

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 21 March 2024, 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 15 February 2024
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 Item 5
6. Financial Items
 - 6.1 Approve Expenditures for this month, and any submitted after the agenda Item 6.1
 - 6.2 Receive financial reports Item 6.2
 - 6.3 Asset Register update Item 6.3
7. Policy Review: Terms of Reference of the Personnel Committee Item 7
8. Policy Review: Terms of Reference of the Leisure Committee 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: 14/03/24

Full Council meetings 2024 – 21 March, 18 April, 16 May, 20 June, 18 July, 19 September, 17 October, 21 November

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

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
24/00137/FULHH Received: Wed 21 Feb 024 Validated: Wed 21 Feb 2024	Single storey side/rear extension (following demolition of existing conservatory) 12 Cedar Avenue Euxton Chorley PR7 6BB	No observations
24/00112/TPO Received: Fri 02 Feb 2024 Validated: Mon 19 Feb 2024	Application for works to protected trees - Chorley BC TPO 11 (Euxton) 1987: T4 Oak - crown reduction by approximately 3M (nearest pruning point) to reduce proximity to property, 10% thinning and tidying up; T5 Oak - crown reduction by approximately 3M (nearest pruning point) to reduce proximity to property, 10% thinning and tidying up; and T6 Oak - crown reduction by approximately 3M (nearest pruning point) to reduce proximity to property, 10% thinning and tidying up. 15 Dunrobin Drive Euxton Chorley PR7 6NE	This application appears to be closely related to 24/00150/TPO. Std A1
24/00129/TPO Received: Tue 20 Feb 2024 Validated: Tue 27 Feb 2024	Application for works to protected trees - Chorley BC TPO 8 (Euxton) 1995: T1 Oak and T2 Oak - Fell to ground level. 12 Carnoustie Drive Euxton Chorley PR7 6FR	Two other trees covered by TPOs were felled at this location following approval granted in relation to application 20/00148/CLPUD. The obligation to replace the felled trees was not a condition of the approval. If the proposed works necessitate the removal of trees, the Parish Council requests that replacement trees (including the 2 felled in 2022) are provided, as per the legislation. Because of the age and health of the trees proposed to be felled, the planting of an additional quantity of trees should be provided, as a gesture of goodwill.
23/01103/FUL Received: Tue 19 Dec 2023 Validated: Fri 08 Mar 2024	Demolition of existing farm buildings and construction of 2no. dwellings Barn At Bournes Farm Runshaw Lane Euxton	This site has also been referred to as Woodcock Farm. EPC responded to an application to change the existing site to one dwelling on 24/11/17. If the application was suitable for 'greenbelt' development, then objection would not be raised. On 12/3/18 the application was withdrawn. An outline application was granted (subject to conditions) for single dwelling on 9/2/21.

<p>24/00150/TPO Received: Fri 23 Feb 2024 Validated: Tue 05 Mar 2024</p>	<p>Application for works to protected trees - Chorley BC TPO 11 (Euxton) 1987: T1 Oak - Fell; and T2 Oak - Lateral reduction of branches growing towards 22 Dunnock Drive by up to 4 metres. 22 Dunnock Drive Euxton Chorley PR7 6QX</p>	<p>This application appears to be closely related to 24/00112/TPO. Std A1, A2, A2A</p>
<p>24/00199/FUL Received: Fri 08 Mar 2024 Validated: Fri 08 Mar 2024</p>	<p>Installation of 3no. column mounted Automatic Number Plate Recognition (ANPR) cameras and 1no. column protector in order to facilitate the provision of a car park management system Aldi Stores Ltd Lancaster Way Buckshaw Village Chorley PR7 7LJ</p>	<p>No observations</p>

