



## PREESALL TOWN COUNCIL

12 April 2023

Dear Councillor,

You are hereby summoned to attend a meeting of Preesall Town Council on Monday 17 April 2023 at **7.00pm** at Preesall Youth and Community Centre, Lancaster Road, Preesall.

*Andrea Kay*

**Clerk to the council**

**This meeting may be being recorded by the council, members of the public or the press.**

Prior to the start of the meeting the chair will make an announcement to confirm if anyone present intends to record proceedings.

It is important to note that those intending to record do not have to indicate as such but are required to do this in a way that is not disruptive of the meeting and does not focus on the public gallery.

Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they may be filmed, recorded or reported on. If any member of the public speaking at the meeting does not wish to be recorded, they should let the chair of the meeting know.

"The chair of the meeting has the discretion to terminate or suspend filming or recording, if in their opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the council."

# A G E N D A

## 1 Apologies for absence

## 2 Declaration of interests and dispensations

To receive from councillors, disclosures of pecuniary and non-pecuniary interest on matters to be considered at the meeting.

## 3 Minutes of the last meetings

Councillors are asked to approve as a correct record the minutes, as presented, of the meetings held on 20 and 25 March 2023 **(emailed)**

## 4 Public participation

The Mayor will ask councillors to agree to adjourn the meeting to allow non-councillors to speak. When dealing with public participation there is no obligation to respond immediately to comments made, other than those that relate to items on the agenda. If a councillor believes that comments received require a decision of the council and the item is not on the agenda, they can ask for this to be put on to the next meeting's agenda. At the conclusion of the public session the Mayor will ask councillors to agree to reconvene the meeting.

## 5 Councillor positions

Councillors are asked **to note** the resignation on 6<sup>th</sup> April of Cllr Jepson with immediate effect and are also asked to note that there will not be a contested election for either of the two wards on Preesall Town Council on 4 May 2023.

## 6 Reports from committees and working groups

### i) Finance committee

Councillors are asked **to note** that the finance committee met on 8 March. The chair will provide a brief update.

### ii) Civic Events committee

Councillors are asked **to note** that the civic events committee met on 8 March. The chair will provide a brief update.

### iii) Personnel committee

Councillors are asked **to note** that no meetings of the committee have been arranged.

## 7 Finance

### a) Payments

Councillors are asked **to note** that the finance committee will meet on the morning of 17 April to:

i) consider and approve the monthly expenditure.

ii) conduct the quarter 4 review of budget expenditure. The committee will inspect the quarter 4 documentation and make a resolution regarding the accuracy of the financial reporting within the four active cashbooks.

The remaining balances for year-end are:

Cashbook 1 - £82,786.33

Cashbook 2 - £40,745.48

Cashbook 3 - £nil

Cashbook 4 - £57,239.71

Cashbook 5 - £10,010.12

iii) check and approve the budget monitoring.

The findings will be reported to full council at its 17 April meeting.

Councillors are asked **to approve** the dates for the period of the exercise of public rights as being 19 June to 28 July 2023.

#### **b) Year end 2022/23 Budget Outturn and Annual Governance and Accountability Return**

Councillors are asked **to note** that the finance committee will meet prior to the June monthly meeting to:

i) consider sections 1 and 2 of the Annual Governance and Accountability return (**emailed**) and make recommendations to council regarding the audit paperwork.

ii) the internal audit will be carried out in May and the auditor's report will be presented for approval by full council at the June meeting.

iii) full council will need to authorise the Return in June in readiness for its submission to the external auditor – PKF Littlejohn.

#### **8 Bus/ ferry shelters**

At the March meeting Cllr Jepson was tasked with pursuing David Ogilvie Ltd for quotes for replacement bus/ferry shelters. Following the resignation of Cllr Jepson, Cllr Orme would like to propose that this issue is put in the hands of the newly appointed clerk with assistance from the locum clerk in order for a speedy resolution. Councillors are asked **to approve** the suggestion.

#### **9 Coronation coins**

At the February meeting Cllr Johnson was tasked with researching coronation coins and to bring his proposal back to full council in March. as you will recall the pin badge presented in March was deemed unsafe and a more coin like item was to be sourced. Cllr Lewin has confirmed that both junior schools would like to take part and that a total of 343 coins are required for them. Cllr Orme will provide an update from St Aidan's at the meeting. Cllr Johnson has now identified a medal rather than a coin (design has been circulated) Councillors are asked **to approve** both the presented design and the purchase of the requisite number of coins/ medals as soon as possible in order to be able to present them to the young people of the villages by the due date.

#### **10 Past minutes**

Minutes going back to 2005 are being kept in lever arch files within the council's storage. It is a requirement that minutes are kept for an indefinite period and it is common practice with other councils for minute books to be stored within county archives. It was agreed in March that we proceed with binding and archiving as soon as the new clerk is in place and has time to oversee. Cllr Drobny has since raised the issue of fraud and the possible need to redact

councillors' signatures from any documents archived. Councillors are asked to consider this and **determine** what action if any should be taken.

### **11 Plantsman**

Cllr Orme would like an update on approaches to the two organisations identified to provide our 'green lengthsman' duties. If no progress is reported he proposes that we approach the previously identified existing Plantsman currently working in other parishes with a view to contracting him the summer season is fast approaching and work is required to be initiated and the bloomers team need help. Councillors are asked **to approve** this course of action.

### **12 Civility and respect**

The council has already signed up to the Civility and Respect agenda. Cllrs Orme and Johnson propose that the Recruitment Manual step by step guide (2022) be adopted by the council into our Policy and Procedures. Councillors are also asked to give approval for any other documents relating to this agenda to be approved automatically, subject to advice from the clerk, as council documents/procedures.

### **13 Kings Coronation Seats**

Cllr Shepherd has researched the offer available from David Ogilvie (attached) and proposes that we purchase one and locate it in Barton Square outside 'This and That' councillors are asked to choose a design and **approve** the purchase. Councillors are also asked to agree that the other bench in the same location be put on the replacement list for attention as soon as practicable.

### **14 Grant Application**

Grant applications have been received from FOKEL and OW Community choir, councillors are asked **to decide** whether to support these applications or not. Details **emailed**.

## **THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY**

### **15 Reports from subject leads and outside body representatives**

No written reports have been received.

### **16 Verbal reports from Wyre councillors**

Wyre councillors will report any items relevant to the area.

### **17 Clerk's report**

Councillors are asked to note the information contained in the clerk's report (**emailed**).

### **18 Mayor's report**

An opportunity for the Mayor to report on events and activities.

### **19 Questions to councillors**

An opportunity for any councillor to ask a question of another councillor.

### **20 Exclusion of the press and public**

Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act 1960, the council may resolve to exclude the press and public to discuss a staffing matter.

## **21 Items for next agenda**

The next full council meeting will be held on **15 May 2023** - councillors are asked to raise matters to be included on the agenda and provide updates from working groups by notifying the clerk **in writing by Thursday 4 May 2023** at the latest. The item should specify the business which it is proposed be transacted, in such a way that the members who receive it can identify the matters which they will be expected to discuss i.e. it needs to specify what the proposal is and that a decision is required or whether the item is for information only. Note earlier start time of 6.00 pm as Mayor making /AGM will follow immediately afterwards.