

**Annual Meeting of Burscough Town Council
On Wednesday 15th May 2024**

held at The Interchange Building, Station Approach starting at 6:30pm

Present

Cllr B Kennedy
Cllr S Bradley
Cllr C Derelli
Cllr J Crawford
Cllr D Moss
Cllr E Ouko
Mrs J Maguire Clerk
Mrs S Gill Deputy Clerk

Minutes

| 1. | <p><u>Election of Mayor and signing of Declaration of Office.</u> Cllr Kennedy was nominated and seconded by Cllr's Moss and Dereli and duly elected unopposed to the position of Mayor of the Town Council with a unanimous vote. He signed his declaration of office at this point in the meeting.</p> | | | | | | | | |
|---------------------------------|--|---------------------------------|--------------------|--------------------------------|---|-----------------------|--|-------------------------|------------------------------|
| 2. | <p><u>Election of Deputy Town Mayor Vice and signing of Declaration of Office.</u> Cllr Moss was nominated and seconded by Cllr's Kennedy and Bradley and duly elected unopposed to the position of Deputy Town Mayor of the Town Council with a unanimous vote. He signed his declaration of office at this point in the meeting.</p> | | | | | | | | |
| 3. | <p><u>Declaration of Office</u> It was noted that all Councillors signed their individual declarations of Office and updated their individual pecuniary / non-pecuniary forms.</p> | | | | | | | | |
| 4. | <p><u>Apologies</u> Were noted as received from Cllr's Pollington and Horsley were accepted by the Town Council.</p> | | | | | | | | |
| 5. | <p><u>Disclosure of Pecuniary Interest and Non-Pecuniary Interests for this meeting.</u> None.</p> <p>Cllr Price joined the meeting at 6:40.</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%;"><thead><tr><th style="text-align: left;">WORKING GROUPS/COMMITTEE</th><th style="text-align: left;">Councillors</th></tr></thead><tbody><tr><td>Planning & Footpaths Committee</td><td>Brian Kennedy Stephen Bradley John Horsley John Crawford Mike Price</td></tr><tr><td>Finance Working Group</td><td>Brian Kennedy Derick Moss John Crawford John Horsley Neil Pollington</td></tr><tr><td>Personnel Working Group</td><td>Derick Moss John Crawford</td></tr></tbody></table> | WORKING GROUPS/COMMITTEE | Councillors | Planning & Footpaths Committee | Brian Kennedy Stephen Bradley John Horsley John Crawford Mike Price | Finance Working Group | Brian Kennedy Derick Moss John Crawford John Horsley Neil Pollington | Personnel Working Group | Derick Moss John Crawford |
| WORKING GROUPS/COMMITTEE | Councillors | | | | | | | | |
| Planning & Footpaths Committee | Brian Kennedy Stephen Bradley John Horsley John Crawford Mike Price | | | | | | | | |
| Finance Working Group | Brian Kennedy Derick Moss John Crawford John Horsley Neil Pollington | | | | | | | | |
| Personnel Working Group | Derick Moss John Crawford | | | | | | | | |

| | Newsletter & Publicity Working Group | Mike Price Derick Moss Cynthia Dereli Ezra Ouko | | | | | | | |
|---|--|---|--|-----------|---------------------------|---|-----------------------------|------------------------|---|
| | Street Scene Working Group | Derick Moss Stephen Bradley John Horsley | | | | | | | |
| | Neighbourhood Plan Working Group | Brian Kennedy Derick Moss John Crawford Cynthia Dereli | | | | | | | |
| | Capital Projects Working Group | All Councillors | | | | | | | |
| | Traffic Issues Working Group | Derick Moss Neil Pollington Mike Price Cynthia Dereil Stephen Bradley | | | | | | | |
| | Interchange Working Group | Brian Kennedy Derick Moss Cynthia Dereli | | | | | | | |
| | Civic Events | Derick Moss John Horsley | | | | | | | |
| | Climate Working Group | Cynthia Derelli Ezra Ouko Stephen Bradley | | | | | | | |
| | a) Mayor 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 noted that currently there are four signatories acting as authorisers on the bank accounts Cllr's Crawford, Moss, Kennedy and the Clerk it was further resolved to add an additional signatory, Cllr Price was proposed by Cllr Bradley and seconded by Cllr Ouko with a unanimous vote to act as a fifth signatory.</p> <p>Cllr Crawford joined the meeting at 6:50pm</p> | | | | | | | | |
| 8. | <p><u>Review members declaration of Interest Forms</u> Member were reminded to keep their individual declaration of interest forms up to date.</p> | | | | | | | | |
| 9. | <p><u>Review member training and development records.</u> Members should ensure that their individual training records should be kept up to date.</p> <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 / Derick Moss.</td> </tr> <tr> <td>Burscough Flood Action</td> <td>Brian Bailey / Mike Price / Brian Kennedy</td> </tr> </tbody> </table> | | | Committee | Councillor Representative | Lancashire Association of Parish and Town Councils (LAPTC) / Area Committee | Brian Bailey / Derick Moss. | Burscough Flood Action | Brian Bailey / Mike Price / Brian Kennedy |
| Committee | Councillor Representative | | | | | | | | |
| Lancashire Association of Parish and Town Councils (LAPTC) / Area Committee | Brian Bailey / Derick Moss. | | | | | | | | |
| Burscough Flood Action | Brian Bailey / Mike Price / Brian Kennedy | | | | | | | | |

| | |
|------------------------|-----------------------------------|
| OPSTA | Brian Bailey / Neil Pollington |
| Peter Lathom Trust | Derick Moss / Brian Bailey |
| Rural Services Network | Remove – do not review membership |

10 Clerk Designated Powers

It was resolved that for the year of 2024/25 the points a – k listed below were reviewed and agreed to allow the Clerk the delegated powers and agreed all arrangements; these were proposed by the Cllr Kennedy and seconded by Cllr Moss with a unanimous vote, with an alteration to point e to change to £200.

- 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, building insurance, annual website maintenance and hosting and office equipment.
- e) The Clerks power and in her absence the Deputy Clerk to purchase miscellaneous supplies for general maintenance up to £200 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 Mayor or Deputy Town Mayor or another Councillor.
- i) The Clerks power and in her absence the Deputy Clerk delegated powers to pay all utilities invoices within timescale and get onto direct debits / standing orders as soon as possible.
- j) The Clerks power and in her absence the Deputy Clerk the powers to organise Ringtail Service and Remembrance Parade in consultation with the Chair of Civic Events.
- k) The Clerks power and in her absence the Deputy Clerk the powers to renew all building service contracts for the management of the Interchange building.

11 Standing Orders

It was resolved that for the year of 2024/25 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 Cllr Price and seconded by Cllr Bradley 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 direct debit for waste management.

Policies and Procedures

12 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 Enquiries Policy, Payment Security details, Fire Safety Policy, Emergency Evacuation Policy and Digital Marketing Strategy, Petty Cash Policy, Fob acceptance Policy, Enquiries Response Policy, Grant Application Policy and Terms and Conditions of Room Hire Policy.

Proposed by Cllr Price and seconded by Cllr Bradley, with a unanimous vote. It was noted that the above-named policy documents are working documents and are review throughout the year.

Schedule of Meeting Dates

13 The following schedule of dates were agreed with all councillors in attendance: -

| Meeting | Time in the Calendar Month |
|----------------------------------|--|
| Planning and Footpaths Committee | 1 st Wednesday of the Month |
| Full Town Council Meeting | 3 rd Wednesday of the Month |

The Meeting closed at 7:10pm