

# EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 15 June 2023, 7.15 pm start

**Annexe, Euxton PC Community Centre, Wigan Road, Euxton**

## A G E N D A

Doc. Ref

1. Apologies

2. Declarations of Interest and Dispensation Considerations

Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.

3. Minutes of Council Meetings

Approve the signing as a correct record, Full Council of 18 May 2023

4. Public Participation

Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.

5. Statutory Business

Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines

6. Financial Items

6.1 Approve Expenditures for this month, and any submitted after the agenda Item 6.1

6.2 Receive CIL update report and Income report Item 6.2

6.3 Receive the Internal Audit Report Item 6.3

6.4 Receive the Annual Governance Statement (Section 1) and approve Item 6.4

6.5 Receive the Accounting Statements (Section 2) and approve Item 6.5

7. Policy Review: Equality & Diversity Policy Item 7

8. Policy Review: Volunteer role (forms and info) Item 8

9. Matters for information

*Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.*

*D. Platt*  
CLERK

Published: 08/06/23

Full Council meetings 2023 - 20 July, 21 September, 19 October, 16 November. 2024 - 18 January, 15 February, 21 March

Newsletter deadlines: 07/09/23 for September issue; 09/11/23 for December issue; 07/02/24 for March issue; 08/05/24 for June issue;

## Item 6.1

### Euxton Parish Council

### Payments for June 2023

Date	Supplier	Method ref	Budget	£.	Description
18/05/2023	Amazon	Debit		77.98	Weedkiller
23/05/2023	Viking Direct	Debit		88.35	Stationery
26/05/2023	InstantPrint	Debit		108.54	Signage
30/05/2023	BT	DD		301.66	Telephony
01/06/2023	CBTC	DD		402.00	May office rent
01/06/2023	Easywebsites	DD		98.40	Website/emails
01/06/2023	EE	DD		93.34	Telephony
02/06/2023	Timpson	Debit		18.50	Keys cut
06/06/2023	Nuts	Debit		2.99	Hardware
07/06/2023	Pole Green	Debit		166.06	Plants
07/06/2023	ASC Timber	Debit		16.40	Hardware
10/06/2023	Peoples Pension	DD		264.13	Pension contributions
15/06/2023	BD Print	U		1079.00	Newsletter printing
15/06/2023	Elan City	U		5615.98	Speed Indicator devices x 2
15/06/2023	Eccleston Electrical	U		84.00	Electrician
15/06/2023	JDH Business Svs	U		447.00	Internal Audit
15/06/2023	Kompan	U		76921.27	Balshaw new play area (2.5% retained)
15/06/2023	June salaries	U			Staff salaries
15/06/2023	HMRC	U			Tax & NI for June 2023
15/06/2023	Highfield Nurseries	U		162.90	Plants
18/06/2023	Plusnet	U		7.49	Mobile
				<hr/>	
				85878.01	

**Item 6.2****Euxton Parish Council**

Incomes from 1 April 2023

Date	Supplier	Method ref	Budget	£.	Description
03/04/2023	CCLA			455.99	Interest
05/04/2023	Co-Op Bank			0.01	Interest
06/04/2023				29.00	unidentified as yet
13/04/2023	Go Cardless			2756.94	Allotment rents
28/04/2023	RBS			41.15	Interest
01/05/2023	TSB			0.01	Interest
02/05/2023	Euxton Girls FC			2160.00	Pitch fees
02/05/2023	McMaster			90.00	Allotment rent
12/05/2023	Go Cardless			81.68	Society fees
17/05/2023	Hanna Lambert			68.00	Advert charge
19/05/2023	Chorley Council			179909.00	Precept, rate grant
24/05/2023	Wightman			89.92	Allotment rent
24/05/2023	McGuire			89.92	Allotment rent
30/05/2023	Macaree			105.00	Advert charge
31/05/2023	RBS			50.91	Interest
31/05/2023	CCLA			433.73	Interest
				<u>186361.26</u>	

## EUXTON PARISH COUNCIL

## CIL Monies Report

Financial Year: 1 April 2022 to 31 March 2023

31/03/2023

CIL Income Breakdown Report			CIL Expenditure Breakdown Report		
Date	Location	£	Date	Description/location	£
Apr23	21/01142/REM Euxton Mill, unit ?	£212.40	15/06/23	Kompan (Balshaw Play)	64,101.00
Apr23	20/01341/REM LPI Euxton Mill, unit ?	£10.36			
Apr23	21/00635/REMMAJ Land between Pear Tree/School Ln	£144,022.91			
Apr23	21/00635/REMMAJ Land between Pear Tree/School Ln LPI	£157.83			
		<u>144,403.50</u>			<u>64,101.00</u>

