

Burscough Town Council Meeting
To be held on Wednesday 20th September 2023 at The Interchange Building, Station Approach, Burscough starting at 7pm

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 20th September 2023

1. Welcome.
(Inform attendees of the fire evacuation procedure)
2. To receive apologies for absence.
3. 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.*
4. To receive any issues by members of the public present.
Members of the public can attend the meeting or email the Clerk to bring to attention any concerns. (Max 5 mins each resident)
5. To receive comments from County and Borough Councillors. *(Max 5 mins per Councillor)*
6. To receive any updates from the Police.
7. To approve the minutes of the previous Town Council meeting of the 12th July 2023.
8. Resolve for Cllr Bradley to join Planning & Footpaths Committee, Street Scene, Neighbourhood Plan, Traffic Issues and Climate Change Working Groups.
9. Finance
 - a) To note the minutes of the Finance Working Group dated 8th August 2023.
 - b) To note the procedure for ordering goods and services,
 - c) Recommendation from the Finance Working Group to consider delegated powers for the Clerk/Deputy to organise payments for all utilities for the Interchange Building.
 - d) To approve the schedule of payments at the Town Council meeting of the 20th September 2023 and agree authorisers.

Month 6 - Approved September 2023

Folio Ref	Payee	Reference	Description	Online/ SO/DD	Amount
111	Waste Managed	WM000067 7569	Fortnightly general waste collection July 2023	On Line	45.60
112	BT Business	GP010758 39/M006 IS	Cloud Voice & Broadband re July & August 2023	On Line	287.80
113	Richardsons	94249	Furniture for Interchange Building	On Line	2,102.88
114	Alpha Business Products	INV-73689	Scan contract 28/07/23 - 27/08/23	On Line	12.00
115	Alpha Business Products	INV-73888	Photocopier usage 31/06/23 - 31/07/23	On Line	64.98
116	OPSTA	Burs TC Ann Mem	Annual Membership to 31st May 2024	On Line	10.00
117	Yates Playgrounds Ltd	INV-2182	Playground Inspection August 2023 (Mere Ave)	On Line	30.00
118	Waste Managed	WM000071 2305	Fortnightly general waste collection August 2023	On Line	45.60
119	Greenbarnes Ltd	INV 17651	3 x Notice Boards for interchange Building & Tale of Burscough Sq	On Line	6,244.81
120	Ace Shelters Ltd	INV - 1652	Replace broken perspex panel on Junction Ln bus shelter	On Line	300.00
121	Employee 7	Salary August 2023	Salary re August 2023 paid 01/09/2023	SO	1,888.37
122	Employee 8	Salary August 2023	Salary re August 2023 paid 01/09/2023	SO	855.08
123	HMRC	428PH001 26651	Tax & NI period ending 05/09/2023	On Line	800.28
124	People's Pension	01 August 2023	Pension re August Salaries 2023	DD	635.92
125	SLCC	INVBK211 952-1	Community Engagement Course for Cllr Sargent	On Line	144.00
126	Employee 8	Expenses claim	defib check mileage & footstool for office	On Line	9.79
127	Employee 7	Expenses claim	Zoom fees (Aug'23), test room booking system	On Line	25.39
128	NorthWest Flags	32626/230 823/57	Union Jack flag, rope & toggle	On Line	29.99
129	PKF Littlejohn LLP	SB01532	External Audit Fees	On Line	1,638.00
130	Cllr B Bailey	Travel expenses	Mileage to West Lancs Area Committee Meeting	On Line	2.70
131	Shaw Savage Business Services Ltd	IN0006920 8	Fire & post signs, 1st aid box & stationary	On Line	70.20
132	Mwinnard Landscapes Ltd	INV 171	Shelters & signs cleaned, Ad Hoc duties & planters planted o'side Offices Jun-Aug'23	On Line	1,556.25
133	Mwinnard Landscapes Ltd	INV 164	July watering of planters/hanging baskets	On Line	1,558.00
134	Mwinnard Landscapes Ltd	INV 173	Postbox supplied & fitted at BTC Offices	On Line	280.00
135	Marigolds	Inv 0836 870770834	Office Cleaning August 2023	On Line	100.00

136	Face for Business	INV 72936	Telephone answering service 01/08/23-31/08/23 (7 calls)	On Line	102.00
137	Alpha Business Products	INV-74439	Photocopier usage 31/07/23 - 31/08/23	On Line	44.36
138	BT Business	GP010758 39/M007 MF	Cloud Voice & Broadband re September 2023	On Line	104.53
Total for month					£18,988.53

