



Fleetwood Town Council

Onward to a Better Future

Minutes of the Town Council Meeting on Tuesday 28th July 2020 Via Zoom at 7.00 p.m.

- 3136 Opening of the meeting.** Chairman opened the meeting
Present: Cllrs: Beavers, Campbell, Crawford, George, Raynor, Smith and Stirzaker (Chairman).
The Clerk
Members of the Public
Richard Hunt (Press)
- 3137 To accept apologies for absence.**
Accepted from Cllrs Armstrong, *Blair, Craig, Cunningham, and Shewan
It was noted that Cllr Stephenson did not attend the meeting or forward his apologies.
* It was noted that Cllr Blair had been attempting to join the meeting but was having trouble logging on - all councillors agreed to accept her apologies on this occasion.
Action point Clerk to contact Cllr Blair before next meeting to give joining support.
- 3138 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 disclosed
- 3139 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.**
Cllr George barred herself from voting on items **3144a** and **3151**.
Cllr George also made a statement with regard to her not having a Prejudicial Interest in **item 3150** and therefore will be able to vote; her statement was in regard of her having held a position on a previous committee for BW, which she is no longer involved in – her explanation was accepted.
- 3140 To accept the minutes of the meetings of 28 January 2020 . Enclosed - *Chairman***
Accepted – unanimous
Action points – Chairman to sign minutes. Clerk to file in office and publish on website.

Councillors

M. Stirzaker (Chairman) C. Raynor (Vice-Chairman) C. Armstrong L. Beavers M. Blair N. Campbell
B. Crawford R. Cunningham R. George R. Shewan C. Smith B. Stephenson A. Craig



3141 Adjournment to allow public participation. *Chairman*
All agreed.

3142 To reconvene the meeting. *Chairman*
Meeting was reconvened.

3143 To note:

- The 2019/20 End-of-year budget monitoring sheet
- The 2019/20 Allotment Rents
- The 2020/21 budget monitoring sheet for Qtr. 1
- The Festive Lights summary sheet for 19/20 & 20/21
- The Fleetwood In-Bloom summary sheet for 2020/21

(enclosed). *Clerk*

All finance budget summaries were noted by all Councillors.

3144a To endorse all decisions and payments that were approved in the early period of Lockdown (all paperwork has been kept and will be printed and made available for scrutiny in the office):

1. The purchase a van for Mustard Seed following the destruction of their van by vandals; Although this motion was carried, it was not realised as a van was donated by Rossall School, shortly after the vote.
2. The donation to Fleetwood Together of £500 – motion carried
3. Support for the Electricity Bill – motion carried.
4. A follow-up donation to Fleetwood Together of £1000 – motion carried.
5. The donation to the BVH via Blue Skies for help with Socks and Crocs of £100 - motion carried.
6. A further donation to Fleetwood Together of £5000 – motion carried.
7. The purchase of flowers and bedding plants for around the town – motion carried.
8. The sourcing of 3 quotes for a new laptop for CEDO – motion carried.

All of the above were endorsed by all Councillors.

3144b To retrospectively endorse other spend utilising delegated powers by the Clerk for each transaction (*all transactions are listed on the 'Information Sheet' on pages 2-4 of the meeting pack*):

1. To approve various office items (stationery and cleaning)
2. To approve FIB spend for plants, compost.
3. To approve the garage, shed and yard clean-up to include the hire of a handyman & van and skip-hire.
4. To approve purchase of Laminator following the breakdown of the old one.
5. To approve ZOOM subscription.
6. To approve annual website hosting and email domain fees from Rabbit Patch.
7. To approve the Microsoft Office Annual charge.

All of the above were endorsed by 6 out of 7 Councillors (see item 3139 above).



3145 To approve the following current invoices for payment :

- NALC Annual Subscription £2172.64 (enclosed).
- Zurich Community First Renewal (enclosed).

Approved – unanimous.

Action Point – Clerk to process the payments.

3146 To approve the order of the annual Arnold-Baker on Local Council Administration Twelfth Edition at a cost of £149.99 plus P&P.

Approved – unanimous.

Action Point – Clerk to place the order.

3147 To agree the purchase of Business Cards for Chairman, Clerk & CEDO at a cost of £79.20.

Approved – unanimous.

