

Burscough Town Council Meeting
To be held on Wednesday 13th May 2020 starting at 7pm (on Zoom)

Agenda

You are summoned to attend an Ordinary Meeting of the Town Council to be held on Wednesday 13th May 2020 on Zoom.

1. To receive apologies for absence.
2. Disclosure of Pecuniary and Non Pecuniary Interests:- *members are reminded of their responsibility to declare any pecuniary or non pecuniary interest in respect of matters contained in this Agenda, or brought up at any point in this meeting.*
3. To approve the minutes of the last Town Council meeting of 21st April 2020.
4. **Finance**
 - a) To consider making an amendment to Burscough Town Council Standing Orders. The resolution could be:- Burscough Town Council extends its delegation to enable Town Council meetings to continue via video technology to make decisions during any period of restricted activity declared by the Government during Coronavirus lockdown to enable the Town Council to fulfil its responsibilities to the residents.
 - b) To note that the payments approved at the last Town Council Meeting were made with no problems identified.
 - c) To note that the Internal Audit and external Audit timescales have been delayed, due to coronavirus and lockdown. Arrangements are in place to organise a date with the internal Auditor to start the process once we return to the office.
 - d) To note and consider the acceptance of the bank reconciliation for the Financial Year April 2019 to March 2020.
 - e) To consider renewing the Town Council Insurance with Zurich at a cost of £1,292.03. (previous years cost was £1267.00 – 1% raise)
 - f) Update on the CIL Award Scheme.
 - g) To consider the approval of the schedule of payments at the Town Council meeting of 13th May 2020

Folio Ref	Payee	Reference	Description	Online/SO/DD	Amount
22	North West Flags	7911/210420/88	Union Jack/England flags and pole clips	On line	£40.97
23	NRE Surveyors	D10392	Office lease (May 2020)	SO	£475.00
24	Zurich Municipal	3699322	Insurance	On line	£1292.03
25	Employee 2	April 2020	Salary	On line	£182.19
26	Employee 7	April 2020	Salary	SO	£1589.46
27	Employee 7	April 2020	Salary (balancing payment)	On line	£8.96
28	Employee 6	April 2020	Salary	SO	£171.28
29	Employee 6	April 2020	Salary (additional hours)	On line	£155.48
30	HMRC	April 2020	NI and Tax	On line	£588.55
31	People's Pension	May 2020	Pension	DD	£488.09
32	J Bather	April 2020	Youth work	On line	£120.00
33	Kevin Faragher	BPC008a	Apple MacBook for Town Clerk	On line	£999.99
34	Kevin Faragher	BPC008b	Office Suite for Apple MacBook supply/setup, docking station	On line	£290.00
35	Employee 7	03088605	Donation to Burscough food bank	On line	£377.04
36	P&R Electrical Contractors Ltd	7441	Repair of Burscough village lights	On line	£353.52
				Total	£7132.56

5. **Street Scene**
 To note that Victory in Europe (VE) Day bunting has been erected in the village.