10 Interchange Working Group

- a) To note the minutes of the Interchange Working Group dated the 25th July, 1st August, 15th August and 24th August 2023.
- b) Resolve to agree the Fire Safety Policy and Emergency Evacuation Policy.
- c) Resolve to accept the quotation from Elliot's Electrics at £35.00 per hour to complete the yearly PAT testing every 12 months.
- d) Resolve to accept the quotation from SSSystems for Fire and Security contracts includes servicing of fire alarm, emergency lighting, intruder alarm, CCTV and access control.
- e) Resolve to ask the Clerk and Deputy Clerk and any other members to complete an online fire warden training.
- f) Resolve to accept the quotation from SSSystems to attach a system to the fire alarm and intruder alarm to monitor the building and inform key holders.
- g) Resolve to accept the quotation from Churches Fire to replace and service the fire extinguishers.
- h) To consider and agree a date for an 'open day / afternoon' at the Interchange Building.

11 Traffic Issues Working Group

- a) To note the minutes of the Traffic Issues Working Group dated the 27th July and 24th August 2023.
- b) Resolve to accept the quotation from Elan City for three ultra-mobile packs, 8 additional mounting poles and 3x replacement batteries.

12 Newsletter and Publicity

- a) To note the minutes of the Newsletter and Publicity Working Group meeting dated 25th July and 15th August 2023.
- b) Resolve to purchase a license for CANVA.
- c) Resolve to accept the Digital Marketing Strategy 2023 and agree to move forward with this strategy with a view to enhance our media presence.

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Civic Events

- a) Resolve to accept the quotation from Ventbooks to provide traffic management at the Remembrance Parade and agree items required.
- b) Consider allowing a delegated power to the Clerk / Deputy Clerk to organise both the Ringtail Service and remembrance parade within budget.
- c) Resolve to accept the quotation from Soundsgood to provide a PA system for both Ringtail service and remembrance parade.
- d) Consider venues for refreshments after both Ringtail service and remembrance parade.
- e) Resolve to accept one of the quotations from either the Hop Vine or Pauline Sewell noting that the Hop Vine cannot be the venue if Pauline Sewell is accepted another venue should be sourced.
- f) Resolve to accept the quotation from Skelmersdale Prize band to play and march at the remembrance parade.

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Street Scene

- a) To note the minutes of the Street Scene Working Group dated 9th August and 23rd August 2023.
- b) Resolve to accept the quotation from Ian Yates to replace both benches on Junction Lane / Square Lane and Briars Lane at £790 each.
- c) Resolve to accept the quotation from Illumidex to replace the metal tree ties with polycarbonate heavy duty buckle ties at £1208.00.
- d) Resolve to accept the quotation from Illumidex to repair the lights on the canal side of the bridge.
- e) Resolve to accept the quotation from Elliott Cosgrove to fix an outside electrical socket on the front of the Interchange Building.
- f) To note the Clerk has used her delegated power to order the Christmas Wreath for the Interchange Building.
- g) Resolve to accept the quotation for a service agreement for the lights in situ all year round in the village.
- h) Note the email chain to Canal and River Trust regarding the closed bin store and consider if the Town Council would like to pursue the opening of this any further.
- i) Update from Cllr Price regarding reported sewage discharge from a damaged manhole cover on New Lane.
- j) Resolve to purchase Christmas Tree from as per quote from Illumidex

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Ormskirk Fatality

- a) To note the letter sent to the Chief Operating Officer at WLBC which the Police Crime Commissioner was copied into from the Chairman sent on the 7th August 2023.
- b) Note the response from WLBC dated 18th August 2023.

16 Climate Action Working Group

- a) To note the minutes of the Climate Action Working Group dated 5th September 2023.
- b) Resolve that the Climate Change Working Group proceed with the renewal of the Fair Trade Status on behalf of the Town Council.

17 Item 7 on WLBC Agenda for Standards Committee

To consider why BTC not invited to nominate one of our members

After this meeting there will be a Confidential Town Council meeting when members of the public and Borough Councillors will be excluded.

Date of next Town Council Meeting will be held on Wednesday 18th October 2023 starting at 7pm at the Interchange Building.

Jackie Maguire
Clerk to Burscough Town Council
31st August 2023