



Fleetwood Town Council

Onward to a Better Future

Minutes of the Town Council Meeting on Tuesday 16th April 2019 At The North Euston Hotel, Fleetwood at 7.00 p.m.

DRAFT

Present: Councillors Rogers, Barrowclough, Glasgow, B Stephenson, George, Anderton, Stuchfield, Conn, Tilling, Hewitt, Stirzaker and Raynor.
The Clerk
9 members of the public

2895 Opening of the meeting and chairman's statement.

Councillor Rogers opened the meeting and noted that it was the last meeting of the current council members. He thanked all past, current and future elected members for their voluntary service to the community and wished them all well for the future. He has been honoured to serve with them all.

2896 Apologies for Absence.

Accepted from Cllr E Stephenson

2897 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

2898 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 Rogers advised that as a trustee on the board at Fleetwood Museum he would leave the room for item 2912 and the matter would be presented by the Vice-Chairman Cllr Barrowclough.

2899 To accept the minutes of the meetings of 5th March .

The minutes were accepted – unanimous and signed by the chairman.

Councillors

T Rogers (Chairman)
P. Tilling .

E. Anderton
B. Stephenson

B. Glasgow
E. Stephenson

M. Barrowclough (Vice Chairman)
R. Hewitt

N. Stuchfield
R. George

M. Stirzaker
M. Conn



2900 Adjournment for Public Participation (1)

Neighbourhood police team report

The policing team sergeant sent her apologies as no one was available to attend tonight. If there were any issues or questions she was happy to receive them by e-mail and respond.

Questions/comments from members of the public and councillors were as follows:

- Has there been any activity regarding the High Street Fund amongst the council? Cllr Rogers advised that a letter of Support for Fleetwood has been sent but there were currently no issues brought before council.
- Cllr Anderton gave a vote of thanks on behalf of the members to the chairman for his service to the council over 10 years in respect of supporting the museum, In-Bloom and Festive Lights amongst many other achievements.

2901 the meeting re-convened

2902 To approve the 2018-19 Quarter 4 and end of year (to 31/3/19) financial statement
Approved - Unanimous

2903 To approve the end of year (to 31 March 2019) Bank reconciliation statement.
Approved - Unanimous

2904 To note the end of year budget monitoring document.
Duly noted

2905 To approve *section 1* (annual governance statement) of the annual governance and accounting return for 2018/2019. Internal audit was successfully completed on 8/4/19.
Approved - Unanimous

2906 To approve *section 2* (accounting statements) of the annual governance and accounting return for 2018/2019. Internal audit was successfully completed on 8/4/19.
Approved - Unanimous

2907 To approve the payment of the following invoices and subscription costs by Bank Transfer or debit card (enclosed):

- Visit Fleetwood – Annual advertising (Rabbit Patch) £624.00
- Builders supplies (West Coast) for FIB compost/topsoil (FIB budget) £554.34
- Builders supplies (West Coast) for FIB compost/topsoil (FIB budget) £354.96
- Stationery 4 Less (paper and stationery supplies) £20.95
- Barton Grange for 5 x Christmas Trees (includes £900 discount as per earlier e-mail) £7236.00
- SLCC annual membership £175.00



- **NALC/LALC annual subscription £2181.71**
- **C-a-solutions – Internal audit invoice £126.00**

All payments approved - Unanimous

2908 To approve payment (by Bank Transfer) of £66,000.00 to the Fleetwood Museum Trust for the 2019/20 running costs as awarded by the council.

Approved - Unanimous

2909 To consider the Active Lancashire Business Proposal: 'Working Together Better in Fleetwood' and the associated funding bid of £6545.

Members debated the proposal and asked questions through the proposing member Cllr Stuchfield. Concerns were raised regarding the need for more detail of match funding by other stakeholders. 2 votes were taken as follows:

1. To approve the proposal as it stood: For:2, Against: 7, Abstained: 3.
2. An alternative proposal was made to defer the matter to 14th May for the application to be made on a grant-aid form with further details of finances and match funding already received: For: 9, Against: 2, Abstained: 1.

Therefore, the matter will be heard again on 14th May and the clerk will write to the Active Lancashire Proposer with the council's requests.

2910 To consider the Fleetwood Town Council Business Proposal: 'Transition 6 Raft Race Project' and the associated funding bid of £928.80 (enclosed).

