

MINUTES of the Full Council Meeting held 19 November 2015 at 7.15 pm at The Annexe, Euxton PC Community Centre, Wigan Road, Euxton.

<u>Present</u>	Cllr J Bamber (Vice Chair)	Cllr C Jones	Cllr K Reed (Chairman)
	Cllr M Bamber	Cllr E Jones	Cllr A Reed
	Cllr A Caughey	Cllr J Matson	Cllr A Riggott
	Cllr J Caughey	Cllr M Parr	Cllr V Thornhill
	Cllr H T Cook	Cllr A Platt	Cllr S Wellerd
	Cllr P Fellows	Cllr J Prayle	

1. Apologies Cllr M Jarnell.

2. Declarations of Interest

Cllr Platt declared a pecuniary interest in items forming part of agenda items 6.1, as a relative of an employee.

3. Minutes of Council Meetings

Resolved: Minutes of the Council Meeting on 15 October 2015 were agreed to be an accurate record, and signed by the Chairman, with three corrections.

4. Statutory Business

Planning - considered applications in report from Lead Member for Planning.

15/01092/OUT Railway land application – concerns over the parking allocated to the new houses and the public house – letter to be submitted.

Council were informed that the Euxton Mills public house had been nominated for the register of Assets of Community Value. Councillors wished to know more about the process, Clerk to ask and circulate.

5. Public Participation - Residents and Police Matters

None present.

6. Financial Items

6.1 Receive financial reports 1, 3 and 4 and approve Expenditure report 2

A corrected list had been circulated to Councillors.

A number of Councillors wished it noting that he thought report 2 was illegal as a corrected list was circulated with less than 3 clear days' notice.

The Clerk advised the item was not illegal as legislation states the Summons (Agenda) containing the items to be considered must be circulated with 3 clear days' notice, which it was. The amended information was not circulated inside the timescale however, this does not make the agenda or item illegal and it is for Councillors to decide whether to vote on the information. (LGA 1972 Sch 12, paras 10(2)(a)(b); Public Bodies (Admission To Meetings) Act 1960, para 4 (a) para 5.

A Councillor gave several examples of recent errors in the financial papers given to Council and questioned how often the Council must be prepared to accept such errors.

The Chair emphasised that if Council agreed to accept the corrected papers inside 3 clear days on this occasion it would not be taken as a precedent

Resolved: Council received reports 1, 3 and 4 and agreed the itemised requests for payment be approved for payments on report 2, which had been checked by a Councillor prior – with two cheques being re-written.

Creditor	Description	Total £
Easy Web-Sites	SO for website	24.00
The Light Division Buglers	Bugler for Memorial Service	97.50
Lancashire CC	New sign at Balshaw Ln SkatePk	104.89
Play Inspection Company Ltd	Skatepark safety inspection	102.00
MK Illumination	Tree lights	796.86
ARK Welding	Gate repairs, Balshawx2, Primrx1	132.00
G & A Marskel Gardening Services	Winter 15/16 flowers	1310.00
Lancashire Pest Control	Mole treatments x 2 moles	66.00
Euxton PC Comm Cnt	Grant (AP 22/10)	800.00
Employee 1	Reimbursements	37.98
Employee 2	Reimbursements	43.75
Employee 3	Reimbursements	49.70
Employee 4	Reimbursements	40.25
Employee 2	Salary November 2015	814.54
Employee 3	Salary November 2015	825.47
Employee 4	Salary November 2015	759.56
Cash	Petty cash fund reimbursement	541.33
Eccleston Electrical	Pavilion condition report (LC 4/8/15)	328.21
Easy Web-Sites	SO for website	24.00
Employee 2	Salary December 2015	799.47
Employee 3	Salary December 2015	665.47
Employee 4	Salary December 2015	666.07
Employee 1	Salary November 2015	1442.74
HMRC	Tax&NI November 2015	592.77
Employee 1	Salary December 2015	1442.74
HMRC	Tax&NI December 2015	433.08
ARK Welding	Repair to bridge play equip Greenside	192.00
Viking Direct	Stationery and stamps	161.63

6.2 Finance Committee reviews

6.2.1 Invoice payment system

Resolved: Council agreed to the Finance Committee's recommended changes to the Financial Regulations as follows, to be inserted at 6.3: Invoices received up to the date of Council meeting can be paid by cheque, three Councillors to check invoices (two cheque signatories and one verifier).

