

# EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 16 October 2025, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

## AGENDA

1. Apologies Doc. Ref
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 September 2025
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 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
  - 5.1 Co-option to Councillor vacancy (enclosed) Item 5.1
  - 5.2 Planning - Consider planning report as circulated by the Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines Item 5.2
6. Financial Items – as circulated
  - 6.1 Approve Expenditures for this month, and any submitted after the agenda Item 6.1
  - 6.2 Receive finance reports circulated Item 6.2
  - 6.3 CIL update report (to follow, not published until w/c 13/10/25) Item 6.3
7. Review and approve the 'Effectiveness of the system of Internal Audit' & 'Internal Auditor Plan' matrices Item 7
8. Canary Girls funding and support request for a project  
Consider the information supplied regarding the project and whether to agree a grant of £1350 for the materials and the additional request for a separate page on the website to host more information via a QR code on the display boards Item 8
9. Village Caretaker Service – Personnel Committee proposal Item 9  
Request to Council to allow Committee to investigate the acquisition of a work vehicle for the Village Caretaker service. Investigate will include all aspects required to enable an informed decision eg. Insurance, storage, maintenance etc.
10. Matters for information  
*Notify the Chair prior to the meeting starts of any item to be raised 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: 10/10/2025

Full Council meetings 2025 20 November. 2026 15 January, 19 February, 19 March, 16 April.

Newsletter deadlines: 07/11/25 for December issue; 07/02/26 for March issue, 08/05/26 for June issue; 07/09/26 for September issue.

## 11. Exclusion of Press and Public

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

## 12. Village Caretaker Service updates

  
CLERK

Published: 10/10/2025

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Newsletter deadlines: 07/11/25 for December issue; 07/02/26 for March issue, 08/05/26 for June issue; 07/09/26 for September issue.

Date, Valid, Ref	Description/Location (click to be directed to <a href="#">www</a> )	Comment/Recommendation
Ref. No: 25/00903/FUL   Received: Thu 25 Sep 2025   Validated: Tue 30 Sep 2025	Erection of a covered spectator stand Euxton Villa Football Club Jim Fowler Memorial Playing Fields Runshaw Hall Lane Euxton Chorley PR7 6HQ	No observation
Ref. No: 25/00872/FULHH   Received: Fri 19 Sep 2025   Validated: Fri 19 Sep 2025	Single storey side and rear extension 37 Meadowcroft Euxton Chorley PR7 6BU	No observations

### APPENDIX A - Meeting the Standards

Expected Standard	Evidence of Achievement	Response
1. Scope of internal audit	Internal Audit Tests (Auditor provided with a pro-forma to complete called 'Internal Audit Plan')	Yes
2. Independence	<ul style="list-style-type: none"> <li>- Internal Auditor has direct access to those charged with governance.</li> <li>- Reports are made in own name to management/Council via a report.</li> <li>- Auditor does not have any other role within the council.</li> </ul>	Yes
		Yes
		Yes
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	Yes
4. Relationships	<ul style="list-style-type: none"> <li>- RFO is consulted on the internal audit plan and on the scope of each audit.</li> <li>- Responsibilities for officers and internal audit are defined in relation to internal control, risk management.</li> <li>- The responsibilities of Council Members are understood; training of members is carried out as necessary.</li> </ul>	Yes
		Yes
		Yes
5. Audit Planning and reporting	<ul style="list-style-type: none"> <li>- The Internal Audit Plan properly takes account of corporate risk.</li> <li>- The plan has been approved by the Council.</li> <li>- Internal Auditor has reported in accordance with the plan.</li> </ul>	Yes
		Yes
		Yes

### APPENDIX B - Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Response
Internal audit work is planned	Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes
Understanding the Council's needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	Yes
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	Yes
Add value and assist the Council to achieve its objectives	Demonstrated through positive Council response to recommendations and follow up action where called for.	Yes
Be forward looking	Changes on national agenda are considered when the Internal Audit guidance is reviewed. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes
Be challenging	Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	Yes
Ensure the right resources are available	<ul style="list-style-type: none"> <li>- Adequate resource is made available for internal audit to complete its work.</li> <li>- Internal auditor understands the body and the legal and corporate framework in which it operates.</li> </ul>	Yes
		Yes

