

**CLITHEROE TOWN COUNCIL**

**Minutes of the General Purposes Committee meeting held on Tuesday 21 May 2024  
In the Council Chamber, Clitheroe Town Hall**

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

**13.24 APOLOGIES FOR ABSENCE**

**Cllrs Ryan Corney and Mark French**

**14.24 PUBLIC PARTICIPATION**

**None**

**15.24 DECLARATIONS OF INTEREST**

**None**

**16.24 MINUTES**

**The minutes of the General Purposes Committee meeting held on 19 February 2024 were signed and approved.**

**17.24 MAYORAL COMMUNICATIONS**

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

**18.24 PLANNING APPLICATIONS**

**Consideration was given to planning applications received for weeks ended 10 and 17 May 2024.**

**RESOLVED:**

- (1) That no objections be raised to the following applications:-  
3/2024/0280, 0303, 0324, 0334, 0338, 0346,**

#### **19.24 CHRISTMAS LIGHTS TENDERS AND SUGGESTIONS FOR THE FUTURE**

The report of the Town Clerk on Christmas lights tenders was considered and it was agreed that the contract should be awarded to Stately Lighting Ltd. Details of plans for Christmas lights for the coming years were considered and it was noted there were plans for extension to areas of the centre of town not currently covered by the existing scheme on an incremental basis. The proposals were agreed. It was further agreed that a cross-street banner previously used by the Town Council should only be used again if it could be sited outside the Town Council offices.

**RESOLVED: THAT the Christmas lighting contract 2024-29 be awarded to Stately Lighting Ltd and the proposals for extension of the scheme be agreed**

#### **20.24 ROAD SAFETY MATTERS**

It was agreed that the Town Council should purchase its own SpIDs and that suitable lighting columns needed to be identified in specified locations for the siting of the SpIDs in order that they could be licensed by LCC. It was suggested that moveable SpIDs be purchased so as to maximise their usage.

**RESOLVED: THAT the Town Council purchase its own SpIDs and that suitable lighting columns be identified for siting of the SpIDs.**

#### **21.24 REVIEW OF CIVIC ROBES**

The Town Clerk explained that certain civic robes were looking in need of repair or replacement and that she had been in contact with a company that undertook free reviews of civic robes with a view to this company attending the Town Hall for that purpose.

#### **22.24 ACCOUNTS PAID – APRIL 2024**

The accounts paid in April 2024 were noted. It was explained that there had been a costly invoice relating to the fire alarm system but that the system had been in place for over 30 years.

**RESOLVED: THAT the accounts paid in April 2024 be noted.**

#### **Part II**

#### **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**

#### **23.24 STAFF ABSENCE AND LEAVE REPORT**

**It was noted that there had been no absences but that leave had been booked by staff in the summer months.**

#### **24.24 RECRUITMENT OF AN ADDITIONAL MAYOR'S OFFICER/CHAUFFEUR**

**It was explained that the Mayor's Officer had recently been very unwell and that there had been occasions when the relief chauffeur had been unable to attend events with the Town Mayor due to other commitments. It was agreed that it would be sensible to try and recruit an additional officer/chauffeur to provide extra back-up should this be necessary.**

**The meeting closed at 8.15 pm.**