

CLITHEROE TOWN COUNCIL

Minutes of the Town Council meeting held on Monday 17 June 2019

PRESENT:- The Town Mayor, Councillor Stewart Fletcher in the Chair
The Deputy Town Mayor, Councillor Simon O'Rourke
Councillors Ian Brown, Jonathan Hill, Donna O'Rourke, Mary Robinson
and the Town Clerk

35.19 APOLOGIES FOR ABSENCE

Apologies for absence, together with reasons, had been received from Councillor Allan Knox, Councillor Sue Knox and Councillor Jenni Schumann.

36.19 PUBLIC PARTICIPATION

There was no public participation.

37.19 DECLARATIONS OF INTEREST

None

38.19 MAYORAL COMMUNICATIONS

Details of official duties undertaken by the Town Mayor and Deputy Town Mayor since the last Town Council meeting were submitted for information.

39.19 MINUTES

The minutes of the Town Council meetings held on 10 May 2019 (Cockles and Mussels) and 14 May 2019 (Annual Meeting) were approved and signed by the Chairman. The minutes of the General Purposes Committee held on 21 May 2019 were noted.

40.19 PLANNING APPLICATIONS

Consideration was given to planning applications received for weeks ending 24 May 2019, 31 May 2019, 07 June 2019 and 14 June 2019.

RESOLVED:

- 1. That no objections be raised to the following applications:-
3/2019/0380, 0431, 0454, 0455, 0472, 0484, 0497 and 0507.**

2. That no comment be made in respect of 3/2019/0286 as this relates to a retrospective application which should be left for the decision of Ribble Valley Borough Council's planning officers

41.19 ANNUAL RETURN 2018/19

The Town Clerk submitted and reported on the Annual Governance and Accountability Return 2018/19 required by the Audit Commission in respect of the Town Council's accounts for the year ended 31 March 2019, together with the Internal Auditor's 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 Fletcher as Chair and the Town Clerk proceeded to sign the Statement accordingly.

The accounts for the period ended 31 March 2019 were considered, duly approved and signed by the Chair and Town Clerk.

RESOLVED:

That Sections 1 and 2 contained in the Annual Governance and Accountability Return be approved together with the Internal Auditor's report and fee of £285.

42.18 ASSET REGISTER AND INVENTORY

The Town Clerk submitted and reported on the Town Council's Asset Register and Inventory as at June 2019. It was confirmed that the schedule had been updated with the insurance valuations as provided by Zurich in June 2019.

RESOLVED:

That the Asset Register and Inventory as submitted be approved.

43.19 RISK MANAGEMENT POLICY STATEMENT

The Town Clerk submitted a Risk Management Policy Statement for the Town Council as at June 2019, noting that the Policy had been reviewed and cross-checked with the latest Zurich insurance schedule received in June 2019.

RESOLVED:

That the Risk Management Policy Statement for the Town Council be approved.

44.19 CODE OF CONDUCT

The Clerk advised that the Council needed to adopt a Code of Conduct and explained that most parish councils in the Ribble Valley had adopted the Ribble Valley BC Code of Conduct. It was agreed that this Code was acceptable and should be adopted.

RESOLVED:

THAT the Ribble Valley Borough Council Code of Conduct, as tabled, be adopted as the Code of Conduct of Clitheroe Town Council.

45.19 MAYOR OF CLITHEROE WELFARE FUND

The Town Mayor, Cllr Stewart Fletcher, explained that his chosen charities for his mayoral year would be the Ribble Valley Food Bank and the Ribble Valley Citizens Advice Bureau.

46.19 ACCOUNTS PAID - MAY 2019

The Town Clerk submitted details of accounts paid during May 2019 noting that nearly all of the expenses incurred with mayor making 2019 had been paid for in the month.

RESOLVED:

That the accounts paid during May 2019, details of which were specified, be approved.

47.19 PARISH LENGTHSMAN'S REPORTS

General Reports

Members received a report detailing the work undertaken by the Parish Lengthsman during May 2019. It was noted that a group of residents had taken to litter picking around the town and the Town Clerk was asked to enquire of the lengthsman whether he had noticed any difference in the amount of litter he was now collecting.

Allotment Report

The Town Clerk was asked to make enquiries of the Council's insurers regarding a matter relating to the allotments.

Play Areas Report

Members received a detailed report on the maintenance of the two Play Areas owned by the Town Council. It was noted that two junior swing seats had been replaced, one at each of the sites.

48.19 ANY OTHER BUSINESS

Councillor Mary Robinson confirmed she would be willing to continue as the Town Council's representative on the Board at Roefield Leisure Centre.

Councillor Donna O'Rourke agreed to become the Town Council's Fair Trade representative.

The meeting closed at 8.05 pm.

Signed:
Chair