Reviewed by Council, Council Meeting Date: 16/10/25

## Internal Audit action sheet

AGAR certificate reference	Internal Audit action for expected controls
<p>A. Appropriate accounting records have been properly kept throughout the year.</p> <p>AND</p> <p>Periodic bank account reconciliations were properly carried out during the year.</p>	<ul style="list-style-type: none"> <li>• Ensure the correct roll forward of the prior year cashbook balances to the new financial year.</li> <li>• Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained.</li> <li>• Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members.</li> <li>• Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8.</li> <li>• Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy.</li> </ul>
<p>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> <li>• Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the <u>SOs and FRs</u> which should be based on the latest version.</li> <li>• Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents).</li> <li>• Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods/ services delivery and approval for payment; ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation.</li> </ul> <p>Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments.</p> <ul style="list-style-type: none"> <li>• Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements.</li> <li>• Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical</li> <li>• security and usage of the cards are in place.</li> </ul>
<p>C. This authority assessed the significant risks to achieving its objectives and reviewed the</p>	<ul style="list-style-type: none"> <li>• Ensure that authorities have prepared and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc.</li> <li>• Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers'</li> </ul>

<p>adequacy of arrangements to manage these.</p>	<p>and hirers' (where applicable) liability, fidelity/ employees (including members) liability, business interruption and cyber security.</p> <ul style="list-style-type: none"> <li>• Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches; such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation.</li> <li>• Review the effectiveness of internal control carried out by the authority.</li> </ul>
<p>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	<ul style="list-style-type: none"> <li>• Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept for the coming year in accordance with the required parent Authority timetable</li> <li>• Ensure that current year budget reports are prepared and submitted to the Authority/ Committees periodically during the year with appropriate commentary on any significant variances.</li> <li>• Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances.</li> <li>• Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process.</li> <li>• Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the <u>public record of precepted amounts</u>.</li> </ul>
<p>E. Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> <li>• Review "Aged debtor" listings to ensure appropriate follow up action is in place.</li> <li>• Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained, identifying that debtors are monitored.</li> <li>• Burials: ensure that a formal burial register is maintained, that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (<u>Authorities should also acquire and retain copies of Burial / Cremation certificates</u>)</li> <li>• Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised.</li> <li>• Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time.</li> <li>• Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income.</li> <li>• Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked.</li> </ul>

<p>F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for</p>	<ul style="list-style-type: none"> <li>• A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “Not covered” response is frequently required in this area.</li> <li>• Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc).</li> <li>• Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held.</li> <li>• Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held.</li> <li>• Ensure that VAT is identified wherever incurred and appropriate.</li> <li>• Physically check the petty cash and other cash floats held.</li> <li>• Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total readings</li> </ul>
<p>G. Salaries to employees and allowances to members were paid in accordance with the authority’s approvals, and PAYE and NI requirements were properly applied.</p>	<ul style="list-style-type: none"> <li>• Ensure that, for <u>all staff</u>, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract.</li> <li>• Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability.</li> <li>• Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the <u>NJC</u> scale or hourly rate, if off-scale, and also with the contracted hours.</li> <li>• Ensure that appropriate tax codes are being applied to each employee.</li> <li>• Where <u>free</u> or <u>paid for</u> software is used, ensure that it is up to date.</li> <li>• For the test sample of employees, ensure that tax is calculated appropriately.</li> <li>• Check the correct treatment of Pension contributions.</li> <li>• For NI, ensure that the correct deduction and employer’s contributions are applied: NB. the <u>employers allowance</u> is not available to councils but may be used by other authorities</li> <li>• Ensure that the correct employers’ pension percentage contribution is being applied.</li> </ul> <p>Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.</p>
<p>H. Asset and investment registers were complete and accurate and</p>	<p>Tangible Fixed Assets:</p> <ul style="list-style-type: none"> <li>• Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new</li> </ul>

