



Fleetwood Town Council

Onward to a Better Future

**You are summoned to attend the
Meeting of the Town Council on Tuesday 24 April 2018
At the North Euston Hotel Fleetwood at 7 p.m.**

AGENDA

- 2628** Opening of the meeting.
- 2629** To accept Apologies for Absence
- 2630** 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.
- 2631** 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.
- 2632** To accept the minutes of the meetings of 13 March 2018 (enclosed)
- 2633** To discuss and decide on a proposal to submit all councillors and officers reports in writing from this date forward, to be sent in electronic format to the clerk for inclusion in an appendix of the minutes. **Cllr Rogers**
- 2634** Chairman's Report (For information only)
- 2635** Clerks report (For information only)
- 2636** CDO report (For information only)
- 2637** Ward reports (For information only)
- 2638** **Adjournment to allow public participation (1).**
- 2639** Neighbourhood police team report
- 2640** Presentation from Cllr Michael Vincent, Wyre Council portfolio holder for Health and Community Engagement.

Councillors

T Rogers (Chairman) E. Anderton B. Glasgow M. Barrowclough (Vice Chairman) N. Stuchfield M. Stirzaker
P. Tilling C. McLaughlan B. Stephenson E. Stephenson R. Hewitt C. Raynor R. George



- 2641** Presentation by the Brinewatch team regarding the halite brine extraction proposals.
- 2642 To reconvene the meeting**
- 2643** To approve the 2017-18 Quarter 4 and end of year financial statement (enclosed) – **clerk**
- 2644** To approve the end of year (to 31 March 2018) Bank reconciliation statement (enclosed) – **clerk**.
- 2645** To note the end of year budget monitoring document (enclosed) and the budget allocation for 2018/19 based on the precept calculation (enclosed) - **clerk**
- 2646** To approve **section 1** (annual governance statement) of the annual governance and accounting return for 2017/2018. Internal audit was successfully completed on 17/4/18 (enclosed) – **clerk**.
- 2647** To approve **section 2** (accounting statements) of the annual governance and accounting return for 2017/2018. Internal audit was successfully completed on 17/4/18 (enclosed) – **clerk**.
- 2648** To formally adopt the following documents (as available on the Council website under [fleetwoodtowncouncil.org/what we do/documents](http://fleetwoodtowncouncil.org/what-we-do/documents)) as part of the council's legal compliance of the General Data Protection Regulations (GDPR). These will come into force on the 25th May 2018 - **clerk**:
- Information Data Protection Policy
 - Privacy Notice
 - Removable Media Policy
 - Data audit schedule
 - Document retention and disposal policy
 - Appendix A – list of documents for retention or disposal
- 2649** To ratify the proposal for Craig Armstrong join the festive lights committee committee. **Festive lights committee**
- 2650** To ratify a proposal for Cllr George to join the Fleetwood Marsh Nature Park working group. **Cllr E Stephenson**



