

## **CLITHEROE TOWN COUNCIL**

**Minutes of the Town Council meeting held on Monday 20 June 2022  
In the Council Chamber, Clitheroe Town Hall**

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

### **26.22 APOLOGIES FOR ABSENCE**

**Cllrs Jenni Schumann and Gaynor Hibbert**

### **27.22 PUBLIC PARTICIPATION**

**There was no public participation.**

### **28.22 DECLARATIONS OF INTEREST**

**None**

### **29.22 MINUTES**

**The minutes of the meetings held on 29 April 2022 and 03 May 2022 were approved and signed.**

### **30.22 MAYORAL COMMUNICATIONS**

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

### **31.22 PLANNING APPLICATIONS**

**Consideration was given to planning applications received for weeks ended 27 May 2022, 03 June 2022 and 10 June 2022**

### **RESOLVED:**

- (1) That no objections be raised to the following applications:-  
3/2022/0441, 0461, 0478 and 0520.**
- (2) That Ribble Valley BC be informed that the Town Council does not object *per se* to application 3/2022/0536 but has concerns regarding the size of the potential**

development and its possible effects on the amenity of the neighbouring school playing field.

#### **32.22 ANNUAL ACCOUNTS 2021/22**

The Clerk confirmed that the accounts and supporting paperwork had been subject to an internal audit and that the internal auditor had not found any issues to 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 Cllr Jonathan Hill and Cathy Holmes proceeded to sign the Statement as Chair and Town Clerk respectively.

The Clerk advised that it was necessary for the meeting to approve the accounts for the period ended 31 March 2022. The accounts were duly approved and signed by Cllr Jonathan Hill and Cathy Holmes as Chair and Town Clerk respectively.

#### **33.22 RISK MANAGEMENT POLICY STATEMENT**

The Town Clerk submitted a Risk Management Policy Statement for the Town Council as at June 2022, noting that the Policy had been reviewed and cross-checked with the latest Zurich insurance schedule received in June 2022. The Town Clerk confirmed additions to the schedule to cover pandemics and hygiene/social distancing measures required during Covid remained on the schedule.

**RESOLVED: THAT the risk management schedule be approved**

#### **34.22 ACCOUNTS PAID DURING MAY 2022**

The Town Clerk submitted details of the accounts paid in May 2022 for approval. It was noted that the majority of the expenses for mayor-making had been paid in May as had nine of ten Jubilee street party grants.

Resolved: THAT the accounts paid in May 2022 be approved.

#### **35.22 APPLICATION FOR FINANCIAL ASSISTANCE**

An application for financial assistance had been received from Clitheroe Chamber of Trade & Commerce regarding their proposal to hold a new Draw Clitheroe festival. The application had been previously circulated to Councillors. It was agreed that a grant of £500 be made to the Chamber of Commerce in connection with this application.

**RESOLVED: THAT a grant of £500.00 be made to Clitheroe Chamber of Commerce towards the costs of the Draw Clitheroe Festival.**

The meeting was advised that an approach had been made by Clitheroe Civic Society for additional funding for the planters and floral displays they were working on in the town centre. It was known that the Civic Society had made an application to Ribble Valley BC for a Ribble Valley in Bloom grant but the outcome of the application was unknown. The meeting was also advised that Ribble Valley BC had given some plants to the Society. It was agreed that, pending the outcome of the Ribble Valley in Bloom application, £250.00 be awarded for the current financial year to the Civic Society for the furtherance of their planting scheme. It was suggested that the Society be requested to give publicity to the support they have received from the Town Council.

**RESOLVED: THAT a grant of £250.00 be made to Clitheroe Civic Society towards the costs of their planting scheme and a request be made to the Society for publicity for the support received from the Town Council.**

#### **36.22 PARISH LENGTHSMAN'S REPORT**

The report of the parish lengthsmen for May 2022 was considered. It was noted that most of the work undertaken related to footpaths which was to be expected at this time of year.

#### **37.22 ANY OTHER BUSINESS**

The Town Clerk advised that a new desktop computer was needed for the Town Hall office and that a suitable quotation had been received which was less than £500.00. It was agreed that the purchase be made on the quoted basis.

The number of guests and the costs of hospitality for the LNOP event were discussed. It was agreed that the number of guests needed to be limited to less than 30 and that the food provided should be a light snack rather than an extensive buffet. The Town Clerk was requested to circulate the numbers of guests and the hospitality costs for recent years.

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

**The meeting closed at 20.15 pm.**