  

CIL Reconciliation			CIL Balances / Spending Years	
Date	Description	£	Date	Description
2016/17	Total CIL received	69,656.93	Oct-22	Outstanding unspent (allocations see CIL123 list)
2016/17	Total Expenditure	-	Apr-23	Outstanding unspent (allocations see CIL123 list)
2017/18	Total CIL received	-		
2017/18	Total Expenditure	-		
2018/19	Total CIL received	174,092.45		
2018/19	Total Expenditure	-		
2019/20	Total CIL received	9,184.73		
2019/20	Total Expenditure	-		
2020/21	Total CIL received	7,119.29		
2020/21	Total Expenditure	-		
2021/22	Total CIL received	11,718.62		
2021/22	Total Expenditure	-		
2022/23	Total CIL received	62,102.32		
2022/23	Total Expenditure	0		
2023/24	Total CIL received	144,403.50		
2023/24	Total Expenditure	-		
2023/24	Total CIL repaid following notice	-		
		<u>478,277.84</u>		<u>CIL funds carried forward</u>
		Balance		<u>142,404.82</u>

\* = Instalment

Item 6.3



# Euxton Parish Council

Internal Audit Report 2022/23

JDH BUSINESS SERVICES LTD

*Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales*

The internal audit of Euxton Parish Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

## **Conclusion**

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

**J D H Business Services Ltd**

## Annual Internal Audit Report 2022/23

Euxton Parish Council

www.euxtoncouncil.org.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A	no petty cash held	
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	N/A		✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

30/05/2023

Name of person who carried out the internal audit

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit

Date

30/05/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
2022/23 internal audit			
1	<p>General reserves have increased significantly over the prior year to £193,488 and at the year end were in excess of 100% of the precept level.</p> <p>Sector guidance is that councils should aim for a general reserve level of between 25% and 100% of the precept or net operating expenditure. The Practitioners Guide also notes this recommended level of reserves.</p>	<p><i>The council should review the level of general reserves during the budget setting process with reference to sector guidance.</i></p>	



## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

EUXTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS [www.euxtoncouncil.org.uk](http://www.euxtoncouncil.org.uk) PAGE ADDRESS

## Section 2 – Accounting Statements 2022/23 for

## EUXTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	440,488	209,184	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	165,411	174,291	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	39,021	94,079	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	81,398	87,076	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	354,338	82,631	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	209,184	307,847	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	141,525	296,333	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	969,922	978,624	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## **Equality and Diversity Policy**

### **1. Introduction**

- i) Euxton Parish Council is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.
- ii) Council values people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.
- iii) The Clerk has particular responsibility for implementing and monitoring the Equality and Diversity in Employment Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.
- iv) All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Council.
- v) Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in the Council as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with the senior management team, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Council.

### **2. Our Commitment as an Employer**

- i) To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- ii) Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- iii) Training, development and progression opportunities are available to all staff.
- iv) Equality in the workplace is good management practice and makes sound business sense.
- v) We will review all our employment practices and procedures to ensure fairness.

## Euxton Parish Council

### 3. Our Commitment as a Service Provider

- i) We aim to provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- ii) We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
- iii) This policy is fully supported by the senior management team.
- iv) This policy will be monitored and reviewed annually.
- v) We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- vi) Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

### 4. Equal Opportunity Policy Statements

#### AGE

We will:

- ensure that people of all ages are treated with respect and dignity;
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people.

#### DISABILITY

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities;
- challenge discriminatory assumptions about disabled people; and
- seek to continue to improve access to information by ensuring availability of: loop systems; Braille facilities; alternative formatting; and sign language interpretation.

#### RACE

We will:

- challenge racism wherever it occurs;
- respond swiftly and sensitively to racist incidents; and
- actively promote race equality in the Council.

#### GENDER

We will:

- challenge discriminatory assumptions about women and men;
- take positive action to redress the negative effects of discrimination against women and men;

## Euxton Parish Council

- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

### SEXUAL ORIENTATION

We will:

- ensure that we take account of the needs of lesbians and gay men; and
- promote positive images of lesbians, gay men and bisexuals.

### RELIGION OR BELIEF

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible; and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

### PREGNANCY OR MATERNITY

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity;
- challenge discriminatory assumptions about the pregnancy or maternity of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

### MARRIAGE OR CIVIL PARTNERSHIP

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' marriage or civil partnership.