List of Payments made between 16/02/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/02/2024	Water Plus	302	51.13		Water
27/02/2024	Water Plus	303	33.19		Water Allotment
28/02/2024	TDP Limited	305	417.05		Picnic seat Balshaw
28/02/2024	Hedghogs R Us	306	157.50		Hedgehog surrounds
28/02/2024	Mesh Direct	307	144.99		Wire mesh
28/02/2024	Instant Print	308	38.60		MGreen signage
29/02/2024	Southern Electric	304	50.61		Electric
01/03/2024	Easy Websites	311	118.80		Website & Emails
01/03/2024	British Telecom	312	231.91		Phones
01/03/2024	Chorley Business & Technology	313	444.00		Office
04/03/2024	EE Mobile & Broadband	314	93.34		Mobiles
18/03/2024	Atlas Business Finance	315	92.09		Photocopies
18/03/2024	Peoples Pension	316	250.96		Pension
18/03/2024	Plusnet	317	7.49		Mobile
18/03/2024	Lyndhurst Precision	318	312.00		Repairs
18/03/2024	Lyndhurst Precision	319	504.00		Repairs
18/03/2024	Euxton Villa Football Club	320	5,000.00		Grant
18/03/2024	Pole Green Nurseries	321	10.50		Plants
18/03/2024	Chorley Borough Council	322	1,250.00		Deer project roundabout
18/03/2024	Chorley Borough Council	323	6.00		Play field rent
18/03/2024	ASC Timber Supplies Ltd	324	12.60		Hardware
18/03/2024	Team Sport & Play Ltd	325	420.00		Repair balshaw
18/03/2024	C&W Berry Ltd	326	38.74		Wood
18/03/2024	Euxton PC Community Centre	327	17.25		Room hires
18/03/2024	RBS Bank	328	2.80		Charges
18/03/2024	NPower	329	10.78		Christmas electric
18/03/2024	Instant Print	330	53.64		Signage
18/03/2024	Richard Campey Ltd	331	665.47		Mower service
18/03/2024	BDO LLP Auditors	332	1,079.00		March newsletter
18/03/2024	Leaflet Delivery UK	333	360.00		Delivery March newsletter
18/03/2024	Post Office Limited	334	450.00		Stamps newsletters x 2
18/03/2024	Various	335	6,819.22		Salaries March 2024
18/03/2024	HMRC	336	1,540.67		Tax & NI March 24
18/03/2024	Highfield Plant Svs Ltd	337	36.50		Planter soil
Total Payments			20,720.83		

**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
RBS Current Account	31/08/2024		593.82
RBS High Interest	29/02/2024		58,716.19
RBS Debit Card	29/02/2024		4,000.00
Public Sector Deposit Fund	29/02/2024		140,951.09
Unity Trust (Current)	29/02/2024		6,092.93
Unity Trust (Saver)	29/02/2024		51,260.23
TSB	01/05/2023		0.01
Co-op	05/05/2023		1.41
			<u>261,615.68</u>

<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
01/03/2024	311	Easy Websites	118.80
01/03/2024	312	British Telecom	231.91
01/03/2024	313	Chorley Business & Technology	444.00
04/03/2024	314	EE Mobile & Broadband	93.34
18/03/2024	315	Atlas Business Finance	92.09
18/03/2024	316	Peoples Pension	250.96
18/03/2024	317	Plusnet	7.49
18/03/2024	318	Lyndhurst Precision	312.00
18/03/2024	319	Lyndhurst Precision	504.00
18/03/2024	320	Euxton Villa Football Club	5,000.00
18/03/2024	321	Pole Green Nurseries	10.50
18/03/2024	322	Chorley Borough Council	1,250.00
18/03/2024	323	Chorley Borough Council	6.00
18/03/2024	324	ASC Timber Supplies Ltd	12.60
18/03/2024	325	Team Sport & Play Ltd	420.00
18/03/2024	326	C&W Berry Ltd	38.74
18/03/2024	327	Euxton PC Community Centre	17.25
18/03/2024	328	RBS Bank	2.80
18/03/2024	329	NPower	10.78
18/03/2024	330	Instant Print	53.64
18/03/2024	331	Richard Campey Ltd	665.47
18/03/2024	332	BDO LLP Auditors	1,079.00
18/03/2024	333	Leaflet Delivery UK	360.00
18/03/2024	334	Post Office Limited	450.00
18/03/2024	335	Various	6,819.22
18/03/2024	336	HMRC	1,540.67
18/03/2024	337	Highfield Plant Svs Ltd	36.50
			<u>19,827.76</u>
			241,787.92

