

## **CLITHEROE TOWN COUNCIL**

**Minutes of the Town Council meeting held on Monday 15 June 2020**

**PRESENT:- The Town Mayor, Councillor Stewart Fletcher, in the Chair  
Councillors Ian Brown, Mark French, Jonathan Hill, Allan Knox, Sue Knox,  
Mary Robinson, Donna O'Rourke, Jenni Schumann and the Town Clerk**

### **11.20 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **12.20 PUBLIC PARTICIPATION**

There was no public participation.

### **13.20 DECLARATIONS OF INTEREST**

Cllr Mary Robinson declared an interest in Agenda Item 7, LCC Community Foundation.

### **14.20 MINUTES**

The minutes of the Town Council meeting held on 13 January 2020 were approved and signed by the Chairman.

### **15.20 ANNUAL ACCOUNTS 2019/20**

The Town Clerk submitted and reported on the Annual Governance and Accountability Return 2019/20 required by the Audit Commission in respect of the Town Council's accounts for the year ended 31 March 2020, 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 it was agreed that Cllr Fletcher as Chair and the Town Clerk would sign the Statement accordingly.

The accounts for the period ended 31 March 2020 were considered, duly approved and would be signed by the Chair and Town Clerk accordingly.

**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.

**16.20 REMEMBRANCE SUNDAY 2020**

Following consideration of a report by the Town Clerk the difficulties in arranging Remembrance Sunday 2020 were discussed. It was suggested that two different versions of the event be considered – one involving a minimum number of people and the other involving greater numbers but not to the extent of previous years. The option involving a minimum number would not include a main service at St Mary's church as the whole commemoration would take place in the Castle Grounds. It was agreed that a decision needed to be made as to which option to follow in early September 2020 by which time there would be greater clarity regarding mass gatherings.

**RESOLVED: THAT a choice be made between two different options for Remembrance Sunday 2020 in early September 2020**

**17.20 LCC COMMUNITY FOUNDATION – SUMMER ACTIVITIES FOR CHILDREN**

Information regarding funds available via the LCC Community Foundation and activities provided by Outdoors 4 All was discussed. It was noted that Outdoors 4 All was a highly regarded organisation. It was suggested that the Town Council may not be the most appropriate organisation to apply for funding for the activities proposed but that the information should be shared with other organisations in Clitheroe that may be better suited to making such an application.

**18.20 ACCOUNTS PAID MARCH, APRIL AND MAY 2020**

The Town Clerk submitted details of the accounts paid in March, April and May 2020 for approval. The situation regarding a replacement cheque for the Inland Revenue was explained.

The Town Clerk was requested to produce a report later in the year regarding usual expenditure which had not been incurred due to the coronavirus necessitating the cancellation of events.

**RESOLVED: THAT the accounts paid in March, April and May, as specified, be approved.**

**19.20 PARISH LENGTHSMAN'S REPORT**

**Members received a report detailing the work undertaken by the Parish Lengthsman during May 2020. It was confirmed that the problem regarding the noisy cockerel at West View, as reported to RVBC Environmental Health, had been resolved.**

**The meeting closed at 8.05 pm.**

**Signed: .....**  
**Chair**