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**Burscough Town Council Meeting**  
**To be held on Wednesday 18<sup>th</sup> October 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 18<sup>th</sup> October 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 and the Confidential Meeting of the 20<sup>th</sup> September 2023.
8. Finance
  - a) To note the minutes of the Finance Working Group dated 10<sup>th</sup> October 2023.
  - b) Resolve to accept the application for grant funding of £1500 from Sporting Challenge.
  - c) Resolve to accept the External Auditors report 2022/23.
  - d) To approve the schedule of payments at the Town Council meeting of the 18<sup>th</sup> October 2023 and agree authorisers.

Month 7 - Approved October 2023

Folio Ref	Date	Payee	Reference	Description	Online/SO/D	Amount
139	26/09/2023	Tide Cleaning Services	BTC 20/09/23	Washing all external windows on Interchange Building	Paid 28/09/23	55.00
140	21/09/2023	Npower Business Solutions	IN08472628	Electricity 20/12/22 - 31/12/22	Paid 28/09/23	64.28
141	30/09/2023	Unity Trust Bank	20422820	Bank Charges 04/06/2023 - 03/09/2023	Paid 30/09/23	27.60
142	01/10/2023	Employee 7	Salary September 20	Salary re September 2023 paid 01/10/2023	Paid 02/10/23	1,888.37
143	01/10/2023	Employee 8	Salary September 20	Salary re September 2023 plus Hol cover backpay paid 01/10/2023	Paid 02/10/23	1,008.66
144	01/10/2023	HMRC	428PH00126651	Tax & NI period ending 05/10/2023	On Line	898.49
145	01/10/2023	People's Pension	01 September 2023	Pension re September Salaries 2023	DD	635.92
146	02/10/2023	Mrs E Hawksby (FairTrade)	Number 1	Tea, coffee & biscuits for the Office	On Line	15.05
147	01/10/2023	Marigolds	0836870770841	Office Cleaning September 2023	On Line	100.00
148	22/09/2023	Grenke Leasing Ltd	122021066	Photocopier lease 01/10/2023-31/12/2023	On Line	159.84
149	01/10/2023	Face for Business	INV 73690	Telephone answering service 01/09/23-30/09/23 (13 calls)	On Line	102.00
150	25/09/2023	Yates Playgrounds Ltd	INV-2197	Playground Inspection September 2023 (Mere Ave)	On Line	30.00
151	02/10/2023	Yates Playgrounds Ltd	INV-2199	SPIDS Mill Ln & Red Cat Ln 07.07.23 - 29.09.23	On Line	561.60
152	02/10/2023	Yates Playgrounds Ltd	inv-2200	SPIDS New Lane 07.07.23 - 29.09.23	On Line	390.00
153	29/09/2023	Shaw Savage Business Solutions	IN00069373	Diaries 2024	On Line	3.24
154	01/10/2023	Sounds Good Ltd	INV000580	Annual Website maintenance & Support package (Pd annually in advance)	On Line	970.00
155	05/10/2023	Sounds Good Ltd	INV000585	PA System for Ringtail Service & Remembrance Sunday	On Line	250.00
156	02/10/2023	Defib Machines Ltd	INV 67086	Annual lease of defib machines	On Line	876.00
157	02/10/2023	Defib Machines Ltd	INV 67087	Annual lease of defib cabinets	On Line	876.00
158	06/10/2023	illumidex UK Ltd	INV BURSC001	Crowd barriers for Xmas decs	On Line	460.80
159	06/10/2023	illumidex UK Ltd	INV BURSC002	Christmas wreath, supply, test, install & store	On Line	444.00
160	06/10/2023	illumidex UK Ltd	INV BURSC003	10 x trees replacement of tree ties & conduit	On Line	1,449.60
161	06/10/2023	illumidex UK Ltd	INV BURSC004	Christmas decorations/lights for Xmas Tree	On Line	3,018.00
162	03/10/2023	Cllr B Bailey	Expenses claim	B50% broadband & mobile expenses (6mths)	On Line	86.22
163	25/09/2023	Employee 7	Expenses claim	Zoom fees (Sept'23), Wreaths & contribution to glasses	On Line	275.36
164	06/10/2023	Employee 7	Expenses claim	50% Mobile Phone charges May - Oct 2023	On Line	191.24
165	12/10/2023	Mwinnard Landscapes Ltd	INV 175	Watering of plants in planters August 2023	On Line	1,558.00
166	12/10/2023	Mwinnard Landscapes Ltd	INV 176	Watering of plants in planters September 2023	On Line	1,558.00
167	30/09/2023	Alpha Business Products	INV 74842	Scan contract 28/09/23 - 27/10/23	On Line	12.00
168	30/09/2023	Alpha Business Products	INV 75089	Photocopier usage 31/08/23 - 30/09/23	On Line	75.77
		<b>Total for month</b>				<b>£18,041.04</b>

9. Interchange Working Group

- a) To note the Interchange Working Group met with the Project Managers and raised points listed on the defects list.
- b) Resolve to accept the quotation from Ace Doors to instal internal handles to the front doors of the Interchange Building.
- c) To note correspondence from the Valuation Office.

10. Traffic Issues Working Group

- a) To note the minutes of the Traffic Issues Working Group dated the 25<sup>th</sup> September 2023.

11. Street Scene

- a) To note the minutes of the Street Scene Working Group meeting dated 27<sup>th</sup> September 2023.
- b) Resolve to accept the quotation from Illumidex to re wrap the tree lights on the bridge – Canal side opposite the wharf at a cost of £1125.
- c) Resolve to accept the quotation from Illumidex to carry out visual checks of the tree lights and cables within the village at a cost of £700.

12 Civic Events

- a) To note the minutes of the Civic Events Working Group dated the 9<sup>th</sup> October 2023.
- b) Discuss the proposition to provide some funding for food at the Stanley Club after the Remembrance Service at the Cenotaph on Sunday 12<sup>th</sup> November 2023.
- c) To note the Remembrance arrangements throughout West Lancashire provided by WLBC.

13 Climate Action Working Group

- a) To note the minutes of the Climate Action Working Group dated 3<sup>rd</sup> October 2023.

14 Update to Crabtree Lane Drainage System

- a) To note that the gullies have now been connected to the culvert and the works are complete.

Date of next Town Council Meeting will be held on Wednesday 15<sup>th</sup> November 2023 starting at 7pm at the Interchange Building.

Jackie Maguire  
Clerk to Burscough Town Council  
12<sup>th</sup> October 2023

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