Unpresented Receipts (Plus)

18/03/2024		50.00
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**Bank Reconciliation Statement as at 31/03/2024
for Cashbook 1 - Current Bank A/c**

	<u>Amount</u>	<u>Balances</u>
		50.00
		<u>241,837.92</u>
Balance per Cash Book is :-		241,837.92
Difference Excluding Adjustments is :-		0.00
 <u>Adjustments to Reconciliation</u>		
17/09/2020 112 TESCO	0.00	
		<u>0.00</u>
Unreconciled Difference is :-		<u>0.00</u>

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
120 Housekeeping						
1090 Income Publicity	988	0	(988)			0.0%
160 Grants/S137						
1100 Grants and Donations RCVD	1,709	0	(1,709)			0.0%
200 Amenity/Utility						
1100 Grants and Donations RCVD	1,134	0	(1,134)			0.0%
1550 Income Allotments	3,306	0	(3,306)			0.0%
1570 Income RRM	7,630	0	(7,630)			0.0%
220 Other						
1076 Precept	178,200	0	(178,200)			0.0%
1080 Bank Interest Received	9,080	0	(9,080)			0.0%
1620 Income CIL	162,911	0	(162,911)			0.0%
TOTAL INCOME	364,958	0	(364,958)	0	0	0.0%
EXPENDITURE						
100 Employees						
4000 Employees	100,028	110,000	9,972		9,972	90.9%
4040 H	(0)	0	0		0	0.0%
120 Housekeeping						
4010 Payroll Services	372	1,000	628		628	37.2%
4020 Office Premises	4,440	5,000	560		560	88.8%
4070 Mileage	2,490	3,000	510		510	83.0%
4075 Employee Training	177	3,500	3,323		3,323	5.1%
4080 General Office	5,788	5,300	(488)		(488)	109.2%
4090 Communications	6,380	4,300	(2,080)		(2,080)	148.4%
4100 Insurance	6,694	6,500	(194)		(194)	103.0%
4120 Audit	1,003	1,500	498		498	66.8%
4130 Legal Fees/Planning Investig	0	3,000	3,000		3,000	0.0%
140 Council						
4211 Councillor Training	35	500	465		465	7.0%
160 Grants/S137						
4250 Grants	20,544	11,795	(8,749)		(8,749)	174.2%
4260 Christmas Celebrations	1,966	1,500	(466)		(466)	131.0%
180 Special Events/Projects						
4300 Euxton Gala	3,829	4,500	671		671	85.1%
4310 Road Safety/SPIDs	3,500	3,500	0		0	100.0%
4340 Community Engagement	23	2,500	2,477		2,477	0.9%
4350 ECO/Trees/Foot/Cycle	345	5,000	4,655		4,655	6.9%
4380 Heritage Projects	724	2,000	1,276		1,276	36.2%
4390 Defibrillator Project	3,282	6,210	2,928		2,928	52.9%
4410 Royal Celebrations	71	10,000	9,929		9,929	0.7%
4420 S	(330)	0	330		330	0.0%
200 Amenity/Utility						
4500 Utilities	2,597	3,000	403		403	86.6%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4510 Gardens/Planting/Competitions	1,619	10,000	8,381		8,381	16.2%
4520 Allotments	3,215	15,003	11,788		11,788	21.4%
4530 Millennium Green	7,733	8,000	267		267	96.7%
4540 All Purpose Committee	1,972	2,500	528		528	78.9%
4560 Multi/All Weather Greenside (n	1,644	24,560	22,916		22,916	6.7%
4570 Amenity/Open Space RRM	181,039	40,000	(141,039)		(141,039)	452.6%
4581 War Memorial	0	500	500		500	0.0%
4585 Street Sweeping Machine Fund	0	4,500	4,500		4,500	0.0%
4590 Yarrow Valley Path	0	5,000	5,000		5,000	0.0%
220 Other						
4600 Chapel Brook	0	20,000	20,000		20,000	0.0%
TOTAL EXPENDITURE	361,178	323,668	(37,510)	0	(37,510)	111.6%
Total Income	364,958	0	(364,958)			0.0%
Total Expenditure	361,178	323,668	(37,510)	0	(37,510)	111.6%
Net Income over Expenditure	3,779	(323,668)	(327,447)			
plus Transfer From EMR	170,097					
less Transfer From EMR	162,911					
Movement to/(from) Gen Reserve	10,965	(323,668)	(334,633)			

