



CLITHEROE TOWN COUNCIL

Clitheroe Town Hall, 9 Church Street, Clitheroe, Lancashire. BB7 2DD

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Town Mayor: Councillor Simon O'Rourke

Town Clerk: Cathy Holmes

**TO THE MAYOR AND MEMBERS OF THE TOWN COUNCIL
12 JANUARY 2022**

**You are summoned to attend a meeting of the TOWN COUNCIL to be held on
Monday 17 January 2022, starting at 7.00 pm in the upstairs Committee Room, RVBC**

**CATHY HOLMES
TOWN CLERK**

AGENDA

- 1. APOLOGIES FOR ABSENCE.**
- 2. PUBLIC PARTICIPATION**
- 3. DECLARATIONS OF INTEREST**
Members are asked to consider any pecuniary interest they may have to disclose in respect any matters under discussion at the meeting.
- 4. MINUTES OF THE LAST MEETING**
To approve the minutes of the last meeting held on 15 November 2021
(copy enclosed)
- 5. MAYORAL COMMUNICATIONS**
- 6. PLANNING APPLICATIONS**
To consider planning applications for weeks ending 31 December 2021 and 07 January 2022 (copy enclosed)
- 7. METER BOX – CASTLE GATES**
To consider the replacement of the meter box at the Castle Gates
- 8. PETTY CASH LIMIT**
To consider raising the monthly petty cash limit to £150.00
- 9. ARCHIVE ACCESS POLICY**

To consider the adoption of a policy relating to the access of the Clitheroe Civic Society archives (copy enclosed)

10. CHRISTMAS LIGHTING 2021

To consider a verbal report of the Town Clerk

11. ACCOUNTS PAID IN NOVEMBER AND DECEMBER 2021

Report of the Town Clerk copy enclosed

Part II Items not to be considered in public

1. TERMS AND CONDITIONS OF STAFF

To consider a verbal report on the introduction of leave/absence cards

2. LEAVE POLICY AND ABSENCE POLICY

To consider the approval and adoption of a leave policy and an absence policy for staff (copies enclosed)

3. QUEEN'S PLATINUM JUBILEE JUNE 2022

To consider arrangements for the celebration of the Queen's Platinum Jubilee in June 2022