The proposal was presented by Cllr Stuchfield and several questions regarding sustainability, existing summer school provision run by Fleetwood's high schools, and what consultation had taken place were debated.

The proposal was approved – unanimous.

2911 To approve the purchase of autumn/winter/spring flowering bulbs to provide year-round town centre colour in the new Lord St planters. This will meet a request by Wyre Council that in exchange for allowing the planters to remain in situ additional planting is carried out. Up to £500.00 to come from the existing In-bloom budget.

Approved – Unanimous.

Cllr Rogers left the room in advance of the next item.

2912 To consider a proposal from the Fleetwood Museum Trust regarding the first year precept amount held in reserve.

The proposal was introduced by the Vice chairman Cllr Barrowclough and legal and financial advice and current position were provided verbally and in writing by the clerk (Appendix B).

Members debated the content of the proposal, the clerk's advice and the benefits to supporting further enhancements to the museum as part of the cultural heritage of the town.



It was proposed that the full requested amount of the original 1st year precept of £66,000.00 be awarded to the Museum Trust, on the caveat that copies of quotes and invoices are supplied to confirm the work takes place as detailed.

Votes for: 10, Against: 1 (Cllr Hewitt recorded as the against vote at her request).

Cllr Rogers re-joined the meeting

- 2913 To consider a grant aid application from Fleetwood Festival of Transport.**
Approved – Unanimous £3518.40 awarded.
- 2914 To consider approving the purchase of the 11th Edition of Arnold Baker at the cost of £110.99. The enclosed e-mail details the new content.**
Approved - Unanimous
- 2915 To accept the current Schedule of assets (enclosed) as per annual review of key documents.**
Accepted – Unanimous – with the following amendments: Note the Beacon as no longer an asset (missing/stolen) and add the pet microchip scanner purchased in 2017.
- 2916 To accept the revised risk management plan (enclosed) as per annual review of key documents. Updates have been made to the insurance summary.**
Accepted - Unanimous
- 2917 To accept the revised risk management register (enclosed) as per annual review of key documents. Changes marked by *** and to be clarified by the clerk.**
Accepted – Unanimous – with the following amendments: Downgrade the risk regarding filling member vacancies to “Medium”
- 2918 To consider and approve the booking of an initial 6 places on the new councillors’ course, and one place on the Chairmanship workshop at the cost of 6x £63 and 1x£25, total £403, to come out of the existing training budget (course details and dates enclosed). There will be a new chairman and six new members based on the early non-contested election results.**
In addition, it was proposed that 2 places be booked for the Chairmanship training as there would also be a new vice-chairman. Approved – unanimous. New total for training £428.00.
- 2919 To consider and approve the purchase of 14 copies of the 2019 good councillors guide (one for each councillor and an office copy). The few copies held by current members and in the office are out of date. The enclosed information from LALC estimates a cost of approximately £63.00 Inc. postage.**
Approved – unanimous.



- 2920 To approve the re-imbusement to the CDO of £7.97 spend on refreshments for the In-Bloom alleyway residents meeting held on 10th April at Emmanuel church by the In-Bloom Group. To be paid from the In-Bloom budget.**

Approved – Unanimous

- 2921 To nominate and approve up to 2 FTC councillors to join the Festive Lights Committee following the resignation of Cllrs Tilling and Conn, in the interim prior to the Parish meeting in May.**

Cllr Conn agreed to stay on for the last meeting before new representatives to the committee were elected at the May AGM. This brings councillor representation on the committee up to 4 (the minimum required under the Terms of Reference) which members were happy to accept. The item was therefore withdrawn.

- 2922 Adjournment for Public Participation (2).**

The following Questions/Comments were raised:

- How long was the raft race/transition 6 initiative to last for? 4 years is the anticipated life of the project.
- How was the breakdown in the Active Lancashire proposal reached – the chairman advised it was part of the submission from the group.
- The issue of ASB and a member of the public being threatened outside his business was raised. Cllrs agreed there was a problem with a small element of youths in the Town and any such matters should be reported to the Police and Wyre as the authorities with the power to deal with it.

- 2923 The meeting was reconvened**

- 2924 To note planning applications considered by members and agree any action to be taken or response to the planning authority.**

Duly noted – no issues raised.

