

CLITHEROE TOWN COUNCIL

**Minutes of the Town Council meeting held on Monday 20 March 2023
In the Council Chamber, Clitheroe Town Hall**

**PRESENT:- The Town Mayor, Councillor Jenni Schumann, in the Chair
The Deputy Town Mayor, Councillor Jonathan Hill
Councillors Ian Brown, Kerry Fletcher, Stewart Fletcher, Mark French,
Gaynor Hibbert, Donna O'Rourke, Simon O'Rourke, Mary Robinson
Town Clerk**

12.23 APOLOGIES FOR ABSENCE

None

13.23 PUBLIC PARTICIPATION

There was no public participation.

14.23 DECLARATIONS OF INTEREST

None

15.23 MINUTES

The minutes of the Town Council meeting held on 16 January 2023 were approved and signed.

16.23 MAYORAL COMMUNICATIONS

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

17.23 PLANNING APPLICATIONS

Consideration was given to planning applications received for weeks ended 24 February, 03 & 10 March 2023

RESOLVED:

- (1) That no objections be raised to the following applications:-
3/2023/0068, 0098, 0124 & 0125, 0167**

18.23 BANK MANDATES AND ONLINE BANKING

It was suggested that, after the local elections, a review of authorised signatories of various bank accounts be undertaken. It was further suggested that there needed to be two or more signatories on each account.

It was reported that the Town Clerk and Cllr Simon O'Rourke had both recently had difficulties with Barclays online banking and that it had taken a significant amount of time on the telephone to sort out the problem. It was again suggested that there be a review of online banking after the local elections.

RESOLVED: THAT arrangements for online banking and the number of authorised signatories be reviewed after the local elections in May 2023.

19.23 MEETING SCHEDULE 2023/2024

The Town Clerk proposed a meeting schedule based on that of 2022/23. It was noted that, due to the elections, mayor making would be later in May than usual and this had an impact on the subsequent Annual Town Meeting which had to be held before the end of May 2023. It was agreed that the Annual Town Meeting would be held on Monday 22 May 2023.

RESOLVED: THAT the meeting schedule for 2023/24 be and is hereby approved.

20.23 ASSET REGISTER INVENTORY

The Asset Register inventory for 2022/23 was considered and approved.

RESOLVED: THAT the asset register inventory for 2022/23 be and is hereby approved.

21.23 ALLOTMENT OFFER LETTERS

The Town Clerk advised that, in order to give the Town Council the option to refuse an allotment tenancy to individuals who have behaved in an offensive or aggressive manner, prior to or during the six week trial period, an additional paragraph needed to be inserted into offer letters. The form of wording was considered and it was agreed that it was acceptable. It was further agreed that the Town Council needed to have the option to refuse a tenancy to individuals who had behaved offensively or aggressively towards Town Council staff or other tenants.

RESOLVED: THAT the form of wording considered was acceptable and should be included in all future allotment offer letters.

22.23 ACCOUNTS PAID FEBRUARY 2023

It was noted that the biggest item of expenditure in February 2023 had been the annual ground maintenance for the Cenotaph and playground.

Resolved: THAT the accounts paid in February 2023 be approved.

EXCLUSION OF PRESS AND PUBLIC

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

23.23 STAFF ABSENCE REPORT

Information regarding recent staff leave was given as was information regarding possible forthcoming staff leave. It was noted that staff were using up their leave prior to the end of March 2023.

RESOLVED: THAT staff leave be noted.

24.23 TORCHLIGHT PROCESSION 2023

It was noted that, due to difficulties with organising a procession in time for a 2023 date, the organisations involved had decided to defer a procession until 2024.

25.23 TOWN WELLS

(Steve Burke and Shirley Penman attended for this Agenda item)

An update was given on the latest situation regarding the adoption of the Town Wells. It was agreed that a sum of money for the potential legal adoption of the Wells should be included in a future Town Council budget.

Signed:
Chair

The meeting closed at 20.00 pm.