### EX-OFFENDERS

We will:

- prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults).

### EQUAL PAY

We will:

- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

# Euxton Parish Council

## VOLUNTEERS FORM

If you are requesting to carry out work for the Council on a voluntary basis, section 1 of this form needs to be completed and signed by you (and/or parent if required) and returned to the Council. The Council will complete section 2, sign and forward a copy of the completed form to you, for your retention and reference.

### SECTION 1 - for completion by the applicant

Name:			
Address:			
Contact Numbers:			
Date of Birth:	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	years of age
If you are <u>under</u> 16 years of age when completing this form, parental permission and adult supervision whilst carrying out the volunteer work is required:			
Parental Permission Signature: _____ Relationship to above person: _____			
Reason for requesting Volunteer work: ie, complete training, course, award etc specify			
Type of Volunteer work to be carried out, when and for how long: ie, litter picking, Saturday mornings, for 3 months			
I have read these guidelines, suggested areas and training information relevant to the role.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
I agree to use the equipment and wear the protective equipment supplied by the Council.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
I confirm I am physically fit and able to carry out the work expected and specified above.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
I confirm the information in this form is accurate:			
Signed by the Applicant: _____			
Signed by the Applicants Parent: _____ (only if required under the Date of Birth question)			

### SECTION 2 - for completion by the Council

Agreed work to be carried out by volunteer, specifics:	Litter picking of Area(s): Day(s) of week: _____ Start/End Dates: _____		
Equipment to be supplied:	Litter picking finger <input checked="" type="checkbox"/> black bags <input checked="" type="checkbox"/> gloves <input checked="" type="checkbox"/> hi-vis vests <input checked="" type="checkbox"/> Other equipment _____		
Presented and approved by Council:	Committee: <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Full Council: <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/>		
Information verified by the Clerk: _____			
Applicant copied form: <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/>	Start date confirmed as: <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/>		
Equipment supplied: <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/>	Insurance informed: <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/>		

# **Euxton Parish Council**

## **VOLUNTEER LITTER PICKING**

Suggested areas for litter picking owned by Euxton Parish Council

- Highways Avenue grass areas in front of shop and seating area (not around shops)
- Millennium Green, off Wigan Road in front of Euxton Hall Hospital (not in or close to pond)
- Primrose Hill Play Area
- Greenside Play Area and Garden
- Greenside Recreation Fields
- Balshaw Lane Play Area
- Southport Road youth shelter (Balshaw Lane)

Suggested areas for litter picking with permission

- Runshaw Lane shop site, including car park, grass area and rear (permission sought and received from land owner/manager Ace Properties).
- Yarrow Valley car park off Southport Road (Balshaw Lane), adjacent to our youth shelter (permission from Chorley Council).
- The wood area, down from Bank Lane (where St Mary's and Euxton CE Primary Schools are located) down the public footpath, path leading up to Greenside and on through into the woods (permission from Chorley Council).

To be covered under the Council's insurance you must stick to the designated areas we have permission for, and not stray for example into business car parks such as the public houses, private properties etc.

## **Health and Safety Check sheet and training for Litter Picker Volunteers**

### Before you go out

Do you have the contact details of your designated contact at the Council with you, or to hand on return to report problems.

Have you have informed your designated contact at the Council where you are going to go on this session. Date, destination and timings need reporting.

Is the weather acceptable for carrying out your activities.

Are you wearing sensible clothes and footwear for litter picking.

Are you wearing gloves at all times and using a litter picker - do not pick litter by hand.

Children and young people (up to 16 years old) must be accompanied by an adult who is responsible for them.

### Whilst you are out

You must not climb in rivers or up trees or down slopes or bankings or be picking by the road side or on roads with no pavements.

You must not lift heavy items, report these as fly tipping for removal to your contact.

You must not pick up Needles or other dangerous items, contact your designated contact at the Council with a location of these items and they will be removed professionally.

Make sure that the bagged up rubbish is safe to handle ie, no poking out sharp bits such as glass and the bag is not over full or heavy. If you are unable to dispose of the rubbish bags in a suitable litter container call your contact with the details of where you have left the bags for collection. The large bins on Greenside hard-standing or large bin on the path behind the skate park walking up to the cricket club are available to you.

Be aware of tree branches and slippery wet conditions at all times.

Your contact at the Council: Debra Platt, 01257 234004, 07484 58 376  
9 Ambleside Avenue, Euxton, PR7 6NX or email your activity on  
[clerk@euxtoncouncil.org.uk](mailto:clerk@euxtoncouncil.org.uk)