<p>properly maintained.</p> <p>This section/assurance should be extended to include loans to or by the authority</p>	<p>assets at historic cost price, net of VAT and removing any disposed of/ no longer serviceable assets.</p> <ul style="list-style-type: none"> <li>• Physically verifying the existence and condition of high value, high risk assets may be appropriate.</li> <li>• Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement/ insured cost, the latter being updated annually and used to assist in forward planning for asset replacement.</li> <li>• Additions and disposals records should allow tracking from the prior year to the current.</li> </ul> <p>Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals.</p> <ul style="list-style-type: none"> <li>• Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority.</li> </ul> <p>Fixed asset investments:</p> <ul style="list-style-type: none"> <li>• Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the “<a href="#">Investment Strategy</a>” and reported as Assets in the AGAR at section 2, line 9.</li> </ul> <p>Borrowing and Lending:</p> <ul style="list-style-type: none"> <li>• Ensure that the authority has sought and obtained appropriate <a href="#">UK Debt Management Office approval</a> for all loans acquired.</li> <li>• Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan, any arrangement fee should be regarded as an admin expense) in the year of receipt.</li> <li>• Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5.</li> <li>• Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified from the lender and verification provided to the IA by the clerk/RFO).</li> <li>• Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt.</li> </ul>
<p>J. Accounting statements prepared during the year were prepared on the correct accounting basis</p> <p>(receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where</p>	<p>Whilst IAs are not required to verify the accuracy of detail to be disclosed in the AGAR, this assertion, together with the expectation of most Authorities, effectively requires IAs to ensure that the financial detail reported at <u>section 2 of the AGAR</u> reflects the detail in the accounting records maintained for the financial year. Consequently, IAs should:</p> <ul style="list-style-type: none"> <li>• Ensure that, where annual turnover exceeds <u>£200,000</u>, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein.</li> </ul>



appropriate, debtors and creditors were properly recorded.	<ul style="list-style-type: none"> <li>• Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end.</li> </ul>
K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.	<p>IAs should ensure that, <u>all relevant criteria are met</u> (receipts and payments each totalled less than £25,000)</p> <ul style="list-style-type: none"> <li>• the correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline; <ul style="list-style-type: none"> <li>• that it has been published, together with all required information on the Authority's website and noticeboard.</li> </ul> </li> </ul>
L. The authority publishes information on a free to access website, up to date at the time of the internal audit in accordance with the relevant legislation	IAs should review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation.
M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	<p>IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory <u>30 working day period when the Authority's records are available for public inspection</u>.</p> <p>IAs may also check whether authorities have minuted the relevant dates at the same time as approving the AGAR.</p>
N. The authority complied with the publication requirements for the prior year AGAR.	IAs should ensure that the statutory disclosure / publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR.
O. Trust funds (including charitable) - the Council met its responsibilities as a trustee	<ul style="list-style-type: none"> <li>• Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements.</li> <li>• that the council is the sole trustee on the <u>Charity Commission register</u>.</li> <li>• that the council is acting in accordance with the <u>Trust deed</u>.</li> <li>• that the Charity meetings and accounts are recorded separately from those of the council.</li> <li>• review the level and activity of the charity and where a risk based approach suggests such, review the <u>Independent Examiners</u> report.</li> </ul>

**8. Canary Girls funding and support request for a project**

Consider the information supplied regarding the project and whether to agree a grant of £1350 for the materials and the additional request for a separate page on the website to host more information via a QR code on the display boards

**FUNDING REQUEST**

As you know Buckshaw Village WI would very much like an information board celebrating the work and lives of the Canary Girls who worked at Royal Ordnance Factory, Chorley, to be positioned on Buckshaw Village. Following our meeting in April 2025 we've been busy and are now in a position to formally request that Euxton Parish Council fund the provision of this information board.

To assist you to review this application please find attached:

- Formal Funding Request letter with diagrams showing the proposed location of the noticeboard and the type of noticeboard
- Copy of email confirming support from RMG
- Copy of the proposed Canary Girls Information Poster
- Copy of email quote for printing, laminating and weatherproofing of the poster and provision of noticeboard.
- Copy of Invoice for graphic design

If you need any further information please don't hesitate to contact us - we would also be very happy to attend the meeting at which our request is discussed.

Many thanks for all your support for this project Debra, and your advice and guidance on how to proceed with the funding request - it really is appreciated.