Action Point – Clerk to place the order.

3148 Grant Aid – Ruby Whelan (*deferred from February as representative wasn't present at the meeting*) - To consider and approve a grant for Ruby Whelan who has been chosen to represent Girl Guiding North West Lancashire on a worldwide Jamboree in Poland July 2020 – the cost is £1250 and all of this has to be achieved through fundraising, Ruby has raised £480 so far £770 to go – she is looking for any amount from FTC. (Completed GA form enclosed). Update: to note - the Jamboree has been postponed owing to Covid-19 but will go ahead in the coming months. *Chair* Cllr Stirzaker (Chairman) introduced Ruby and her mum and invited questions from the Cllrs.

Cllr Beavers asked Ruby how much she is looking for - Ruby gave an account of her fundraising so far and said it is probably around £500 but she will need to check.

Cllr Smith asked Ruby the date the trip re-scheduled for; Ruby replied 2 Aug 2021.

Cllr Beavers proposed, as the GA form was completed when there was still £770 to be raised, that they vote to grant her the remaining amount – Cllr Campbell seconded the proposal.

Motion carried – unanimous.

Action Point – Clerk to contact Ruby for confirmation of the outstanding amount and to make the payment. CEDO – to arrange presentation by councillors.

3149 Grant Aid – Men's Shed (*deferred from February for further information – minutes refer*) - To consider and approve a grant for £7336.00 for the purchase of commercial kitchen equipment, which is around 25% of the total cost for the whole works. Completed GA form enclosed. Update: The required documentation and a signed form now received. *Chair*

No representative joined the meeting from MS – Chair proposed to keep on Agenda and hear the motion later in the meeting, in the event they may be having trouble joining – all Cllrs approved the proposal.

At the end of the meeting there was still no show from MS – the item was therefore deferred until next meeting.

Action Point – Clerk to contact Frank Heald /Amanda Spavin.



3150 Grant Aid – Beach Wheelchairs – To consider and approve a grant for £ 7836.00 for the purchase of all-terrain wheelchairs as described in the GA Application and associated documents (enclosed). Chair

Cllr Stirzaker welcomed and introduced Michael Gray to the meeting. The Cllrs confirmed that they had read through the GA application and associated documents and had no questions.

Approved the full amount to be granted – unanimous.

CEDO to arrange presentation by councillors; Clerk to arrange the payment.

3151 Grant Aid – Fleetwood Together – To discuss and agree any future payment to FT and to advise if a formal GA Application will need to be requested for the total amount to include the payments already made and approved retrospectively (see item 3144a 2,4 & 6 above). Chair

Discussion took place regarding the continuation of support for our community for the duration of this pandemic. There were concerns about a 2nd wave and whether, by agreeing to formalise our support by way of a Grant Aid, the organisation (Fleetwood Together) will not be able to apply for further funding for a period of 12 months. The consensus was to drawdown from the reserves to allow FTC to continue their support - the Chairman suggested moving 15k from reserves into the current account for this purpose, to include monies already donated; Cllr George suggested we use this for the purpose of any Covid-19 related support, not just FT- all Cllrs agreed.

Motion was carried.

Action Point – Clerk to arrange the transfer of monies.

3152 To agree the Annual amount of Grant for the NEH staff and to approve payment (this was overlooked and was asked to put on March Agenda).

Chairman

Cllr George proposed £500 and Cllr Campbell seconded.

Motion carried – unanimous.

Action point – Clerk to arrange payment

3153 To note e-mail from Primesight re non-payment and advise a response, if required (enclosed). Clerk

Noted by all.

All agreed that a response not necessary, as given the circumstances it would be wrong to chase payment .

3154 To note British Gas Boiler Inspection (enclosed). Chair

Noted by all.

3155 To note the donation of a framed portrait of George Frederick Lofthouse to The Fleetwood Museum (enclosed receipt). Clerk

All councillors note this and were pleased that our CEDO arranged this.



