



KIRKHAM

TOWN COUNCIL

The Community Centre
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Town Clerk- Emma-Jo Duffy

MEMBERS OF THE COUNCIL ARE SUMMONED TO A MEETING OF THE TOWN COUNCIL WHICH WILL BE HELD AT 7PM ON TUESDAY 12th MARCH 2019 AT THE COUNCIL CHAMBER, MOOR STREET, KIRKHAM TO TRANSACT THE FOLLOWING BUSINESS

AGENDA

2019/3/1 To accept apologies for absence- Cllr Hardy, Cllr Beckett.

2019/3/2 To receive any declarations of interests 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.

2019/3/3 To accept as a correct record the minutes from the meetings of the Town Council dated 12th February

2019/3/4 Proposals from February meeting

- i. To resolve the exact position of soldiers
- ii. To resolve support for Just Good Friends
- iii. To resolve a procedure for ash scattering
- iv. To resolve the use of the Community Centre for Business Group Easter event
- v. To resolve a meeting with HMP Governor
- vi. To accept the designs for cycle stands
- vii. To resolve a gritting strategy
- viii. To resolve costs of refuge collections

2019/3/5 To receive reports (for information only)

Members will be aware that it is not lawful for decisions to be taken on any matter not on the agenda.

- i. Police (attached)
- ii. KirkFest (attached)
- iii. Mayors Announcements
- iv. Leisure, Parks and Open Spaces
- v. Staffing committee
- vi. Licensing
- vii. Kirkham Business Group
- viii. Youth Council
- ix. Fracking Community Liaison Group
- x. Future High Street Fund

2019/3/6 Financial Matters

- i. To accept the monthly accounts for February (Attached)
- ii. To agree payments of invoices

Arch Forge	Printer trolley	180
Emma Duffy	Bar wages	31.18
Travis Perkins	MOT Scouts	96.29
Broxap	Planter	1264.8
System Hygiene	Cleaning products	197.15
Ian Cropper	Internal review	200

- iii. To accept the report from the internal auditor and resolve the following issues (report attached)
 1. Training- The report notes that the Clerk has not received CiLCA training. This was resolved previously so no further action is needed. Training commences April 19.
The Clerk is adopting a new way of reporting finances for April and abandoning SAGE as it is too complicated for our needs so SAGE training is not needed.
Staffing Committee- The report notes it is usual for a Staffing Committee to undertake Annual Appraisals. It is proposed that the Staffing Committee be elected at the first meeting of the new Council and a Terms of Reference be adopted.
 2. Internal Audit-It is noted that the previous accountants did not carry out the checks required in the AGAR. Council should consider if they wish to take this up with them.
 3. Budget- The report notes that reserves are too high and the procedure for setting the precept should be to consider the annual budget and set the precept to make up any shortfall.
It is proposed that Council reduces its General Reserve from £426,000 to within 50-100% of the current precept.
The report queries sums allocated to Kirkham In Bloom and notes that no allocation has been made for 2019/20. It is proposed that Council decide if Kirkham In Bloom is a Committee of the Council (in which case it should be formed, adopt terms of reference and members be elected at the first meeting of the new Council) or a Community Group (in which case it needs to submit accounts showing where the grant has been spent).
 4. VAT- It is proposed that Council resolve that the Community Centre income is not a business activity so VAT is reclaimable.
 5. It is was previously resolved that the bar was business activity and should not be run by the Council so the report recommendations have been addressed.
 6. It was previously resolved that the Clerk deals with payroll from April.
 7. Community Centre rates- It is proposed the Clerk clarifies the situation.
 8. Administration- Minutes and Agendas have been changed in line with recommendations.
It is proposed that Council adopt the new schedule of invoices.
 9. Adoption of Mayor was addressed in December for the current year.
It is proposed that Council adopt the procedure (attached), add new members to the Mayor Precedence list and elect the incoming Mayor and Deputy Mayor for 2019/20.

- 2019/3/7** A. To consider Planning applications and make recommendations
19/0190 Hillcrest Extension
B. To consider applications received after Agenda publication-

- 2019/3/8** To resolve Members propositions
- i. Propose Council makes a formal response to Mark Calvert re dog park and fix timetable for installation.
 - ii. Propose town council makes an official submission to the EA permit variation regarding fracking at PNR
 - iii. Propose to replace a faded sign on Coronation Road

2019/3/9 To consider a London Bridge Is Down procedure

2019/3/10 To consider the quote for a sports feasibility study.

2019/3/11 To resolve the management of a police volunteer officer

2019/3/12 To reply to the LCC consultation on one way traffic on Nelson Street from Station Road to Wellington Street from east to west.

2019/3/13 To consider hiring a company to address the lighting issues across the Town.

2019/3/14 To resolve a reply to M Menzies regarding Memorial Garden tree.

Date and time of next meeting –
April 9th 2019

Signed



Emma Duffy Town Clerk

Police Report January (figures pending)

Incidents	Apr-18	May	June	July	August	September	October	Dec	January 19	Feb
Nuisance/ASB	13	14	18	12	6	8	16	16	14	
Criminal Damage	8	4	3	3	0	2	6	4,	11	
Theft	5	4	11	8	6	5	8	2	5	
Assaults	6	20	13	10	11	8	10	5	8	
Road Traffic Incidents	5	8	10	8	4	5	6	9	8	
Road related (i.e. obstruction)	9	4	2	13	5	6	7	5	4	
Additional Comments										

Bank Reconciliation Month end January 2019

	Bank statement balances	Cash Book Balances	Outstanding
2yr investment account	£250,000.00	£250,000.00	0
95 day capital account	£200,525.89	£200,525.89	0
Connect Reserve Account	£ 23,042.03	£ 23,042.03	0
Connect Current Account	£ 39,007.02	£ 39,007.02	0
Old account	£ 0	£ -1,282.87	Sage correction -1,282.87
Total	£512,574.94	£511,292.07	

KirkFest February Update (Pending)

Bike stands