Best wishes

Helen Andrew, Lindsey Barrow, Christine Turner, Teri Ward and Tina Ambury

This letter is to request funding of £1350+VAT for the establishment of an information board celebrating and commemorating the women munitions workers of the Royal Ordnance Factory Chorley.

### **Background**

Buckshaw Village is on the site of the former Royal Ordnance Factory (ROF) Chorley. During World War II the site was staffed by women who were conscripted. Many were relocated to the area from elsewhere in the UK. There were many jobs undertaken by the conscripted women in the factories, but those who worked in ammunition filling (like those at Chorley) were nicknamed “Canary Girls” because their skin turned yellow due to the exposure to dangerous chemicals in their work. ROF Chorley was the country’s largest Filling Factory in World War II.

Members of Buckshaw Village WI were disappointed to discover that there was no recognition of the contribution of the women who worked at ROF Chorley on the site of Buckshaw Village. We wish to raise awareness of this vital work and the dangers that the women faced, with particular reference to raising awareness of the history of Buckshaw Village.

### **Proposal**

We propose the establishment of an information board similar to the existing ones outside the Buckshaw Village Community Centre.

Thank you for meeting with us on 16<sup>th</sup> April 2025 Debra, we found this very useful in developing our proposal. Based on your advice we have spoken with RMG, the Management Group for Buckshaw Village and they have confirmed that they support the proposal and would be happy for an information board to be installed near the Community Centre, we have agreed a proposed location and they are willing to install and maintain the information board. See map of proposed location .

Unfortunately, the company who provided the existing noticeboards on the site are no longer operating, but we have located an alternative local company who are prepared to manufacture a similar information board (see attached photo of type of information board).

We have researched the information to be included on the poster (one of our members has strong links to the ROF site and has given local history talks on the topics). We have also consulted a local graphic designer regarding the design of the poster. Ideally we propose the inclusion of a QR code which will link to an Euxton Parish Council webpage containing further, more detailed information on the Canary Girls and their links to Buckshaw Village – but this is subject to your approval, alternatively we can host this on our Buckshaw Village WI webpages. See attached mockup of the information board poster.

### **Timescale**

2025 is the 80<sup>th</sup> Anniversary of VE/VJ day we propose that the noticeboard is erected by Remembrance Day November 2025.

<b>Cost</b>	<b>£</b>
Poster Printing and Manufacture of Noticeboard	1250 + VAT
Design of Poster	100 incl VAT
Installation of Noticeboard (RMG)	0
Total	£1350 + VAT

**Grant request**

We are asking for the following from Euxton Parish Council:

- To pay for the manufacture of the information board
- To pay for the poster design costs
- To agree to host a webpage on the Canary Girls of ROF Chorley on the Euxton Parish Council website (optional – alternatively we can host on the BVWI webpage)

We are looking for the Council to pay the invoices directly, rather than providing funding to Buckshaw Village WI.

**Support from Buckshaw Village WI**

We have also been taking other actions to raise awareness of the Canary Girls to support the development of this project. We have met and gained support from Lindsey Hoyle MP and CC Aidy Riggott as well as meeting with yourself Debra and RMG representatives. We have also talked to local historian Steve Williams. We have produced articles on the Canary Girls one of which has been recently published in the Euxton Newsletter. We have been inviting local residents to contact us with their stories about the women working at the ROF Chorley site and have been feeding information received into our poster design. We have also obtained permission to lay wreaths of yellow poppies at the Buckshaw Village and Euxton Remembrance Day events and our members have been busy creating yellow poppies to use to create these wreaths.

