

**Annual Meeting of Burscough Town Council
On Wednesday 11th May 2022**

held at Burscough Village Primary School, Colburne Close starting at 6:30pm

Present

Cllr B Kennedy
Cllr B Bailey
Cllr C Derelli
Cllr J Crawford
Cllr J Horsley
Cllr C Ryley
Cllr N Pollington
Mrs J Maguire Clerk
Mrs S Gill Deputy Clerk

Minutes

1. Election of Chairman and signing of Declaration of Office.
Cllr Kennedy was nominated and seconded by Cllr's Ryley and Crawford and duly elected unopposed to the position of Chairman of the Town Council with a unanimous vote. He signed his declaration of office at this point in the meeting.

The Chairman addressed the meeting mentioning the retiring Town Councillors David Hardisty who joined the Parish Council on the 5th May 1983 when the Council was established by the order of the Secretary of State at an Inaugural election. Alison Booth from 13th September 2018 and John Tribe from 19th November 2018 on behalf of the Town Council the Chairman thanked the retiring members for all their support over the duration they were on the Council.

2. Election of Vice Chairman and signing of Declaration of Office.
Cllr Bailey was nominated by Cllr Derelii and seconded by Cllr Crawford and did not accept the nomination. Cllr Moss expressed an interest via email, he was proposed by Cllr Bailey and seconded by Cllr Pollington 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 when he returns from holiday.

3. Declaration of Office
It was noted that all Councillors signed their individual declarations of Office and updated their individual pecuniary / non-pecuniary forms.

4. Apologies
Were noted as received from Cllr's Burns and Moss these were accepted by the Town Council.

5. Disclosure of Pecuniary Interest and Non-Pecuniary Interests for this meeting.
None.

6. Appointments to Committees and Working Groups
It was resolved that the following members be elected to serve on the under-mentioned Committee and Working Groups: -

WORKING GROUPS/COMMITTEE	Councillors
Planning & Footpaths Committee	Brian Bailey Brian Kennedy John Horsley Chris Ryley John Crawford

	Finance Working Group	Brian Kennedy Brian Bailey Cynthia Dereli Derick Moss John Crawford Chris Ryley John Horsley								
	Personnel Working Group	Brian Bailey Derick Moss John Crawford								
	Newsletter & Publicity Working Group	Chris Ryley Derick Moss Cynthia Dereli								
	Street Scene Working Group	Derick Moss Brian Bailey Chris Ryley								
	Neighbourhood Plan Working Group	Brian Kennedy Brian Bailey John Crawford Chris Ryley								
	Capital Projects Working Group	All Councillors								
	Traffic Issues Working Group	Cynthia Dereli Chris Ryley Neil Pollington Sara Burns								
	Station Building Working Group	Brian Kennedy Brian Bailey Derick Moss Chris Ryley Cynthia Dereli								
	Civic Events	Brian Bailey Chris Ryley								
	Climate Change Champion	Cynthia Dereli								
	Flooding Working Group	Removed								
	<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.	<p><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/Crawford/Moss) Proposed by Cllr Ryley and seconded by the Chairman.</p>									
8.	<p><u>Review member training and development records.</u> Members should ensure that their individual training records should be kept up to date.</p>									
9.	<p>Appointments and representatives to the following Committees: -</p> <table border="1"> <thead> <tr> <th>Committee</th> <th>Councillor Representative</th> </tr> </thead> <tbody> <tr> <td>Lancashire Association of Parish and Town Councils (LAPTC) / Area Committee</td> <td>Brian Bailey / John Crawford / Chris Ryley</td> </tr> <tr> <td>Burscough Flood Action</td> <td>Brian Bailey / Chris Ryley</td> </tr> </tbody> </table>				Committee	Councillor Representative	Lancashire Association of Parish and Town Councils (LAPTC) / Area Committee	Brian Bailey / John Crawford / Chris Ryley	Burscough Flood Action	Brian Bailey / Chris Ryley
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Lancashire Association of Parish and Town Councils (LAPTC) / Area Committee	Brian Bailey / John Crawford / Chris Ryley									
Burscough Flood Action	Brian Bailey / Chris Ryley									

	Burscough Dynamos FC	Remove
	OPSTA	Brian Bailey / Neil Pollington
	Peter Lathom Trust	Derick Moss / Brian Bailey
	Rural Services Network	Chris Ryley
10	<p><u>Clerk Designated Powers</u></p> <p>It was resolved that for the year of 2022/23 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 Cllr Ryley and seconded by Cllr Bailey with a unanimous vote.</p> <ul style="list-style-type: none"> 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 £100 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 in an emergency situation within budget lines in consultation with the Chairman or Vice Chairman or another Councillor. 	
11	<p><u>Standing Orders</u></p> <p>It was resolved that for the year of 2022/23 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 Ryley with a unanimous vote.</p> <ul style="list-style-type: none"> 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. 	
12	<p><u>Policies and Procedures</u></p>	

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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, Enquiries Policy, Freedom of Information Policy, Grant Award Policy and Petty Cash Policy. Proposed by Cllr Crawford and seconded by Cllr Bailey, it was noted that the above-named policy documents are working documents and are review throughout the year.

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

The Meeting closed at 7:10pm