

CLITHEROE TOWN COUNCIL

Minutes of the Town Council meeting held on Monday 19 June 2017.

**PRESENT:- The Town Mayor, Councillor Maureen Fenton in the Chair
The Deputy Town Mayor, Councillor Pam Dowson
Councillors Ian Brown, Kerry Fletcher, Stewart Fletcher, Mark French
Allan Knox, Susan Knox, Mary Robinson
The Town Clerk.**

The Town Mayor asked Members to observe one minute's silence as a mark of respect for the victims of the Grenfell Tower disaster and Finsbury Park Mosque attack.

35.17 APOLOGIES FOR ABSENCE

An apology for absence, together with a reason, had been received from Cllr Paul Robinson.

36.17 PUBLIC PARTICIPATION

There was no public participation.

37.17 DECLARATIONS OF INTEREST

There were no declarations of interest.

38.17 MAYORAL COMMUNICATIONS

Details of official duties undertaken by the Town Mayor and Deputy Town Mayor since the last Town Council meeting were submitted for information.

39.17 MINUTES

The minutes of the Town Council meetings held on 21 April 2017 (Cockles and Mussels) and 2 May 2017 (Annual Meeting) were approved and signed by the Chairman.

The minutes of the General Purposes Committee held on 23 May 2017 were noted.

40.17 PLANNING APPLICATIONS

Consideration was given to planning applications received for weeks ending 26 May 2017, 02 June 2017, 09 June 2017 and 16 June 2017.

RESOLVED:

- 1. That no objections be raised to the following applications:-
3/2017/0451; 0468; 0470; 0365; 0494.**
- 2. That Ribble Valley Borough Council be informed that the Town Council objects to application 3/2017/0458 on the grounds that the application represents further incremental development along Chapel Close leading to potential over-development of the area.**
- 3. That Ribble Valley Borough Council be informed, in relation to application 3/2017/0246, of the Town Council's preference for any additional parking at the development to be located at the rear of the property.**

41.17 ANNUAL RETURN 2016/17

The Town Clerk submitted and reported on the Annual Return 2016/17 required by the Audit Commission in respect of the Town Council's accounts for the year ended 31 March 2017, 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 Cllr Fenton as Chair and the Town Clerk proceeded to sign the Statement accordingly.

The accounts for the period ended 31 March 2017 were considered, duly approved and signed by the Chair and Town Clerk.

RESOLVED:

That Sections 1 and 2 contained in the Annual Return be approved together with the Internal Auditor's report and fee of £275.

42.17 ACCOUNTS PAID - MAY 2017

The Town Clerk submitted details of accounts paid during May 2017 noting that all the expenditure incurred in the mayor-making ceremony at the beginning of May 2017 was included in the month's accounts.

RESOLVED:

That the accounts paid during May 2017, details of which were specified, be approved.

43.17 ASSET REGISTER AND INVENTORY

The Town Clerk submitted and reported on the Town Council's Asset Register and Inventory as at June 2017. It was confirmed that the schedule had been updated with the insurance valuations as provided by Zurich in June 2017.

RESOLVED:

That the Asset Register and Inventory as submitted be approved.

44.17 RISK MANAGEMENT POLICY STATEMENT

The Town Clerk submitted a Risk Management Policy Statement for the Town Council as at June 2017, noting that the Policy had been reviewed and cross-checked with the latest Zurich insurance schedule received in June 2017.

RESOLVED:

That the Risk Management Policy Statement for the Town Council be approved.

45.17 REQUEST FOR FINANCIAL ASSISTANCE

The Town Clerk re-submitted a request for financial assistance from Ribblesdale Wanderers Cricket & Bowling Club noting that the request had been deferred from a previous meeting pending a review of the Mayor of Clitheroe Welfare Fund. It was noted that financial assistance had previously been provided to both cricket clubs in Clitheroe but agreed that both clubs did valuable work with the town's young people so should be supported.

RESOLVED:

That a grant of £250 be made to Ribblesdale Wanderers Cricket and Bowling Club

46.17 PARISH LENGTHSMAN'S REPORTS

General Reports

Members received a report detailing the work undertaken by the Parish Lengthsman during May 2017 and May/June 2017.

It was suggested that the parish lengthsman be requested to undertake footpath clearance work where required, time permitting. It was also suggested that a definitive map showing numbered footpaths in Clitheroe be obtained to assist in identifying areas requiring work.

Play Areas Report

Members received a detailed report on the maintenance of the two Play Areas owned by the Town Council.

Members noted that there was outstanding maintenance work required at park Street and the Town Clerk was requested to obtain an update from the lengthsman.

47. 17 DATE OF COUNCIL MEETING APRIL 2018

It was explained that the meeting scheduled for 02 April 2018 would take place on Easter Monday, a statutory holiday, so it was agreed to re-schedule the meeting for Monday 09 April 2018.

RESOLVED:

That the Council meeting scheduled for 02 April 2018 be re-scheduled to take place on 09 April 2018.

The meeting closed at 7.35 pm.