
Burscough Town Council Meeting
To be held on Wednesday 14th June 2023 at The Interchange Building, Station Approach, Burscough starting at 7pm (after the Annual Town Council Meeting)

IF ANY MEMBER OF THE PUBLIC WISHES TO COMMENT ON ITEMS ON THE AGENDA OR BRING TO OUR ATTENTION ANY CONCERNS, PLEASE EMAIL THESE TO THE CLERK.

Agenda

You are summoned to attend an Ordinary Meeting of the Town Council to be held on Wednesday 14th June 2023

1.	Welcome. <small>(Inform attendees of the fire evacuation procedure)</small>
2.	To receive apologies for absence.
3.	Disclosure of Pecuniary and Non-Pecuniary Interests: - members <i>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.</i>
4.	To receive a presentation from Tony Killan regarding the expansion of the Merseyrail Network. <small>(Maximum 20 minutes)</small>
5.	Consider the Co-option of Stephen Bradley. <small>(Confidential item)</small>
6.	To receive any issues by members of the public present. <i>Members of the public can attend the meeting or email the Clerk to bring to attention any concerns. (Max 5 mins each resident)</i>
7.	To receive comments from County and Borough Councillors. <small>(Max 5 mins per Councillor)</small>
8.	To receive any updates from the Police.
9.	To approve the minutes of the Annual Meeting of the Town Council on the 10 th May 2023.
10.	To approve the minutes of the previous Town Council meeting of the 10 th May 2023.
11	<u>Finance</u> a) To note the minutes of the Finance Working Group dated 6 th June 2023. b) To Accept the Internal Audit Report for 2022/23 as recommended by the Finance Working Group. c) To note that all the relevant documents have been sent to the External

Auditors – PKF Littlejohn and the confirmation for the Exercise of Public Rights starts on Monday 12th June and concludes on the 21st July 2023.

d) To approve the schedule of payments at the Town Council meeting of the 14th June 2023 and agree authorisers.

**Month 3 - Approved
June 2023**

Folio Ref	Payee	Reference	Description	Online/SO/DD	Amount
48	BT Business	GP01075839/M003 6N	Cloud Voice & Broadband re Mar/Apr/May 2023	On Line	368.89
49	Waste Managed	WM-0000576466	Fortnightly general waste collection April 2023	DD	45.60
50	Waste Managed	WM-0000576467	Annual Duty of Care charge 2023/24	DD	115.20
51	Waste Managed	WM-0000607432	Fortnightly general waste collection April 2023	DD	45.60
52	People's Pension	26/05/2023	Pension re May Salaries 2023	DD	635.92
53	Employee 7	01/06/2023	Salary re May 2023 paid 01/06//2023	SO	1,888.37
54	Employee 7	01 June 2023	Increment rise re salary scale April 2023	SO	49.46
55	Employee 8	01 June 2023	Salary re May2023 paid 01/06//2023	SO	855.08
56	HMRC	428PH00126651	Tax & NI period ending 05/06/2023	On Line	612.68
57	Sefton Council for Voluntary Services	26/11/1924	Undertake of Internal Audit 31.03.23	On Line	93.75
58	Shaw Savage Business Services Ltd	IN00068596	1st Aid kit/accident book/paper/sharpeners	On Line	89.27
59	Zurich Municipal	INV 524209526	Annual Insurance 01/06/2023-31/05/2024	On Line	3,835.12
60	Cllr B Bailey	Expenses claim	Mileage to licensing sub committee/to LCC re Hydrobrake chamber	On Line	17.10
61	Face for Business	Inv 70772	Telephone answering service 01/05/23-31/05/23 (10 calls)	On Line	102.00
62	Top Trophies North	Inv 5388	Engraving of the shield re Xmas window competition	On Line	12.00
63	North West Linux	Inv 12598	Phones, shared drive & security configured (3hr) IT work	On Line	252.00
64	Alpha Business Products	Inv 72406	Photocopier usage 31/03/23 - 30/04/23	On Line	67.65
65	Yates Playgrounds Ltd	INV-2148	Replace cap on spring tractor mere Av Play area	On Line	54.00
66	Burscough Village Primary School	Grant	Grant funding to support mental health worker for all Burscough Primary Schools	On Line	20,426.00

67	Employee 7	Expenses claim	Zoom Fees (May'23), Annual IT Licences re e-mail & shared drive 22/05/23-21/05/24	On Line	312.03
68	Mwinnard Landscapes Ltd	INV 151	Apr/May'23 shelters cleaning, Ad Hoc Duties, Bunting for Coronation	On Line	1,632.50
69	Employee 8	Expenses claim	Postage re VAT claim & miles re notice boards & trophy engraving	On Line	18.10
Total for month					£31,528.32

12 Interchange Working Group

- a) To note the minutes of the Interchange Working Group dated the 16th May and 1st June 2023.
- b) Resolve to accept the recommendation from the Interchange Working Group to charge £15.00 per hour for the large meeting room and £10.00 for back meeting room to be named room A and £10 per hour for the large meeting room split into 1/2 named B and C.
- c) Resolve to accept the recommendation from the Interchange Working Group to accept the Terms and Conditions of the Room Hire policy with a delegated authority in consultation with Chair and Vice chair to make any minor changes.
- d) Resolve to accept the recommendation from the Interchange Working Group to accept the quotation for the letter box from M Winnard for the Interchange Building at a cost of £202.20 plus fitting of £75.00.
- e) Resolve to accept the recommendation from the Interchange Working Group to accept the quotation from Marigolds cleaning at a charge of £25.00 per hour.
- f) Resolve to accept the recommendation from the Interchange Working Group to accept the quote from EAL Fire and Safety Solutions for £395 for a Fire Risk Assessment for the Interchange Building.
- g) Resolve to accept the recommendation from the Interchange Building Working Group to accept the quotation from Motion Signs and Graphics for new signage at the Interchange building for £2856.
- h) Resolve to accept the recommendation from the Interchange Working Group to agree the Scribe Set up fee of £197.00 with an annual subscription @ £24 per month - £288.00.

12 Newsletter and Publicity

- a) To note the minutes of the Newsletter and Publicity Working Group meeting dated 24th May 2023.

13 Miscellaneous Items

- a) To note the email from WLBC and Street Scene Town Councillors and agree locations for 2 x 310 litre recycling bins.
- b) To discuss if the Town Council have any thoughts regarding the bin

cupboard at the wharf.

- c) To discuss if the Town Council would like to participate in a Community Skip Day and to receive the letter from WLBC advertising this event.

14 Climate Change

- a) Cllr Derelli to raise any issues the Town Council need to be aware of with regard to Climate Change.

Date of next Town Council Meeting will be held on Wednesday 12th July 2023 starting at 7pm at the Interchange Building.

Jackie Maguire
Clerk to Burscough Town Council
8th June 2023



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