MOP aired her concerns on the dog fouling in the town

MOP dog fouling signage would be appreciated around the market area

MOP advised there were fly tipping issues in the alley ways around the Cherry Tree Court area

#### 2146 THE POPPY APPEAL DONATION 2016 ONWARDS

It was resolved to approve an £18.50 donation to purchase the FTC poppy wreath for 2016 onwards any significant increases would be considered at the time. Cllr Anderton had already purchased the wreath on behalf of FTC so the cheque of £18.50 would be reimbursed to her accordingly.

#### 2147 REPS FOR THE EMPLOYMENT & HEALTH WORKING PARTIES

It was resolved that Cllrs Tilling and Raynor would become FTC representative for the Health Working Party

#### 2148 REVIEW /APPROVE Q2 FINANCIAL STATEMENT

The Q2 Financial Statement was reviewed and it was resolved to approve the figures provided.



2149 INTERIM AUDIT

It was resolved to approve the appointment of Bob Grimshaw for the interim internal audit as requested by the Clerk in view of her pending resignation

2150 REPS FOR PRECEPT WORKING PARTY FOR MOUNT WARD

It was resolved to approve the appointment of Cllr. Tilling as a representative for Mount ward on the Precept Working Party.

2151 MICROSOFT OFFICE PROFESSIONAL PLUS

It was resolved to approve the purchase of Microsoft Office Professional for the CDO's laptop on the provision that sufficient research was done on compatibility and the cost was not in excess of £224.99.

2152 CLERK ADVERT/DESCRIPTION/SPECIFICATION/SALARY

It was resolved to approve the wording of the Clerk advert/job specification/person specification and contract for the new Clerk

2153 NEW CLERKS SALARY

It was resolved to approve the new Clerks salary in the range of spine points 22 to 24 of the NALC Slary Scales 2016-2018

2154 ADVERT COSTS FOR CLERK POST

It was resolved not to approve the job advert in The Fleetwood Gazette due to the high costs of the advert. The advert would be promoted on electronic media ,the Council website and via Jobcentre Plus

2155 RECRUITMENT & PERSONNEL PANEL

It was resolved to approve the representatives of the Recruitment & Personnel Panel as Cllrs Rogers,Anderton,Barrowclogh and Stuchfield

2156 CASUAL CLERK HOURS FOR UNTIL THE NEW CLERK EMPLOYED

It was resolved to approve the casual 4 hours per week (312.440 per hour) for the current Clerk to keep the Council ticking over until the new Clerk was in post. The casual hours claimed by the Clerk would be claimed when the new Clerk was in situ.

2157 CANCELLATION OF THE FTC MEETING 29<sup>TH</sup> NOV 2016

It was resolved to cancel the next meeting of Fleetwood Town Council on the 29<sup>th</sup> November 2016 and the next meeting was confirmed as being on the 31<sup>st</sup> January 2017.

2158 STAFF GRATUITY NORTH EUSTON HOTEL

It was resolved to approve a staff gratuity of £100 for the staff of the North Euston Hotel.

2159 FIB 2017

It was resolved to approve the proposal and costings requested by Cllr Rogers as detailed by the CDO



2160 GAS & ELECTRICITY CONTRACTS FOR 122 POULTON RD

It was resolved to change the Gas contract for 122 Poulton Road Fleetwood FY7 7AR to Gas Prom with an annual saving of £436 and electric contract with EEF and an annual saving of £1951

The meeting was then reconvened.

2161 ADJOURNMENT TO ALLOW PUBLIC PARTICIPATION (2)

MOP advised that the Boundary Commission consultation must be submitted by 6/12

MOP suggested FTC could purchase flowers for FIB 2017 from Myerscough College

MOP said they were disappointed with the flower for FIB 2016 on Lord St.

The meeting was then reconvened.

2162 PLANNING APPLICATIONS

The planning applications were noted and no comments were made

2163 ITEMS FOR THE NEXT AGENDA

None

2164 ACCOUNTS FOR PAYMENT

It was resolved to approve all Accounts for Payment as included within the Information Pack, as follows:-

a) Clerk purchases on behalf of the Council (October 2016) Cleaning products/18 toilet rolls £5.85/Postage 5 x books of 12 2nd class stamps £33/5000 paper towels £24.90	£ 103.20
b) Clerk salary for October (approved – gross)	£1248.35
c) Community Development Officer salary for October 2016 (approved – gross)	£1013.53
d) HM Revenue & Customs for October 2016 (Employer/employee, conts)	£ 321.52
e) Clerk salary for November to 9/11/2016 (approved – gross £485.16 – to due to minus tax -£66.60 nett £571.56)	£571.56
f) Community Development Officer salary for Nov 2016 (approved – gross)	£1013.58
g) HM Revenue & Customs for November 2016 (Employer/employee, conts)	£20.98
h) Lighthouse Stationery (meeting packs)	£20.16
i) Bonneys Décor (paint/brushes/masking tape )FIB	£50.67



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| j) Enviroguard (pest control) allotments account paid 28/9                               | £51.96    |
| k) 32 x Lumify USB Solar Fairy Lights (£984.96 + VAT £196.99)<br>(Festive Lights Budget) | £1,181.95 |
| l) Fleetwood Festival of Transport (Jones Harris Ltd)                                    | £150.00   |
| m) Blackpool Council Lights for the Mount Pavilion<br>(Festive Lights Budget)            | £2353.20  |
| n) Cre8building (gutter replacement and repair)  | £70.00    |

2165 DATE OF THE NEXT MEETING

The next Council meeting will be held on Tuesday 31<sup>st</sup> January 2017 at the North Euston Hotel at 7pm.

There being no further public business the Chairman thanked everyone for their attendance.

**The press and public were excluded from the following items**

2166 It was resolved to approve the CDO contract as provided from the 1<sup>st</sup> January 2017 to 31<sup>st</sup> December 2017

2167 It was resolved that any excess hours worked by the CDO should also be used to cover any shortfall in annual leave for the fortnights Christmas closure. It was also resolved to approve the extra 7 minutes per day to the CDO's contracted hours for all working days from the 1<sup>st</sup> November 2016 to the 31<sup>st</sup> March 2017 if a further shortfall is required. This minor increase in minutes is solely for the fortnights Christmas closure.

It was also resolved at 2166 above that the CDO's new contract for 2017 has been amended to ensure that the CDO saves sufficient time from the allotted 23 days annual leave to cover the Christmas closure 2017 and always use any excess hours for this period also.

2168 It was resolved to approve the following documents

- a) Additional Terms & Conditions for Fleetwood Town Council officers
- b) Sickness & Return to work interview record
- c) Record of Domestic Emergencies
- d) HMRC SC2 self-certification of sickness form for period of sickness of 7 days or less

The meeting closed at 8.45 p.m.

Signed .....

Dated .....

