

## **CLITHEROE TOWN COUNCIL**

**Minutes of the General Purposes Committee meeting held on Monday 09 December 2024  
In the Council Chamber, Clitheroe Town Hall**

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

### **80.24 APOLOGIES FOR ABSENCE**

**Cllrs Gaynor Hibbert and Jonathan Hill**

### **81.24 PUBLIC PARTICIPATION**

**None**

### **82.24 DECLARATIONS OF INTEREST**

**None**

### **83.24 MINUTES**

**The minutes of the General Purposes Committee meeting held on 23 September 2024 were signed and approved.**

### **84.24 MAYORAL COMMUNICATIONS**

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

### **85.24 PLANNING APPLICATIONS**

**Consideration was given to planning applications received for weeks ended 15, 22 & 29 November and 06 December 2024**

### **RESOLVED:**

- (1) That no objections be raised to the following applications:-  
3/2024/0869, 0899, 0931, 0932, 0970**
- (2) That Ribble Valley BC be informed that the Town Council wishes to object to 3/2024/0879 as it is submitted that some of the information provided is inaccurate.**

#### **86.24 ESTIMATES**

It was agreed that, pursuant to discussions at the November 2024 Council meeting, a precept of £148,779 would be requested from Ribble Valley Borough Council.

**RESOLVED: THAT a precept of £148,779 be requested from Ribble Valley BC for the financial year 2025/26.**

#### **87.24 CHRISTMAS 2024**

The Town Clerk reported that just over 100 businesses had purchased a small artificial tree this year. There had been an issue with electricity supply to a part of town but this had been resolved with the help of one particular business. The different lighting arrangement at the Chatburn Road roundabout had been favourably received. The Christmas lights switch on had gone well and lessons had been learnt from previous years.

It was noted that the Town Mayor would be visiting the residential homes on 22 December 2024 and the hospital on 25 December 2024. It was intended that the Town Mayor also visit the Salvation Army on Christmas Day. However, the Town Clerk explained she had yet to receive a reply to a voice mail message left the previous week so Cllr Robinson offered to talk to a contact at the Salvation Army. It was agreed that a donation of up to £100.00 should continue to be made to the Salvation Army for their Christmas lunch.

#### **88.24 FLOODLIGHTING OF ST MARY MAGDALENE CHURCH, CLITHEROE**

The background to an agreed donation towards the floodlighting of St Mary's, decided in March 2022, was explained. The matter had not been progressed, through no fault of the Town Council, but had now been raised again by the Church. It was explained that a revised quotation had been received from an electrical contractor but there was ongoing discussion about the need for cages to protect the lights bought. It was agreed that the Town Council would honour the original donation and that this should be communicated to the Church.

**RESOLVED: THAT the Town Council would make a donation, as originally agreed in March 2022, towards the floodlighting of St Mary's and this would be communicated to the church warden as soon as practicable.**

#### **89.24 TOWN COUNCIL WEBSITE**

The Town Clerk explained that her colleague had compiled a report highlighting the errors and updates required on the Town Council website. Cllr Sutcliffe advised that the whole site would benefit from a complete overhaul and that he knew of a company that could undertake such work. It was agreed that Cllrs Sutcliffe and Graveston, who had experience in such matters, would look over the website and make some initial suggestions as to its improvement.

**90.24 CLOSURE OF OFFICE CHRISTMAS 2024**

It was suggested that, due to the difficulties experienced since summer 2024 resulting in the Town Clerk being unable to take any holiday, the office would close slightly earlier for the Christmas period on Friday 20 December 2024.

**RESOLVED: THAT the Town Hall office close after business on 20 December 2024 for the Christmas period**

**91.24 ACCOUNTS FOR PAYMENT NOVEMBER 2024**

Accounts paid in November 2024 were tabled. It was noted that there had been significant expenditure in the month with payments being made to Gregory Audio for 2025 LNOP and Remembrance Sunday, Michael's Civic Robes for new halberdier hats and traffic management for Remembrance Sunday.

**RESOLVED: THAT the accounts for November 2024 be noted.**

**Part II**

**RESOLVED: That by virtue of the fact that the following items of business be exempt information under the Public Bodies (Admission to Meetings) Act 1960 the press and public be now excluded from the meeting**

**92.24 STAFF LEAVE AND ABSENCE REPORT**

The Town Clerk advised that there was no absence to report for the period under review.

**93.24 RECRUITMENT**

It was suggested that recruitment for the post of administrative assistant begin in January 2025 once the job description had been finalised.

*Cllr French left the room*

The rate of pay of the temporary member of staff was discussed and it was agreed that the hourly rate be raised to £10.00 an hour with effect from January 2025 with the proviso that the person concerned become more involved with dealing with members of the public both on the phone and in person.

Signed: .....  
Chair

The meeting closed at 20.40 pm.

