

CLITHEROE TOWN COUNCIL

**Minutes of the Town Council meeting held on Monday 12 June 2023
In the Council Chamber, Clitheroe Town Hall**

**PRESENT:- The Deputy Town Mayor, Cllr Donna O'Rourke, in the Chair
Councillors Ian Brown, Ryan Corney, Stewart Fletcher, Mark French,
Mike Graveston, Simon O'Rourke, Mary Robinson, Town Clerk**

39.23 APOLOGIES FOR ABSENCE

The Town Mayor, Cllr Jonathan Hill, Cllr Gaynor Hibbert

40.23 PUBLIC PARTICIPATION

There was no public participation.

41.23 DECLARATIONS OF INTEREST

None

42.23 MINUTES

The minutes of the Town Council meetings held on 12 May 2023 and 16 May 2023 were approved and signed.

43.23 MAYORAL COMMUNICATIONS

The Deputy Town Mayor updated the meeting on engagements since the previous Council meeting.

44.23 PLANNING APPLICATIONS

Consideration was given to planning applications received for weeks ended 26 May, 02 June and 09 June 2023

RESOLVED:

- (1) That no objections be raised to the following applications:-
3/2023/0138, 0188, 0303 0345 and 0379**

- (2) That Ribble Valley BC be advised that the Town Council wishes to object to application 3/2023/0346**

45.23 ANNUAL ACCOUNTS 2022/23

The Clerk confirmed that the accounts and supporting paperwork had been subject to an internal audit and that the internal auditor had not found any issues to report.

The meeting considered the Annual Governance Statement and agreed that the following summarised matters could all be answered in the affirmative for the year under review, namely

- 1. the statement of accounts was prepared in accordance with appropriate regulations**
- 2. an adequate system of internal control was maintained**
- 3. there are no matters of actual or potential non-compliance which could have a significant effect on the ability of the council to conduct its affairs**
- 4. there was proper opportunity during the year for the exercise of electors' rights under appropriate regulations**
- 5. a risk assessment has been undertaken**
- 6. an adequate system of internal audit of the council's records was maintained**
- 7. appropriate action has been taken on matters raised in internal and external audit reports**
- 8. the council has considered whether any litigation, liabilities or commitments could have a financial impact on the council**

The Annual Governance Statement was accordingly approved by the meeting and Cllr Donna O'Rourke and Cathy Holmes proceeded to sign the Statement as Chair and Town Clerk respectively.

The Clerk advised that it was necessary for the meeting to approve the accounts for the period ended 31 March 2023. The accounts were duly approved and signed by Cllr Donna O'Rourke and Cathy Holmes as Chair and Town Clerk respectively.

46.23 RISK MANAGEMENT REPORT

The Town Clerk submitted a Risk Management Policy Statement for the Town Council as at June 2021, noting that the Policy had been reviewed and cross-checked with the latest Zurich insurance schedule received in June 2021. The Town Clerk confirmed additions to the schedule to cover pandemics and hygiene/social distancing measures required in indoor spaces.

47.23 ACCOUNTS PAID MAY 2023

It was noted that several items of expenditure in May 2023 had related to the annual mayor-making ceremony.

Resolved: THAT the accounts paid in May 2023 be approved.

48.23 APPLICATION FOR FINANCIAL ASSISTANCE

An application for financial assistance for the improvement of audio equipment from Clitheroe Ukulele Orchestra was considered. It was agreed that a grant of £250.00 be made to the Orchestra.

Resolved: THAT a grant of £250.00 be made to Clitheroe Ukulele Orchestra

49.23 PARISH LENGTHSMAN'S REPORT

The lengthsman's report for May 2023 was considered. It was noted that the lengthsman had spent a considerable amount of time dealing with litter issues.

Signed:

Chair

The meeting closed at 20.00 pm.