

MINUTES of the Full Council Meeting held 17 September 2015 at 7.15 pm at The Annexe, Euxton PC Community Centre, Wigan Road, Euxton.

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|----------------|----------------------------|----------------|------------------------|
| <u>Present</u> | Cllr J Bamber (Vice Chair) | Cllr P Fellows | Cllr K Reed (Chairman) |
| | Cllr M Bamber | Cllr C Jones | Cllr A Reed |
| | Cllr A Caughey | Cllr E Jones | Cllr A Riggott |
| | Cllr J Caughey | Cllr A Platt | Cllr V Thornhill |
| | Cllr H T Cook | Cllr J Prayle | |

1. Apologies Cllrs Jarnell, Parr, Matson, Wellerd.

Chair informed that the procedure for extending the meetings was legal and the clauses are in the minutes of the last meeting. Members should not be raising their voices and listen when others are speaking. The Chair will start and end the meeting.

2. Declarations of Interest

Cllr Platt declared a pecuniary interest in items forming part of agenda items 7.1, as a relative of an employee and 10, as he has been named.

3. Minutes of Council Meetings

Resolved: Minutes of the Council Meeting on 20 August 2015 were agreed to be an accurate record, and signed by the Chairman, with the change of text at 7.1 and agreement at 10.

4. Statutory Business

Planning - considered applications in report from Lead Member for Planning.

Letters to go to the TPO applications.

Clerk wrote to the developer/owner of the pub sites in the village to ask if they will give the Council information of their plans or aims. They informed that there were no plans to change the use of the Euxton Mills.

5. Dispose of business remaining from the last meeting - LALC Representatives

Councillors A Caughey, Cook, K Reed, A Caughey.

6. Public Participation - Residents and Police Matters

Resolved: Council resolved to suspend standing orders.

Mr Brotherston from the EWMG to update on the Memorial stone marks.

A resident had passed on reports of activity behind the shops and a contractor cleaning out his carpet cleaning business waste into a water waste grid beside Runshaw Lane shops. Clerk will pass on reports.

Resolved: Council resolved to restore standing orders.

7. Financial Items

7.1 Receive financial reports 1, 3 and 4 and approve Expenditure report 2.

Query was asked about the payment of photocopying.

Resolved: Council received reports 1, 3 and 4 and agreed the itemised requests for payment be approved for payments on report 2, which had been checked by a Councillor prior.

| Creditor | Description | Total £ |
|-----------------|---------------------------------|----------------|
| LCC | VAT mistake 2014/15, cq 3902 | 114.71 |
| LCC | VAT mistake 2014/15, cq 3903 | 114.71 |
| LCC | VAT mistake 2014/15, cq 3904 | 114.71 |
| Tell Tale Signs | Name plates for new noticeboard | 24.00 |

| | | |
|------------------------|---------------------------------------|---------|
| Chorley Council | Half Year lease of land | 6.00 |
| SLCC | Clerks Manual inserts | 35.50 |
| Royal Mail | Freepost post charges | 1.78 |
| Go Velo Ltd | Healthy Streets Bike Event at Library | 300.00 |
| GGM Ltd | Service of vacuum and parts | 361.48 |
| Came & Company | Insurance | 2656.85 |
| E-on | Electricity at pavilion | 41.92 |
| Maxigiene Env Svs Ltd | Work at pavilion from Legion. Inspec | 192.00 |
| Townsend Print/Skipton | September newsletter print | 885.00 |
| Cash | Petty cash fund reimbursement | 80.82 |
| Employee 1 | Photocopies, telephone, computer | 263.10 |
| Employee 1 | Reimbursements | 16.63 |
| Employee 2 | Reimbursements | 43.05 |
| Employee 3 | Reimbursements | 34.81 |
| Employee 4 | Reimbursements | 26.60 |
| Employee 1 | Salary Sept 2015 | 1442.74 |
| Employee 2 | Salary Sept 2015 | 872.94 |
| Employee 3 | Salary Sept 2015 | 736.94 |
| Employee 4 | Salary Sept 2015 | 764.72 |
| HMRC | Tax&NI Sept 2015 | 575.36 |

7.2 Authorise the signing of the contract and monthly Direct Debit for the website monthly fee

Resolved: Council approved the contract and direct debit to be signed.

7.3 Receive information regarding the new FSCS banking protection levels, as reported to the Risk Working Group on 17 July 2015

Resolved: Council received this information.

It was raised that the Council's balances were higher than the protective limit – this will be considered by the Finance Committee.

8. Committee/Working Group Reports

8.1 All Purposes Committee meeting 25 August - verbal update

Chair updated the meeting on the progress of the committees' decisions.

8.2 Personnel Committee meeting 26 August - verbal update

Chair updated she had been elected to the Chair again but the Committee now needed a new member. The Committee had discussed the pension timeline, finance software, Clerk hour breakdown on Facebook/Twitter and Finance Committee work, the draft calendar, it will review all the employees contracts, Clerk to research Councillor responsibilities, time extensions at meetings.

8.2.1 Calendar containing Full Council meeting dates and open dates for Committee meetings to be arranged.

Resolved: Council approved the calendar and its publication.

8.2.2 Councillor vacancy on the Personnel Committee.

Resolved: Council noted the vacancy and nomination process.

8.3 Other Committee/Working Group updates - verbal update

Bowling & Boules Committee – nothing to report.

Finance Committee – reminder to Committee Chairs to send in Precept request amounts to the Clerk for the budget.

9. Insurance Cover Review

Resolved: Council reviewed and agreed the insurance details.

Clerk to report to the insurers the ongoing contract build problem with the Memorial and have the pavilion rebuild cost re-evaluated to included demolition costs.

10. Risk Register

Council discussed some of the register items in detail. The register is meant to be a working document which will be worked from and updated on an ongoing basis.

Resolved: Council agreed the Risk Register document, as a working document with the additional of the risk clarification at 3a.

The Business Continuity Plan requires volunteer Councillors to join the working group to complete its review. Please pass your name to the Clerk.

11. North West In Bloom Awards

Resolved: Council will purchase two tickets, for the Chair and her guest.

12. Matters for information

Council was updated over the distribution problem with this newsletter issue, going forward it is hoped there will be volunteers for the areas or it will attempted to cover them with a paid deliverer.

Chair of the Bowling Committee updated that one costing for a Feasibility Study for Greenside had been received at £16,200 to £18,900.

As there was no further business, the Chairman declared the meeting closed.