



### MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 14 MARCH 2023, 7.00 PM AT THE COMMUNITY CENTRE, MILL STREET, KIRKHAM

Attendees:	
Elaine Silverwood (Mayor)	Chair
Liz Oades	Councillor (Cllr.)
Chris Hopkinson	Cllr.
Damian Buckley	Cllr.
James Cameron	Cllr.
Elizabeth Squires (Minutes)	Town Clerk

#### DESCRIPTION

#### ACTION

#### 23/03/01 Apologies for Absence

*To accept apologies for absence.*

Apologies for absence were received from Cllr. Jones.

#### 23/03/02 Declarations of Interest

*To receive any declarations of interest in an Agenda item. Members are reminded that in accordance with Section 94 of the Local Government Act, 1972, and the Council's Standing Orders, any direct or pecuniary or other interest should be declared.*

Cllr. Oades declared an interest in Planning and Kirkham Juniors Football Club.

#### 23/03/03 Minutes of the Previous Meeting

*To accept as a correct record the Minutes of the Town Council held on 21 February 2023.*

Minutes were accepted as a true record.

#### 23/03/04 Matters Arising

All matters arising from 21 February 2023 meeting were noted as having been actioned.

## DESCRIPTION

## ACTION

### 23/03/05 Mayors Announcements

(i) Kirkham Futures

Kirkham Public Realm (Fylde Council and Eric Wright Construction) are in the process of issuing a leaflet to residents in respect of the works in Kirkham Town Centre. This was acknowledged as a positive platform for disseminating information to residents.

(ii) Rental Rates for Regular Users

The Councillors discussed the room rental charges for regular users. These to incur an increase in charges.

(iii) External Audit Report

The Town Clerk provided a copy of the External Audit Report for 2021/22. This was noted.

**ACTION: Town Clerk to publish the External Audit Report on the Town Council's website.**

Town Clerk

### 23/03/06 Leisure, Parks and Opens Spaces

(i) New Homes Grant

The order for work on The Close Park has been raised with Altitude. Early indications note that an electricity supply is available, therefore solar lighting is not required. LED lighting will be erected.

(ii) Lighting – Wrangway Wood

Residents have asked for lighting in Wrangway Wood. This was discussed and agreed by the Councillors that at this time, due to there being no electricity supply, this is not feasible.

(iii) Kirkham Live Update

Information received in respect of venue capacity was queried. The Town Council await further information from Fylde Council before a decision is made.

(iv) Wall, Barnfield

The Town Clerk informed the meeting that the insurance claim in respect of the fallen wall at the top of Barnfield had been rejected by the insurance company. Cllr. Hopkinson asked that this decision be challenged.

**ACTION: Town Clerk to contact insurance company to request that they re-consider their decision.**

Town Clerk

(v) Allotments

There have been a number of changes to allotment tenancy. New allotment holders have had to dispose of waste left by former tenants.

The Town Council agreed that a skip would be provided for the allotments.

	DESCRIPTION	ACTION
23/03/07	<p><b>Planning</b></p> <p>Planning details were added to the Kirkham Town Council meeting agenda. These continue to be forwarded to the Councillors as they arrive.</p> <p><b>Applications</b></p> <p>Applications were noted. No objections were raised.</p> <p><b>Decisions</b></p> <p>Decisions were noted.</p>	
23/03/08	<p><b>Finances</b></p> <p>(i) Payment of Invoices</p> <p>The Council approved payment of all invoices noted at Appendix B (i) with the exception of the payment to Catchpoint (renewal of annual contract).</p> <p>(ii) Presentation of Bank Balances as at 9 March 2023</p> <p>The Councillors noted the bank balances as at 9 March 2023, Appendix B (ii). Cllr. Buckley requested that when the first precept payment from Fylde Council is received (early April 2023) that £30,000 be transferred to the Business Reserve account. Councillors agreed this request.</p>	
	<p><b>ACTION: The Town Clerk to transfer agreed amount to the Business Reserve.</b></p>	<p><b>Town Clerk</b></p>
23/03/09	<p><b>Staffing</b></p> <p>(i) Staff Wage Review</p> <p>The Council agreed that newly formed council (May 2023) to approve all staff wage increases, these to be backdated to April 2023. In the interim the Caretaker to be paid at minimum wage.</p> <p>(ii) Town Clerk Appraisal</p> <p>Cllr. Hopkinson agreed to undertake the Town Clerk's appraisal.</p> <p>(iii) Training</p> <p>The Town Clerk informed the council that GDPR training had been provided for that post and also the Facilities Administrator.</p>	
	<p><b>ACTION: The Town Clerk to ensure that minimum wage requirements are met for the April 2023 payroll.</b></p>	<p><b>Town Clerk</b></p>
	<p><b>Cllr. Hopkinson to undertake the Town Clerk's appraisal.</b></p>	<p><b>Cllr. Hopkinson</b></p>
23/03/10	<p><b>Bookings</b></p> <p>(i) General Update</p> <p>The Town Clerk informed the Town Council that new bookings were being taken for William Segar Hodgson.</p>	

**DESCRIPTION****ACTION****23/03/11 Policing Matters**

(i) Report from the Police

The Police report for February 2023 was noted.

**23/03/12 There will be no April 2023 meeting as this will fall during the pre-election (purdah) period. A meeting will occur in May 2023. The date and time of the next meeting to be confirmed.**

**Signed**

**Elizabeth Squires**

**Town Clerk**