

Burscough Town Council Meeting

To be held on Wednesday 17th September 2025 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 August 2025

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)
 - a) To note/discuss a Residents email regarding empty shops in town centre.
5. To receive comments from County and Borough Councillors. *(Max 5 mins per Councillor)*
6. To receive any updates from the Police.
 - a) To note the two Police surgeries to be held at Burscough Town Council.
7. Consider the co-option of Mr Eddie Pope onto the Town Council. *(this is a confidential item and Borough / County Councillors and members of the public will be asked to leave the meeting at this point)*
8. To approve the minutes of the previous Town Council meeting and confidential meeting held on the 20th August 2025.
9. Finance
 - a) To note the approved and signed AGAR from the external auditor, with adjustments required for next year's audit, for which they have provided a template of the form format required.
 - b) To approve the schedule of payments at the Town Council meeting of the 17th September 2025 and to agree authorisers.

Folio Ref	Inv Date	Payee	Reference	Description	Online/SO/DD	Amount
119	15/08/2025	Waste Managed	WM-0001875228	Refuse fortnightly collection Sept 25	DD Pd 28/08/25	61.02
120	11/08/2025	Unity Multipay Card	01/09/2025	Balance of Multipay card July/August 25	DD Pd 26/08/25	160.37
121	01/09/2025	People's Pension	01/09/2025	Pension re August'25	DD Pd 01/09/25	1,003.11

	122	01/09/2025	Employee 07	01/09/2025	Salary re August'25 paid 01/09/2025	SO Pd 01/09/25	2,512.41	
	123	01/09/2025	Employee 08	01/09/2025	Salary re August'25 paid 01/09/2025	SO Pd 01/09/25	1,271.26	
	124	01/09/2025	Employee 09	01/09/2025	Salary re August'25 paid 01/09/2025	SO Pd 01/09/25	328.01	
	125	01/09/2025	Employee 11	01/09/2025	Salary re August'25 paid 01/09/2025	SO Pd 01/09/25	445.42	
	126	01/09/2025	Employee 12	01/09/2025	Salary re August'25 paid 01/09/2025	SO Pd 01/09/25	486.79	
	127	12/08/2025	Npower Business Solutions	IN13755520	Electricity Charges July 2025	Online Pd 21/08/25	109.13	
	128	27/08/2025	Npower Business Solutions	IN13806954	Christmas Lighting 2024	Online Pd 04/09/25	24.93	
	129	04/09/2025	Burscough Litter Pickers	Grant	Equipment for Burscough Litter Pickers	Online Pd 04/09/25	1,000.00	
	130	31/07/2025	Unity Bank	Service charge	Monthly Service charge July 2025	DD Pd 31/08/25	10.65	
	131	31/08/2025	Unity Bank	Service Charge	Monthly Service charge August 2025	DD Pd 30/09/25	9.45	
	132	10/09/2025	Wave (Anglian Water)	Monthly DD	Monthly payment of water bill (Sept'25)	DD Pd 10/09/25	46.80	
	133	27/08/2025	Shaw Savage Business Services Ltd	IN00073616	Stationery	On Line	147.94	
	134	12/08/2025	Tide Cleaning Services	INV BTC	Clean all external windows Interchange Building	On Line	55.00	
	135	31/07/2025	Alpha Business Products Ltd	INV 88755	Photocopier usage 30/06/25-31/07/25	On Line	145.27	
	136	31/08/2025	Alpha Business Products Ltd	INV 89090	Scan Contract 28/08/25-27/09/25	On Line	12.00	
	137	31/08/2025	Alpha Business Products Ltd	INV 89106	Photocopier usage 31/07/25-31/08/25	On Line	21.29	
	138	27/08/2025	IData Destruction Ltd	Inv 72429	Shredding of confidential waste	On Line	38.18	
	139	01/09/2025	HMRC	428PH001266 51	Tax & NI period ending 05/09/2025	On Line	1,660.02	
	140	10/09/2025	Npower Business Solutions	IN13958092	Electricity Charges August 2025	On Line	116.61	
	141	29/08/2025	PKF Littlejohn LLP	SB20251130	External Auditor re audit year end 31/03/2025		1,638.00	
	142	01/09/2025	Mwinnard Landscapes	INV 232	August plant watering/litterpick/tidy corner A59/crabtree		1,820.00	
						Total	£13,123.66	

c) To note the August payments on the multi pay card.