AUDIT ASSET LIST

	Description	£	Date if known	Stored/Operated from	Change in 2023/2024
	Buildings & Structures				
	Buildings - pavilion	100,000	e	Pavilion changing rooms Greenside	
	Euxton War Memorial Monument	1	Jul'15	Corner School Lane/Wigan Road	
	K6 Kiosk (former BT) phone box	1	Nov'21	Corner Talbot Drive/Balshaw Lane	
	Cabin and store	6,925	Aug'21	Allotment site	
	Store	1,890	Sept'21	Greenside Bowling site	
	Defibrillators				
	Defibrillator public units in box x 3	6,276	Nov'16	3 locations in village (skate/greens/library)	
	Defibrillator public units in box x 1	2,088	July'18	1 locations in village (MGreen)	
	Defibrillator public unit in box x 1	1,590	Feb'21	K6 Kiosk corner Talbot Drive/Balshaw Lane	
New	Defibrillator public unit in box x 2	4,680	May'22	2 locations in village (allotment/methodist church)	4,680
	Equipment				
	Badge of Office (gold)	1,200	e	With the Chairman/or Clerk	
	Chain of Office (gold plate)	600	e Aug'04	With the Chairman/or Clerk	
	Vice Chairman's badge of office (silver)	562	Jul'17	With the Chairman/or Clerk	
	Office equipment (lap top)	1001	April'18	Clerk's office	
	Gazebo canopy 'Instant Shelters' branded	559	May'18	Garage at Greenside	
	Willow Artwork of a Cannon 'EcoArts'	900	Feb'19	Roundabout BV Buckshaw Hall	
	PA system	223	Dec'21	Clerk's office	
	Flower Display Items				
	Barrier basket containers x 4 'Plantscape black'	792	Nov'17	Pavilion or on site at Comm.Cnt	
	Flower towers x 4 'Plantscape metal'	4,000	Oct'18	4 locations in village	
	Stone look planter containers x 1 'Amberol stone'	289	Nov'17	School Lane	
	Stone look planter containers x 4 'Amberol stone'	1,037	Nov'18	Bowling Green perimeter path	
	1m2 tub containers x 3 'Plantscape black'	1,460	Oct'19	Euxton Lane traffic island east side	
	1m2 tub containers x 3 'Amberol black'	1,098	Feb'20	Euxton Lane traffic island west side	
	Barrier containers x 3 'Amberol black'	614	Feb'20	Balshaw Lane at Pelican crossing	
	Land				
	Primrose Hill Play Area	1		Primrose Hill Road	
	Balshaw Lane Play Area	1		Balshaw Lane	
	Pockets of Land at Talbot Row Shops	1		Talbot Row, Highways Avenue	
	Balshaw Villa Corner garden	1		Corner Balshaw Lane and Wigan Road	
	Chapel Brook	30,000	Oct'21	Woodland at Chapel Brook	
	Lighting				
	Solar Light column	3,395	Aug'05	Southport Road land	
	Floodlight system at skate park	8,530	Dec'19	Southport Road land	
	Play equipment/areas				
	Balshaw Lane Play Area	200,000	e	Balshaw Lane	
	Primrose Hill Play Area	150,000	e	Primrose Hill Road	
	Greenside Recreation Ground	5,500		Greenside	
	Southport Road Shelter	7,500		Southport Road	
	Millennium Green seats/bins	3,500	e	Millennium Green	
	Skate Park, Southport Road	170,000	Feb'13	Southport Road	
Remove	Greenside-Gym Equipment	8,000	Mar'13	Greenside	-8,000
	Greenside Play Area - Proludic equipment	108,000	Apr'18	Greenside	
	Bowling Green	99,000	Apr'18	Greenside rear of the Pavilion	
	All Weather ball court - Kompan equipment	99,882	Jul'23	Greenside adjacent to the Pavilion	
New	Balshaw Lane Play area 3 - Kompan equipment	78,217	Jul'23	Balshaw Lane Play area 3	
	Powered Tools				
	Powered blower (petrol) Stihl BR280	330	Oct'09	Pavilion	
	Trailer (small)	450	Jan'11	Pavilion	
	Dennis FT510 Mower and Cartridges	7897	Sep'18	Pavilion	
	Stihl Strimmer model FS 91 X2	600	Jun'19	Pavilion	
	Stihl Hedgecutter model HS45 24"/60cm X 2	456	Jun'19	Pavilion	
	Stihl Blower model B600	491	Dec'19	Pavilion	
New	Sthil Brush Cutter FS461CEM	800	Jan'23	Pavilion	800