3156 To consider a permanent move to the back office space for CEDO and to discuss and agree a renovation project for the offices of FTC, to include:

- **An upgrade of décor for the upstairs offices and toilet room, which, along with wallpaper stripping and painting, may also involve some plastering work and some electrical work**
- **An upgrade to the stairs and landing – painting only**
- **Moving of existing shelving and purchase of new shelving or filing cupboard.**
- **Replace of current telephones, to include voice mail and transfer facilities.**
- **To update and reframe paintings/photos/artwork of Fleetwood Images for the newly renovated offices.**
- **The purchase of new white boards & pin boards.**

If Council approves the renovation in principle, the CEDO will source all quotes for tabling at a future FCM.

A short discussion took place with regard to the current state of the offices and it was agreed the time is now right for these renovations.

Cllr George asked why do we need to utilise both offices? – further discussion took place regarding the need for more space, privacy, room for meetings, and the main reason... now that we have a CEDO, it is apparent that most of her work is over the phone, networking with other community groups, schools, residents, sourcing quotes and also regular conversations with Councillors, which is disturbing and therefore impacting the work of the Clerk/RFO. Cllr George was satisfied with the explanation.

Councillors approved to move to the next stage.

Action point – Clerk/CEDO to draw up a plan and source relevant quotes for presenting at a future meeting.

3157 Adjournment to allow public participation (2).

All agreed.

MOP Yvonne Johnstone – Highlighted the issue of the unsightly state of the land adjacent the ‘Pink Wellie Shop’ on Dock Street, which, although was cleared once, is now mounting up again and is a health issue.

Cllr George (Ward Cllr) responded by saying the Fire Service and herself have reported this to the Environmental Health Officer, who attended and gave the owners until 17th to clear it; she acknowledges it is mounting again. More discussions are needed and this has been reported to LCC. Cllr George agreed to contact EH and call Yvonne tomorrow (29th) to give her an update.

MOP Margaret Daniels also made the comment that the area is a conservation area, which makes it all the more important that dumping rubbish is unacceptable.

Press Officer Richard Hunt asked if it is the responsibility of the shop ‘Pink Wellie’ Cllr George replied that it is not as it is the neighbouring Business Unit.

3158 To Reconvene the meeting.

Meeting reconvened.



3159 To note planning applications considered by members and agree any actions to be taken or responses to the planning authority.

Clerk explained that there were too many emails to print and include in the meeting packs, since last meeting in February; assurance was given that all emails have, however, been forwarded to the relevant ward Cllrs.

Cllr Raynor confirmed that the Planning Committee, which she sits on, haven't met since the beginning of lockdown.

Noted by all.

3160 To agree Accounts for Payment including February to June retrospective salaries and current July Salaries for Clerk and CEDO - see enclosed information sheet on Pages 2 & 4 of the pack.

Agreed – unanimous.

3161 To note Internal Auditor will be visiting the office in early August, following which VAT reclaim will be submitted by the clerk.

Noted by all.

3162 To note New Legislation in response to Covid-19 for external Audit:

- [SI 2020/404 The Accounts and Audit \(Coronavirus\) \(Amendment\) Regulations 2020](#) This SI amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020. This SI was issued on 7 April and is effective from 30 April 2020.

In accordance with the above, I am currently on target to adhere to the time frames.

Noted by all.

3163 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.

- Cllr George asked why 'Beach Signs' are not tabled? Clerk explained that CEDO has been busy sourcing quotes and chasing communications, which were not received in time for this Agenda - it will be an item on the next Agenda.
- Cllr George requested an invite to the meeting for Youth Council.



Action point – Clerk to include Beach Signs on Sept Agenda; CEDO to contact Cllr George and the Youth Council to arrange invite.

- 3164** To consider and resolve to exclude the public and press under the Public Bodies (admissions to Meetings) Act 1960 and the data Protection Act 1999, to hear a confidential matter.

PRESS AND PUBLIC EXCLUDED

- 1 To consider and approve CEDO progression item.**
Discussion took place and all councillors agreed for an appraisal.
Action point - Clerk to arrange a meeting with Chairman, Cllr Smith and CEDO
- 2 To consider and approve pay item for Clerk**
Approved - unanimous
Action point – Clerk to contact payroll for a calculation and Chairman & Clerk to then arrange payment.

The next meeting will be Tuesday 1st September 2020 at 7.00pm via Zoom

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Irene Tonge
Clerk to Fleetwood Town Council