

Annual Meeting of Burscough Town Council
To be held at St John's Church Hall (School Lane) on Tuesday 11th May 2021
starting at 6:30pm

Present

Cllr B Kennedy
 Cllr B Bailey
 Cllr A Booth
 Cllr J Crawford
 Cllr D Moss
 Cllr N Pollington
 Cllr C Ryley
 Mrs J Maguire Clerk
 Mrs S Gill Deputy Clerk

Minutes

1.	<p><u>Election of Chairman and signing of Declaration of Office.</u> Cllr Kennedy was nominated and seconded by Cllr's Bailey and Crawford and duly elected unopposed to the position of Chairman of the Town Council with a unanimous vote. It was agreed that he would sign his declaration of office the next day.</p>						
2.	<p><u>Election of Vice Chairman and signing of Declaration of Office.</u> Cllr Bailey was nominated and seconded by the Chairman and Cllr Crawford and duly elected unopposed to the position of Vice Chairman of the Town Council with a unanimous vote. It was agreed that he would sign his declaration of office the next day.</p>						
3.	<p><u>Declaration of Office</u> It was noted that all Councillors had previously signed their individual declarations of Office.</p>						
4.	<p><u>Apologies</u> Were noted as received from Cllr's Dereli, Hardisty, Schofield and Tribe these were accepted by the Town Council.</p>						
5.	<p><u>Disclosure of Pecuniary Interest and Non-Pecuniary Interests for this meeting.</u> None.</p>						
6.	<p><u>Appointments to Committees and Working Groups</u> It was resolved that the following members be elected to serve on the under-mentioned Committee and Working Groups: -</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">WORKING GROUPS/COMMITTEE</th> <th style="width: 50%;">Councillors</th> </tr> </thead> <tbody> <tr> <td>Planning & Footpaths Committee</td> <td>Brian Bailey Roger Bell – Awaiting June Meeting David Hardisty Brian Kennedy Chris Ryley John Tribe John Crawford Kevin Schofield Alison Booth</td> </tr> <tr> <td>Finance Working Group</td> <td>Brian Kennedy Brian Bailey Cynthia Dereli David Hardisty</td> </tr> </tbody> </table>	WORKING GROUPS/COMMITTEE	Councillors	Planning & Footpaths Committee	Brian Bailey Roger Bell – Awaiting June Meeting David Hardisty Brian Kennedy Chris Ryley John Tribe John Crawford Kevin Schofield Alison Booth	Finance Working Group	Brian Kennedy Brian Bailey Cynthia Dereli David Hardisty
WORKING GROUPS/COMMITTEE	Councillors						
Planning & Footpaths Committee	Brian Bailey Roger Bell – Awaiting June Meeting David Hardisty Brian Kennedy Chris Ryley John Tribe John Crawford Kevin Schofield Alison Booth						
Finance Working Group	Brian Kennedy Brian Bailey Cynthia Dereli David Hardisty						

		Derick Moss John Crawford Chris Ryley		
	Personnel Working Group	Brian Bailey Derick Moss John Crawford		
	News Letter & Publicity Working Group	Chris Ryley Roger Bell – Awaiting June Meeting Derick Moss Cynthia Dereil John Tribe		
	Street Scene Working Group	Derick Moss Brian Bailey Chris Ryley Alison Booth		
	Neighbourhood Plan Working Group	Brian Kennedy Brian Bailey John Crawford Chris Ryley Neil Pollington		
	Capital Projects Working Group	All Councillors		
	Traffic Issues Working Group	Cynthia Dereil Chris Ryley Neil Pollington Alison Booth John Crawford		
	Station Building Working Group	Brian Kennedy Chris Ryley Brian Bailey Neil Pollington Roger Bell – Awaiting June meeting		
	Flooding Working Group	Chris Ryley Brian Bailey		
	<ul style="list-style-type: none"> Chairman of the Town Council can attend all working groups. It was further noted that meeting times and dates for those Committees and Working Groups along with the election of the Chair will be determined by each group. 			
7.	<u>Review/agree signatories to the bank accounts</u> It was resolved that there would be no change to the signatories on the bank accounts; they will remain as discussed at the meeting. (Kennedy/Maguire/Hardisty/Moss)			
8.	<u>Review members declarations of interest forms.</u> Members who attended the meeting were asked at the meeting to review their declaration of interest forms. Members who were unable to attend the meeting were reminded, in line with procedure to review individual interests within 28 days of this meeting.			
9.	<u>Review member training and development records.</u> Members should ensure that their individual training records should be kept up to date.			
10	Appointments and representatives to the following Committees: -			
	Committee		Councillor Representative	