	Description	£	Date if known	Stored/Operated from	Change in 2023/2024
	SPIDS				
	Elan City Speed Indicator Devices x 4	7325	Nov'21	4 sites around village (S'prt Rd/EuxtonLn/Pincock/Packsaddle)	
New	Elan City Speed Indicator Devices x 2	5478	May'23	2 sites around village (Balshaw school/Runshaw Ln)	5478
	Street Furniture				
	Street Furniture (17 wayside seats)	7,000	various	Locations around the village	
	Street Furniture (2 seats)	812	Nov'16	Millennium Green decking	
	Picnic plastic benches x 2 'TBR Products brown'	1,082	Sep'17	Millennium Green (one is Lions Centennial)	
	Seats at Bowling Green x 3 'Marmax plastic green'	1,079	May'18	Bowling Green path	
	Recycled plastic seats x 2 'Furnitubes brown'	975	Jul'18	Balshaw Villa Garden	
	Buddy bench on Greenside Garden 'Marmax black'	442	Oct'18	Greenside Garden	
	Benches x 4 'Marmax Rainbow'	817	Oct'18	Balshaw Lane play area	
	Round picnic seating x 2 'Broxap brown'	1,132	Jul'19	Millennium Green	
	Benches on x 4 'Marmax Rainbow'	1,172	Jul'19	Primrose play area	
	Buddy bench recycled 'Marmax black'	442	Mar'20	Greenside garden 'memorial'	
New	Seat recycled moulded 'Earth Anchors brown' x 3	1,246	May'22	2 on Millennium Green/1 on Wigan Road	1,246
New	Seat recycled moulded 'Earth Anchors brown'	1	May'22	Millennium Green (donated with Brass plaque 'Worthington')	1
New	Seat recycled moulded 'Earth Anchors brown'	1	May'22	Millennium Green (donated with stainless plaque 'Branston')	1
New	Seat recycled with arms&back 'Marmax Witton brown'	412	Aug'23	Millennium Green in Jubilee wall position	412
New	Buddy bench recycled 'Marmax rainbow'	439	Jul'23	Balshaw Lane play area 3	439
New	Bench seats recycled x 2 'Marmax rainbow'	700	Jul'23	Balshaw Lane play area 3	700
New	Seat recycled moulded 'Earth Anchors brown'	1	Aug'23	Millennium Green (donated stainless plaque 'Mawdesleys')	1
New	Octagonal picnic recycled 'Earth Anchors black'	1	Aug'23	Millennium Green (donated with stainless plaque 'W/I')	1
New	Seat recycled with back 'Marmax Reston brown'	1	Sep'23	Donated by D.Platt to Allotment site	1
	Noticeboards (x6)	2,500	various	All over the village	
	Notice/map combination boards x 5	3,300	various	All over the village	
	Map Board x1	798	various	Library, St Mary's Gate	
	Information Board on Millennium Green 'pond life'	930	Feb'19	Millennium Green decking	
	Ornamental 'Euxton' sign (x1)	540	Jul'16	Euxton Lane corner opp Bay Horse	
	Ornamental 'Euxton' signs (x5)	2,450	Dec'16	All over the village	
	Flagpoles x 4	367	Mar'20	Pavilion or in location around the village	
		<hr/>			
		1,133,141			<hr/>
	@05/03/24				5,760