6.2.2 Petty Cash process clarified in the Financial Regulations

Resolved: Council agreed to the Finance Committee's recommended changes to the Financial Regulations as follows, to be inserted at 6.5: Petty cash is £300 per month, to be kept in a cash tin; the amount will be £600 if there is to be two months between meetings. And at 6.5c) The schedule presented to Full Council will list all items separately, show the total, the spend, vat amounts, how much the required top-up cheque is to bring the balance back to £300.

7. Committee/Working Group Reports

7.1 All Purposes Committee

Chair verbally updated from the meetings – the committee had decided upon volunteer kits, new Christmas lights, the flower contractor and had a working group to progress the website which should be available in January.

7.4 Bowling & Boules Committee

Chair verbally updated from the meeting on progress through the grant papers, project management plan, budgets and a letter to CBC over the lease extension. There is to be a site meeting with the Chorley Officer (decided upon at the last meeting) on Friday at 10.30am.

7.2 Finance Committee

7.2.1 To check with CBC for the date when the new internal audit arrangements are to be implemented. If they are to be implemented before 1 Apr 2018 to recommend that we remain with the current internal auditor, J Lawson.

The Clerk had supplied a breakdown of the new legislation and points to cover.

Resolved: Council agreed to recommend J Lawson for Internal Auditor for the coming year.

7.2.2 Recommend to Council that Internal Auditor provides a verbal brief on his Audit Report to either Council or the Finance Committee with an opportunity for questions by Councillors. This additional work is to be included in the engagement letter.

Resolved: Council agreed for this to be included in the Internal Auditors appointment letter.

7.3 Personnel Committee

The Chair verbally updated on the meeting of 5 November which took over four hours and thanks all for their perseverance and work and former committee member Cllr A Caughey.

7.5 Leisure Committee

Consider request from Euxton Girls FC to install a hot water heater.

Resolved: Council agreed the Clerk to source and have installed a suitable sized boiler, up to the budget of £1,000. Clerk to liaise with the club over type and the Committee is to review the hire agreement in light of this piece of equipment.

7.6 Other Committee/Working Group updates

Civic Society has been attempting to meet with Network Rail regarding station access in Chorley. Civic Awards will be in 2016.

Chorley Liaison Meeting covered Community Action Plans, Homelessness, empty properties.

9. Grant Policy

Resolved: Council agreed the revised policy with a number of small alterations.

10. Risk Register

Council received the update report.

Item 15b, two paragraphs were extracted in light of a possible decisions at item 16.

11. Road Markings

Resolved: Council agreed write a letter to Lancashire County Council regarding the markings on the A581 Balshaw Lane, text supplied by Cllr Thornhill.

Agenda item for next meeting, lining on Euxton Lane.

12. Consultation

Parish based public transport scheme consultation – circulated to Councillors by email on the 4 November 2015. Noted.

Euxton, Astley and Buckshaw Neighbourhood Preferred Projects 16/17 – request from parishes for suggested projects for their areas.

Submit: Defibrillator wiring, safety speed humps at skate park, manpower to clear footpath and lay hard-core from Balshaw Lane up alongside the Cricket Club land, manpower to cut back path edges.

Updates needed for Euxton Lane planting and seat on Pear Tree Lane.

East Terrace traffic was raised, Councillors to send map to Clerk to report.

13. Room Rentals

Consider information regarding the payment for renting rooms for meetings.

Resolved: Council agreed to pay for room bookings at the Euxton PC Community Centre.

14. Guidance for members of the public, and Councillors – recording Council meetings

Item withdrawn.

15. Matters for information

Have we received the pavilion electric report yet – not yet, awaited.

Had we received the quotations for the tree works yet – Clerk reported two of the three asked for received.

Does Euxton have a flood plan – no, we don't have one.

As there was no further business, the Chairman declared the public meeting closed.