MULTIPAY CARD USAGE RE July/Aug 2025

Date	Description of Expenditure	Expenditure Amount	Amount Repaid to Card	Amount available on Card	Person who used Card
10/07/2025	Donation to Wildlife Trust on behalf of Dr Watt for land survey of gifted land	50.00		450.00	Sheila Gill
15/07/2025	Refreshments for job interview panel	18.00		432.00	Cllr D Moss
31/07/2025	DD Zoom Monthly Fee	16.79		415.21	DD Unity Bank
31/07/2025	Cleaning Supplies	19.09		396.12	Tony Hyett
04/08/2025	Ex Mayor's photo frame	43.00		353.12	Jackie Maguire
07/08/2025	Concentrat4ed weedkiller	10.49		342.63	Cllr D Moss
11/08/2025	Multipay card monthly fee	3.00		339.63	DD Unity Bank
26/08/2025	Repaid to Lloyds Bank		160.37	500.00	DD Unity Bank

10 Climate Change Working Group

a) To note the minutes of both working groups 5th June and 1st September 2025.

11 Traffic and Transport Working Group

a) To note the minutes of the working group 2nd September 2025.

12 Cleaning contract Meeting

a) To note the minutes of the meeting 19th August 2025

13 Street Scene Working Group

- a) To note the minutes of the Street Scene working group dated 9th September 2025.
- b) Resolve to agree the recommendation from street scene working group to accept the revised matrix and offer a 3 year contract to M Winnard Landscapes.
- c) Resolve to agree the recommendation from street scene working group to accept the quote from Illumidex for the real Christmas tree.
- d) Resolve to agree the recommendation from street scene working group to accept the quote from Illumidex for electrical infrastructure to the new allocated lighting columns.
- e) Resolve to agree the recommendation from street scene working group to engage Mr Metcalf on an annual basis to cut the hedges twice a year around the gifted land and the front of Mrs Holman's house.
- f) Resolve to agree the recommendation from street scene working group to accept the proposed schedule from Ian wright.
- g) Resolve to agree the recommendation from street scene working group to accept the quotation from north west timber treatments for pailing fence around the gifted land.
- h) Resolve to agree the recommendation from street scene working group to accept the quotation from CCNW for the daily rate for the preparation of the gifted land.
- i) Resolve to agree the recommendation from street scene working group to accept the quotation from Alba trees ltd for the trees/plants inc delivery.

- j) To note response email from Ian Wright sent after the meeting in response to questions raised.
- k) Resolve to accept the quotation from Dandy's LTD for landscaping, re mulch and compost for the gifted land as per email from Ian Wright

14 Gas and Electricity Quotes

- a) To discuss quotes received from Ralph Golden.
- b) Resolve to accept an agreed quotation from an energy supplier for the electricity and one for the gas.

15 BTC Staff Meeting

- a) To note the minutes from the staff meeting 26th August 2025.

16 NHS Consultation

- a) To note the NHS consultation will be held at the Interchange building on Thursday 18th September 2pm - 5pm. All Councillors are encouraged to attend the drop in service.

17 Defibrillators

- a) To note the new defibrillators have now been installed in the 3 locations and each one can now be used on either Adults or children.
The free defibrillator training offered was attended by 9 residents and Burscough Town council Administrative and Financial Assistant.

Date of next Town Council Meeting will be held on Wednesday 15th October 2025 starting at 7pm at the Interchange Building.

Jackie Maguire
Clerk to Burscough Town Council
11th September 2025