TERMS OF REFERENCE

PERSONNEL COMMITTEE

Formation and Updates

~~The Committee created by full council on 18 April 2002, to assume responsibility for handling personnel issues concerning its employees. The Committee will be known as 'Personnel Committee'.~~

~~These guidelines were implemented in 2002, reviewed in May 2006, August 2010, April 2011, Proposed amendments made September 2014 by the Personnel Committee and now amendments agreed 16 October 2014 by Full Council. Full Council agreed the nomination method for members at its 19 March 2015 meeting.~~

Responsibilities

The Personnel Committee has responsibility for handling personnel issues concerning all the Councils employees.

Members

The Committee will consist of the Chair and Vice Chair of the Council and a further 4 Councillors, to make available up to 6 members. This membership will be reviewed at each Full Council Annual Meeting.

The method to fill the 4 places is; if a Councillor wishes to serve on the Personnel Committee they need to write a letter of nomination, which should have a proposer and seconder, from the current Councillors, submit to the Clerk 7 working days prior to the May Annual meeting. The nominations received would be voted upon, by paper ballot at the AGM. Councillors can withdraw before the vote and current serving members of the Committee will be noted as such on the ballot paper.

This is not an open committee which can be attended by any Councillor, unless invited, due to the nature of business it is to handle.

To maintain continuity with an ongoing issue; if an issue continues past the change of the Committee's membership, the original members (if they remain on the Council) can be instructed by the current Chair to see that issue through to conclusion.

Chairperson

At the first meeting following the Annual Council Meeting each year a Chairperson will be elected to report the recommendations of the Committee to the Council.

Quorum

Three from the membership forms a quorum.

Purpose of the Committee

The reasons for forming this committee are:

- Prompt Action - any issue needing prompt action can be resolved quickly
- Personal - to adhere to sections of the Data Protection Act; avoid employees feeling nervous appearing in front of full council; to prevent personal employee data being discussed in public, in front a number of people or between Councillors

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- Efficiency - ensuring matters are not left for long periods of time until a meeting, items can be discussed and debated at length with all the details within the committee and decisions reached or recommendations made to full council, reviews of employees can be programmed.

Authorisation and Limitations

The Personnel Committee has the authority to assume responsibility for the Council’s employees, dealing with issues such as; day to day working, problems, disciplinary matters, complaints, employee reviews, pay and conditions, interview and selection for vacancies approved by full council (this list is neither exclusive nor exhaustive).

The Personnel Committee does not have the authority to terminate a contract of employment, unless the situation which has arisen is a matter of urgency or serious enough that the employment could not continue such as a Health & Safety violation, serious misconduct etc. The normal procedure would be to take a recommendation to a full Council meeting.

The Personnel Committee does not have authority to approve pay increments but does have the authority to discuss and recommend action to full Council at precept or other suitable times.

The Personnel Committee does not have authority to create employment positions, but can suggest to full Council for approval a course of action or future plan.

Accountability

The Chairperson of the Personnel Committee will report actions/decisions and will present the Committee’s recommendations to the Council, at its next meeting.