- 2651** To approve a budget of up to £1,500 to ensure compliance with GDPR (general data protection regulations). **Potential** costs identified so far include:
- ICO registration for individual councillors and CDO (at £35 per person a year)
 - Provision of a secure set of cloud-based e-mail accounts for councillors to ensure any exchange of personal data is protected and compliant (to be costed).
 - Confidential shredding of material that should not be retained under the new regulations (£6.25 plus VAT for 25 waste sacks and £40 plus VAT for certified collection and destruction of up to 10 bags).
- Once requirements are finalised, costs to be presented to council for approval if time permits. If legal compliance is at risk the clerk is authorised to approve expenditure within the budget and notify councillors accordingly. **Clerk.**
- 2652** To consider and approve one of 3 quotes for a replacement composite front door at 122 Poulton Rd. The existing wooden door has become so warped it will not close properly and the lock is mis-aligned and the key has become stuck on several occasions (enclosed). **Clerk**
- 2653** To approve invoices for payment (enclosed) as follows:
- a) Builders supplies for first pallet of compost (FIB) £66.60 to be paid by debit card.
 - b) The Rabbit Patch annual advertising contract of £624.00 to be paid by bank transfer.
 - c) Cleaning invoice from Mrs Sylvester £304 to be paid by bank transfer.
 - d) Wybone for 2x planters previously approved. £984 to be paid by bank transfer.
 - e) FIB window stickers, previously approved. £282.00 to be paid by bank transfer.
 - f) Mount gardens lectern (half-funded by FTC) – previously approved. £749.00 to be paid by bank transfer.
 - g) Waste disposal – clearance of garage invoice – previously approved. £225.00 to be paid by bank transfer.
- 2654** To approve a proposal to reimburse the sum of £150 to the Cleveleys chamber of trade and commerce for payment of the 2018 Fleetwood Shop watch licence (on production of a receipt/invoice to the clerk) (enclosed) – **Cllr Rogers**
- 2655** To discuss and approve a proposal for Fleetwood Town Council to act as licensee for the Fleetwood Shop watch scheme. Through a ringfenced budget to receive annual membership payments, pay the annual licence fee, subsidise new members as appropriate (mechanism to be agreed at a future meeting), and carry out any administration duties required by councillors to be nominated (enclosed). **Cllr T Rogers.**
- 2656** To approve the re-imburement of £2.50 from petty cash to the CDO for purchase of supplies (paper plates for painting) for poppy making workshops at schools (enclosed).
- 2657** To approve payment of annual LALC subscription of £1750.08 by bank transfer (enclosed)



- 2658** To approve payment of annual SLCC subscription of £165 by bank transfer (enclosed)
- 2659** To approve payment of the £66,000 museum grant for 2018/2019 by online banking transfer, to be approved in person (at the office) by Cllr Anderton, Barrowclough or McLachlan. The 2017/18 payment was made by cheque at the end of March. **Clerk**
- 2660** To consider a request by the Allotment working group for officers to engage a relevant security specialist to assess the allotment site and provide recommendations and costings for enhancements to fences, the gate and any relevant security features (enclosed extract from Allotment working group notes).
- 2661** To consider a grant aid application from the Fleetwood Carnival committee (enclosed).
- 2662** To approve an additional budget of £85.00 for black gloss paint for street furniture improvements due to incorrect costings (enclosed). **Clerk**
- 2663** To approve an additional budget of up to but not exceeding £200 for the Poppy Project supplies due to unprecedented interest and involvement. This would increase the budget from £442 to £642. **Cllr Rogers**
- 2664** To approve the purchase of the 10th edition of Charles Arnold Baker (clerks bible) at a 50% discount of £52.50 plus £7 postage (enclosed). **Clerk**
- 2665** To note the retrospective payment of the Invoice from Roll and Scroll for 5x Poppy benches under FTC Financial regulations 5.5 (a) to avoid late payment charges (enclosed). **Clerk**
- 2666** To consider proposals for siting the poppy benches and approve **SIX** sites (colour copies enclosed). **Cllr Rogers and CDO.**
- 2667** **Adjournment to allow public participation (2).**
- 2668** **To Reconvene the meeting**
- 2669** To note planning applications considered by members and agree any action to be taken or response to the planning authority (see attached in pack).
- 2670** 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.
- 2671** To agree Accounts for Payment, including clerks and CDO salaries– see enclosed information sheet.



- 2672** 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:
1. An item as confidential regarding an officer job description (enclosed – in confidence).
 2. items as confidential between councillors (enclosed – in confidence).

The next meeting, including the annual parish (AGM) meeting will be on Tuesday 29th May at the North Euston Hotel at 7pm

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Debra Thornton
Clerk to Fleetwood Town Council



CONFIDENTIAL – PRESS AND PUBLIC EXCLUDED

- 2673** To consider and approve amendments to an officers job description following annual appraisal with the chairman. **Chairman.**
- 2674** To discuss and agree actions as recommended by Wyre Council monitoring officer following the standards committee hearing of the 14th March. **The Clerk.**