

CLITHEROE TOWN COUNCIL

**Minutes of the General Purposes Committee meeting of the Town Council
held on Monday 07 July 2025
In the Council Chamber, Clitheroe Town Hall**

PRESENT:- The Town Mayor, Cllr Michael Graveston, in the Chair
The Deputy Mayor, Cllr Mary Robinson
Councillors Ian Brown, Ryan Corney, Gaynor Hibbert, Jonathan Hill,
Donna O'Rourke, Simon O'Rourke, Mark Sutcliffe

27.25 APOLOGIES FOR ABSENCE

Cllr Mark French

28.25 PUBLIC PARTICIPATION

None

29.25 DECLARATIONS OF INTEREST

None

30.25 MINUTES

The minutes of the General Purposes Committee meeting held on 19 May 2025 were signed and approved.

31.25 MAYORAL COMMUNICATIONS

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

32.25 PLANNING APPLICATIONS

Consideration was given to planning applications received for weeks ended 13, 20 & 27 June 2025 and 04 July 2025.

RESOLVED:

- (1) That no objections be raised to the following applications:-
3/2025/0295, 0437 and 0514.
- (2) That Ribble Valley BC be informed that the Town Council believes 3/2025/0441 should be called in for discussion at Committee level and that the Town Council will request this via appropriate means.

32.25 ANNUAL ACCOUNTS 2024/25

The Town Clerk advised that the annual accounts for the year ended 31 March 2025 had been prepared in the usual format and agreed with the figures on the AGAR submitted to the external auditors. The accounts were accordingly signed by the Chair and Town Clerk.

RESOLVED: THAT the annual accounts be approved and signed as appropriate.

33.25 FLAG FLYING PROCEDURES

The Town Clerk tabled a procedure for flag flying on the Town Council brackets on certain specified streets in the town centre. It was explained that certain parts of the procedure were derived from national legislation or guidance so could not be amended. It was acknowledged that there could be objections from certain people if permission to fly a flag was refused but it was considered better to deal with this eventuality if it arose, rather than try and legislate for such an issue in advance. Certain minor amendments were suggested to the procedure.

RESOLVED: THAT the procedure as drafted with incorporated amendments be approved

34.25 LAST NIGHT OF THE PROMS 2025

The Town Clerk advised that arrangements were progressing regarding the Proms concert and that first aid cover, refreshments and volunteers had all been sorted.

35.25 ACCOUNTS PAID JUNE 2025

Accounts paid in June 2025 were tabled. It was noted that the annual donation to Roefield Leisure had been made in its entirety in the month.

RESOLVED: THAT the accounts for June 2025 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

36.25 STAFF LEAVE AND ABSENCE REPORT

The Town Clerk advised that there was no absence to report but that herself and the Administration assistant would be taking leave in the coming weeks.

ANY OTHER BUSINESS

An update was provided on the situation regarding the Town Wells and a forthcoming motion to be tabled at an appropriate RVBC meeting.

The situation regarding the refurbished pavements on Market Place was discussed and it was agreed that an email be sent to RVBC expressing concern that the plans regarding street furniture did not appear to have been followed.

The meeting closed at 8.15 pm.