- 2925 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.**

No items proposed

- 2926 To agree Accounts for Payment (Including April salaries). See information sheet on page 1 of the meeting pack.**

Approved - unanimous



2927 Chairman's closing statement vote of thanks, and closure of the meeting.

The chairman once again thanked all attendees and wished the future council every success. The first meeting of the newly elected council, which includes the annual Parish meeting (or AGM) will take place on Tuesday 14th May at 7pm at the North Euston Hotel.

Under the Local Government Act 1972 ss15, the outgoing chairman Mr Terry Rogers will preside over the first order of business which will be the election of a new chairman. In the case of an equal vote on any nominations Mr Rogers has the right of a casting vote. Once a new chairman is duly elected Mr Rogers will retire from the meeting and all remaining business will be managed by the new chairman.

The 2019 meeting schedule can be found on the Website and council noticeboards. All members of the public and press are welcome to attend.

The meeting closed at 8.55pm

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Debra Thornton
Clerk to Fleetwood Town Council



APPENDIX A

CLERK'S REPORT - 16th April 2019

- Agenda and packs prepared for Full Council and 2x Festive Lights meetings
- Dealt with several customer enquiries by phone, e-mail and in person at the office.
- Paid invoices and banked receipts - multiple transactions and receipts.
- Routine Noticeboard, Facebook and Website updates and responses carried out.
- Sat in on External auditor webinar training session iro changes to audit regs and requirements for 2018/19.
- Carried out all legal notices, announcements and actions required for May Local elections.
- Completed quarter 4 (2018-2019) and end of year financial report, bank reconciliation and budget monitoring reports for main budget, FIB and Festive Lights.
- Updated asset register and Risk management documentation for approval by council in advance of the next financial year (legal requirement)/
- Completed Annual Governance Audit return (AGAR) and carried out internal audit preparation.
- Internal audit took place on 8th April – all accounts and governance activity accurate and in-line with financial requirements. AGAR will be presented to council on 16th April for approval.
- Variance report, bank reconciliation, exercise of public rights documentation completed for submission to external auditor.
- Precept payment of £167,599 received into council main business account from Wyre Council on 5/4/19.
- Completed annual VAT refund calculation and submitted to HMRC on 10th April. A total of £9337.35 will be reclaimed and returned to the separate budgets (as per original spend) as follows:

<i>In-Bloom</i>	<i>£1803.73</i>
<i>Festive Lights</i>	<i>£3358.65</i>
<i>Main budget</i>	<i>£4174.97</i>

- Prepared new councillor welcome packs and notices.
- Renewed Data protection registration with the ICO – legal requirement for a Local Authority.
- Allotments rubbish removal carried out as per Council decision. Invoice from Grab-hire company outstanding.



APPENDIX B

LEGAL AND FINANCIAL NOTE - AGENDA ITEM 2912

The 1st year Fleetwood museum running costs allocated by FTC in the precept was claimed on the understanding that the lease arrangements for the museum would be concluded in time to require the £66,000 to be paid. As stated in the trust's proposal, LCC continued to fund the museums running costs for the year in question, and the initial precept amount has remained in the council's reserves. As confirmed by the LALC legal advisor, there is no legal requirement for FTC to allocate this money on museum projects only. It was collected in good faith, with the expectation that funding of the museum would be required.

Under existing Local Government Law and the General Power of Competence, FTC have the option to:

- retain the funds in reserve
- spend some or all of the money on museum projects
- OR spend on other community projects

as long as a proper agenda item is submitted and the proposal approved by a quorate of members.

With regards to the specific content of the trust's proposal - it clearly sets out the vision of the trustees, however it must be pointed out the estimated costings for the suggested projects are not supported by any further documentation (quotes etc.) or timescales to accompany them. For transparency and public-accountability purposes, members are advised to ensure they are confident that any significant spend in response to the trust's proposal is properly costed and meets the principle of being of benefit to the residents and community of Fleetwood.

Any spend on a project, museum related or otherwise can be done as a single large grant or several smaller grants, either paid direct or ring-fenced pending actual quotes.

The current financial position as follows:

Monies held in reserve: £86,481

Current account: £264,082

Committed expenditure for 2019/20 (with community grant spend capped at £20,000):
£193,599

***Available reserves (not including the calculation for any grants awarded today) are:
£156,964***

NB: Last year's total spend on community projects and grant aid applications was £37,300