

**MINUTES OF THE ORDINARY MEETING OF
HIGHTOWN PARISH COUNCIL
HELD ON 17th JANUARY 2022 AT THE ALT CENTRE**

Present: Cllrs: Munro (in the chair), Dillon, Kennan, Shacklady and Stobie.

2022/01. Apologies for absence.
Cllr Magill.

2022/02. Minutes of the Ordinary Meeting held on 15th November 2021.

RESOLVED that the Minutes of the Ordinary Meeting held on 15th November 2021 be approved as a correct record.

2022/03. Declarations of interest - Members are requested to give notice of any interest relating to any item on the agenda.
None.

2022/04. To adjourn the meeting to receive public comments.
A member of the Sailing Club attended to request access to facilities at the Alt Centre possibly once a day for 20 minutes, the request was not approved as the usage, cost and possible impact on other users of the centre could not be determined.

2022/05. Parish Council Surgery Dates.
RESOLVED that the schedule of dates for surgeries in 2022 be approved as drafted.

2022/06. Grant for refurbishments to Alt Centre.
RESOLVED that:

1. The grant offer received from the Burbo Bank Extension Community Fund in the sum of £17,450 towards refurbishments to the Alt Centre be accepted subject to co-funding from Parish Council funds of £1,683;
2. The break clause to be included in the lease for the Alt Centre be amended to 5 years from the date of the grant offer to comply with the terms of that grant offer.

2022/07. Cash flow to end of December 2021.
The cash flow report was noted.

2022/08. 2022/23 Budget and Precept.
RESOLVED that:

1. The budget for 2022/23 be approved as drafted;
2. A precept of £25,000 be requested for the financial year 2022/23.

2022/09. Policies.
RESOLVED that:

1. The following new policies be approved and adopted:

1. Volunteers Policy;
2. Volunteer Agreement;
3. Volunteer Form;
4. Volunteer Complaints Procedure;
5. Complaints Procedure;
6. Habitual or Vexatious Complaints,

Correspondence and Data

Request Policy.

2. The following existing policies be reviewed and approved without amendments:

1. Standing Orders;
2. Financial Regulations;
3. Grant Awarding Policy;
4. Grant Application Form.

2022/10. Reports of meetings.

Cllr Dillon reported on the Crosby Coastal Park meeting at which he was keen to get more of a focus on Hightown, a further meeting was planned for the following day.

Cllr Munro confirmed that she will be attending a meeting of the Altcar Committee on 1st Feb.

2022/11. Correspondence.

The clerk reported on correspondence with Sefton regarding the planting of a tree to form part of the Queens Green Canopy commemorating the upcoming jubilee. Unfortunately the tree pit on the corner of Lower Alt Road and St Stephen's Road by the roundabout cannot be re-used for the new tree which will be planted on the Village Green instead. The cost of the tree is £260 which had been agreed using the clerk's delegated authority.

2022/12. Planning applications.

RESOLVED that the applications be noted.

2022/13. Accounts paid and for payment.

RESOLVED that the amounts listed on the schedule circulated be approved.

2022/14. Twining.

This item was withdrawn in light of John Gibson's resignation.

2022/15. Exclusion of the Press and Public.

RESOLVED that the press and public be excluded from the remainder of the meeting due to the confidential nature of the matters to be discussed.

2022/16. Staff hours and payment.

RESOLVED that staff hours be reviewed and agreed as set out in the draft letter to the clerk.