~~The Personnel Committee meeting will be minuted with restricted circulation. Minutes will be published to members of the Committee headed private and on coloured paper and will not be kept as a record. The Clerk will keep one copy, contained in a file marked private for viewing by current members of the Committee. The file contents can be viewed by a Councillor on request, who feels they have a legitimate reason to read the contents, their reason for the request must be submitted to the Personnel Committee and accepted. Copies of these minutes will not be published for public viewing or copied to members of the Council (please refer to legal exclusion clause(s) below).~~

Committee Responsibilities

The Personnel Committee’s main responsibilities:

- To administer the Council’s directives to its’ employees
- Endeavour to protect the Council from employee misconduct
- Monitor employees for satisfaction of employment criteria and contract
- Review and listen to employees
- Highlight to Council improvements that can be made to the workforce or ability to carry out its objectives and workload
- Implement measures to protect the Council’s workforce

Overall Guiding Criteria

Any decision made, or course of action taken by the Committee must be made in the best interest of the Council and parishoners.

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Meeting Procedure

The Committee will abide by the Council's agreed Standing Orders in relation to Committee's.

- The Chairman of the Committee will instigate the meetings in liaison with the Clerk over matters which need to be considered
- Members of the Committee will receive an agenda and papers for each meeting convened
- All other Councillors (and public) can view the Committee agenda and minutes on the website

Quorum and Membership

- The Committee is to consist the recommended numbers set by Full Council
- A quorum for meetings shall be three
- Membership of the Committee is confirmed at the Annual Meeting of the Council (in May)
- If a resignation from a Committee will affect its ability to function (ie, membership drops below its minimum) the matter will go to a Full Council meeting for an additional member to be appointed to that Committee
- Additional Councillors can be added to the Committee on request, as maybe required due to newly co-opted Councillors

Standing Orders

Terms of Reference co-ordinate with the Council's current standing orders, section 4

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Legal Exclusion Paragraph

This paragraph gives the legal Acts which exclude the press and public from the Personnel Committee meetings when it will be discussing private restricted issues,-

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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 sections 1 and 2. It is resolved that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

TERMS OF REFERENCE

LEISURE COMMITTEE

Responsibilities

The Leisure Committee is a standing committee of the Council which is tasked with:

- To consider and decide on issues arising from the leisure, recreation and amenities the Council is responsible for
- To improve, provide and/or create new recreation opportunities within Euxton where possible
- To ensure current facilities are well maintained, inspected and cared for

Objectives

- Continually review current provision to ensure it is safe and fit for purpose
- Sanction maintenance, repairs or replacement of items where necessary
- Develop new ideas or projects to present to Council if opportunities arise

Delegation and Finance

The Leisure Committee has delegated responsibility, granted by Council, to achieve its responsibilities and objectives.

Therefore the Committee is empowered by Council, to deal directly with all relevant bodies at Borough, County and Regional levels, and with applicable granting or funding bodies, all appertaining to the Council's leisure facilities.

The budgets the Leisure Committee has delegated responsibility to spend from are:

- Millennium Green
- Amenity/Open Space Repair, Renewal, Maintenance (RRM)
- Play area renewal budgets or large CIL projects

The Leisure Committee is to prepare a budget proposal, for any major/new/additional projects which, in the Committee's opinion, should be referred to Full Council for consideration and approval at the Precept meeting - as per the Council's Standing Orders.

Meeting Procedure

The Leisure Committee will abide by the Council's agreed Standing Orders in relation to Committee's.

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- The Chairman of the Leisure Committee will instigate the meetings in liaison with the Clerk over matters which need to be considered
- Members of the Leisure Committee will receive an agenda and papers for each meeting convened
- All other Councillors (and public) can view the Committee agenda and minutes on the website
- ~~All other Councillors will receive the Committee agenda, papers would be available on request~~

Quorum and Membership

- The Leisure Committee is to consist the recommended numbers set by Full Council
- A quorum for meetings shall be three
- Membership of the Committee is confirmed at the Annual Meeting of the Council (in May)
- If a resignation from a Committee will affect its ability to function (ie, membership drops below its minimum) the matter will go to a Full Council meeting for an additional member to be appointed to that Committee

Standing Orders

Terms of Reference co-ordinate with the Council's current standing orders, section 4.