Lancashire Association of Parish and Town Councils (LAPTC) / Area Committee	Brian Bailey / John Crawford / Chris Ryley
Burscough Flood Action	Brian Bailey / David Hardisty
Burscough Dynamos FC	David Hardisty
OPSTA	Brian Bailey / David Hardisty
Peter Lathom Trust	Derick Moss / Brian Bailey / David Hardisty
Rural Services Network	Chris Ryley

11 Clerk Designated Powers

It was resolved that for the year of 2021/22 the points a – h listed below were reviewed and agreed to allow the Clerk the delegated powers and agreed all arrangements; these were proposed by the Chairman and seconded by Cllr Ryley with a unanimous vote.

- a) The Clerks power and in her absence the Deputy Clerk to organise printing and distribution of the Town Councils Newsletter within budget lines.
- b) The Clerks power and in her absence the Deputy Clerk to arrange training for Councillors provided by Lancashire Association of Local Councils within budget lines.
- c) The Clerks power with one other signatory arrange transfer of funds between bank accounts.
- d) The Clerks power and in her absence the Deputy Clerk to renew annual charges Information Commissioners Office Registration, Computer Anti-Virus software, confidential waste shredder, photocopier and office equipment.
- e) The Clerks power to purchase miscellaneous supplies for general maintenance up to £50 per calendar month.
- f) The Clerks power and in her absence the Deputy Clerk power to deploy SPIDs in line with budget.
- g) The Clerks power and in her absence the Deputy Clerk to arrange Health and Safety checks of play equipment and repairs as needed.
- h) The Clerks power to purchase goods, services and miscellaneous supplies up to the value of £1,000 per calendar month within budget lines. This resolution supersedes any previous resolutions made.

12 Standing Orders

It was resolved that for the year of 2021/22 the points a - c listed below were reviewed and agreed to allow the Clerk the delegated powers and agree all arrangements; these were proposed by the Chairman and seconded by Cllr Crawford with a unanimous vote.

- a) Review the standing orders for salaries of employee 7 and 8.

b) Review the direct debits for pension payments for employee 7 and 8.

c) Review the standing order for the office rental for NRE.

13 Policies and Procedures

It was resolved that the following policies be adopted and reviewed in line with policy and procedure Standing Orders, Financial Regulations, Members Allowances and Expenses Policy, Asset Register (with required adjustments throughout the year), Risk Management Plan, Training and Development Policy, Health and Safety Policy, Grievance and Disciplinary Policy, Safeguarding Policy (Young Voices of Burscough Group), Equality & Diversity, Data Protection Policy, Equal Opportunities Policy, Social Media Policy, Freedom of Information Policy, Grant Award Policy and Petty Cash Policy. Proposed by the Chairman and seconded by Cllr Bailey, it was noted that the above-named policy documents are working documents and are review throughout the year.

14 Schedule of Meeting Dates

a) The following schedule of dates was resolved: -

Meeting	Time in the Calendar Month
Planning and Footpaths Committee	1 st Wednesday of the Month
Full Town Council Meeting	2 nd Wednesday of the Month

b) It was noted that all working group meetings will continue on zoom conferencing until further notice and that the full Town Council and Planning and Footpaths Committee will return to face to face meetings. Action: - As there are no available meeting rooms the Town Council will use the room space in the Stanley Club until we have been able to secure the Interchange Building or have been authorised to return to the Grove Community Centre

The Meeting closed at 7:26pm