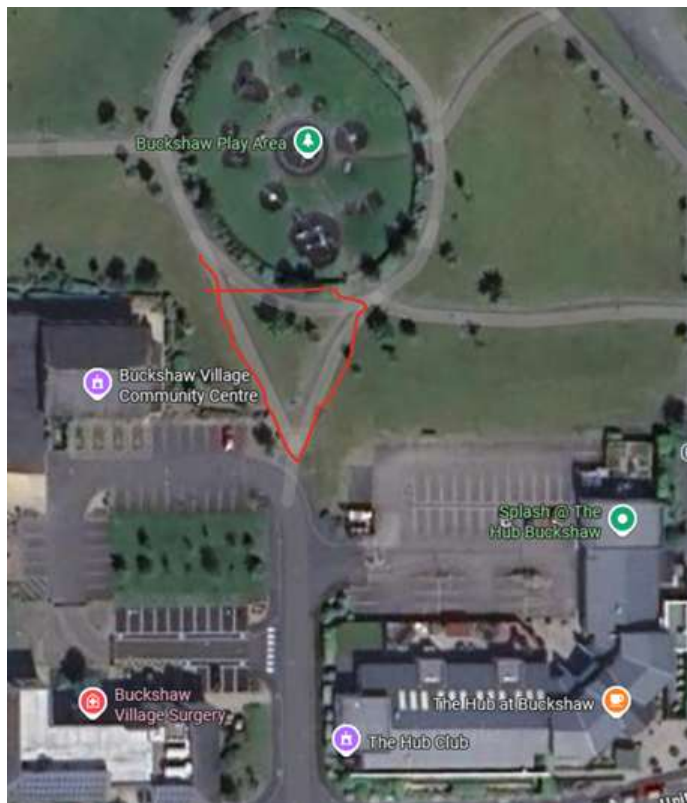
Thank you very much for considering this proposal which we feel will enhance the sense of community and local history on the Buckshaw Village site. We would be very happy to attend the council meeting at which this application is discussed to provide more information. We are happy to agree to be included in publicity photos with the Council once the noticeboard has been installed and provide feedback to the Council. We very much look forwards to hearing from you.

Best wishes  
Buckshaw Village WI

**Follow up request:**

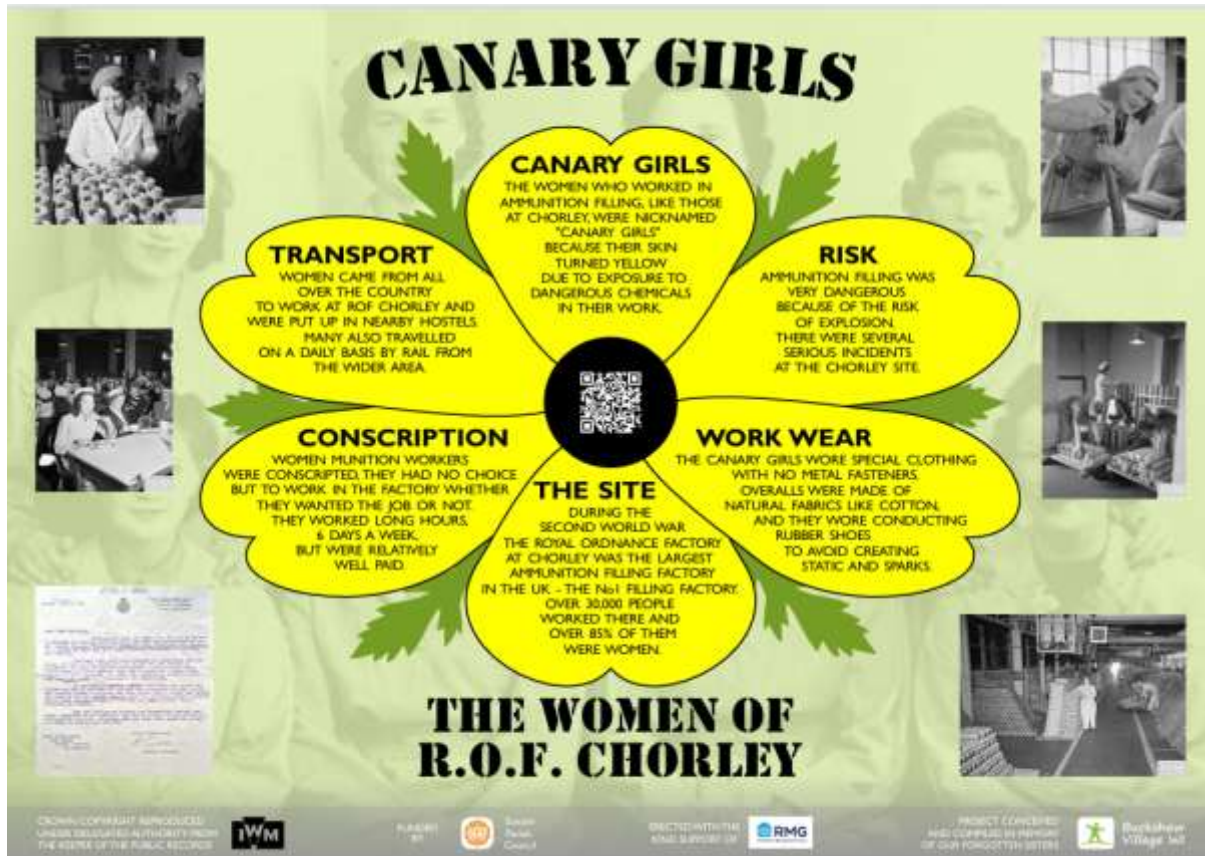
As part of the content of the board we would like to include a QR code. Would it in principal be possible for Euxton Parish Council to host a Canary Girls Webpage on your website. As we can only fit so much information on the board it would be great if readers could connect via a QR code to further information.

**Proposed Location – agreed with RMG**



**Type of Information Board to be produced**





Article which appeared in Euxton WEB

Buckshaw Village is built on the historic site of the former Royal Ordnance Factory (ROF) Chorley, which played a crucial role during World War II. The factory was staffed by many conscripted women, known as "Canary Girls," whose skin turned yellow due to exposure to dangerous chemicals. These women faced significant health risks but made vital contributions to the war effort.

Despite their sacrifices, there is no dedicated memorial to honour the "Canary Girls" at the National Memorial Arboretum, unlike other conscripted workers such as the Land Girls. Buckshaw Village Women's Institute (WI) is working to change this by raising awareness and establishing a permanent memorial within Buckshaw Village to commemorate these women. They aim to educate future generations about the challenging and dangerous work undertaken by conscripted women across all ROF sites during the WWII.

The initiative is about acknowledging the past and ensuring that the contributions of these remarkable women are finally given the recognition they deserve. Buckshaw Village WI invites the community to join them in remembering the "Canary Girls" of ROF Chorley.

Furthermore, the Group intends to honour these women by laying wreaths of yellow poppies on local war memorials on Remembrance Day later this year.

Buckshaw Village WI extends a heartfelt invitation to any surviving "Canary Girls" or their family members to connect with them via the Buckshaw Village WI website or by email at [bv.wi99@gmail.com](mailto:bv.wi99@gmail.com). Your stories and connections are invaluable to this important endeavour.

**9. Village Caretaker Service – Personnel Committee proposal**

Request to Council to allow Committee to investigate the acquisition of a work vehicle for the Village Caretaker service.

**Rationale for a vehicle**

- As the team has expanded and the range of equipment we require the caretakers to transport, it has become apparent that expecting larger equipment items to be carried around to the work sites in personal vehicles is asking a lot.
- Some items are very dirty, large, heavy, contain fuel etc.
- The need for a tow bar to be able to use the trailer.

**Investigation items**

The Committee will investigate all aspects required to enable an informed decision

- Storage
- Maintenance
- Acceptable usage
- Purchase/Contract hire
- Type/fuel
- Insurance
- This list is not exhaustive, just some examples of items to investigate

**Budget for the purchase**

If a purchase was to move forward in this financial year Council would be asked for permission to allocate funds to the project.

Precept will be used in future years to allocate an earmarked budget to cost of operation of the vehicle.

For 2025/26 it is suggested Council could allocate Income items to the purchase of a vehicle. Council earns approx. £1,100 per month in bank/investment interest so by the end of November there would be approx. £8,800 in that income heading. Each year we are supplied with a Council Tax Relief grant of £1,709 which is not allocated at Precept consideration, as is not a guaranteed income each year.

This would make available approx. £10,500 which it is believed would cover all the costs.

Alternatively, Council could allow funds from the Earmarked Emergency fund which has a £25K balance.

**Recommendation**

- Council agree to allow the Personnel Committee to investigate acquiring a vehicle for the Village Caretaker Service and to then purchase a vehicle
- Council agree to allocate the funds from income streams so a vehicle could be bought prior to the new precept year, up to £10,500