

Adlington Town Council
Members of the Council are summoned to the Adlington Town Council Meeting to be held on Monday 24 June 2024 at 7.15pm in Adlington Library, Railway Road, Adlington

1	<p>Open Forum: <i>Members of the public may make representations and raise issues of local concern during the Open Forum. In advance notification to the Clerk would be appreciated. Please note that the Town Council cannot make any decision at this meeting which has not already been included on the formal published meeting Agenda. Matters discussed in the Open Forum may be considered at a future meeting.</i></p> <p>PC Connor Cross, Community Beat Manager, Lancashire Neighbourhood Policing team South Division to update the Town Council on the composition and work of the Chorley Rural East police team and a resident to discuss item 6.9.i below</p>
2	To receive Apologies for Absence
3	To receive Declarations of Interest
4	To consider and approve the minutes of Monday 20 May 2024 meeting (enclosed)
5	Matters Arising: for information to note as received:
6	Items for Discussion
6.1	<p>To receive Cllr Buckley's resignation from the Town Council and to discuss hand over arrangements to include:</p> <ul style="list-style-type: none"> • Responsibility for the Town Council's website – updating and liaison with the web host provider, including payment of annual fees • Final production of the Update Newsletter in print ready format and design of posters, wreath and Christmas cards as required • The Town Council's Twitter account • Holiday cover for the Clerk, and • To agree to advertise the vacancy in compliance with Section 87 procedures
6.2	To review the 80 th Anniversary of the D-Day Landings
6.3	To review the household waste skip and the litter pick event on Saturday 15 June 2024
6.4	To finalise the arrangements for the Civic Service to include attendance, the buffet cost estimate and the arrangements for the presentation of the 2024 Citizen Awards
6.5	To consider cost estimates received by Cllr Lowe to carry out minor repairs to the two noticeboards outside the Library and at Market Street
6.6	To finalise the content of the summer edition of the Town Council's Update Newsletter and to agree an alternative delivery option and costs
6.7	To consider an update on the Adlington Good Food Club
6.8	To consider the notes from the Adlington Youth Group Steering meeting on 10 June 2024 (enclosed)
6.9	<p>To discuss three concerns raised by residents:</p> <ol style="list-style-type: none"> i. The continuing absence of CCTV at Adlington Station to be raised by a resident in the Open Forum (enclosed)

	<ul style="list-style-type: none"> ii. The lack of benches in KGV Playing Fields iii. Whether a family could attach a plaque to a bench at the bottom of Babylon Lane to remember a family member 															
6.10	To discuss any urgent business agreed by the Town Mayor															
7	Planning: to consider the planning applications listed below															
7.1	For information and comment: 24/00483/FUL: Installation of 3no. jet wash bays at 48 Market Street, PR7 4HF															
7.2	Applications to be noted and left for neighbours' comments: 24/00452/CLPUD: Application for a certificate of lawfulness for a proposed single storey rear extension (following demolition of existing conservatory) at 2, Rivington Avenue, PR6 9PX 24/00441/FUL: Retrospective application for the construction of a residential annex and change of use of land to garden land (associated with 7 Red House Bridge) at 7 Red House Bridge, PR7 4HX															
8	Finance:															
8.1	To approve the statement of accounts and budget reports at 31May 2024															
8.2	To approve the Independent Internal Audit of the Annual Governance and Accountability Return (AGAR) Form 3 for the year-end account at 31 March 2024 and the Accountant's Report/observations															
8.3	To approve the Annual Governance Statement 2023/24 (Section 1 AGAR – page 4 enclosed) to be signed by the Town Mayor or Meeting Chair and the Clerk and recorded in the meeting minutes noting the non-compliance with the General Data Protection Regulations (GDPR)															
8.4	To approve the Accounting Statement 2023/24 (Section 2 AGAR – page 5 enclosed) to be signed by the Town Mayor or Meeting Chair and recorded in the meeting minutes listing the value of the Asset Register as discussed on 19 February 2024															
8.5	To agree to forward Section 3 External Auditor's Report and Certificate 2023/24 (page 6) for completion by the External Auditor PKC Littlejohn and to agree to comply with subsequent Public Notice requirements on ATC's website															
8.6	To agree the timetable for public display of the Town Council's 2023/24 year-end accounts from Monday 1 July to Friday 9 August 2024															
8.7	To approve the CIL 2023/24 year-end report for issue to Chorley Council and for display on ATC's website															
8.8	To approve the application for a Town Council business card to enable limited approved online purchases, such as the annual web site renewal costs to be paid directly															
8.9	To approve the transfer of £2,000 from the UTB Instant Access to the UTB Current Account to meet the expenditure to be approved as listed below															
8.10	To approve the online payment of the following accounts:															
	<table border="1"> <tr> <td>Clerk:</td> <td>June 2024 net administration and financial management at 8 hours per week</td> <td>£414.66</td> </tr> <tr> <td>HMRC</td> <td>PAYE deducted from the gross payment to the Clerk</td> <td>£103.60</td> </tr> <tr> <td>Clerk:</td> <td>Reimburse mileage:25 miles @ 0.45ppm in May 2024</td> <td>£11.25</td> </tr> <tr> <td>EE Ltd:</td> <td>ATC mobile16 June 2024 monthly invoice</td> <td>£22.20</td> </tr> <tr> <td>Reimburse Cllr Snape</td> <td>Costs as invoiced for £27.50 for the Town Mayor's inauguration and £40 for the hire of St Paul's Church Social Club for the Civic Service</td> <td>£67.50</td> </tr> </table>	Clerk:	June 2024 net administration and financial management at 8 hours per week	£414.66	HMRC	PAYE deducted from the gross payment to the Clerk	£103.60	Clerk:	Reimburse mileage:25 miles @ 0.45ppm in May 2024	£11.25	EE Ltd:	ATC mobile16 June 2024 monthly invoice	£22.20	Reimburse Cllr Snape	Costs as invoiced for £27.50 for the Town Mayor's inauguration and £40 for the hire of St Paul's Church Social Club for the Civic Service	£67.50
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	Reimburse Cllr Buckley	For the ATC website domain annual renewal with GoDaddy at £12.99 plus VAT	£15.15
	Bees Country Kitchen	Based on £6.50 per head and invoiced assuming 50 attendees (pending guest list being finalised)	£325.00
	EXP Ltd North West	Print of 3,100 Update Newsletters as A3 folded to A4, full colour (once copy received)	£395.00
	LALC	Online training session attended by Cllr O'Donnell	£35.00
9	Items for information:		
9.1	To receive feedback from Cllr O'Donnell from the LALC online 'Understanding Neighbourhood Plans' training session		
9.2	To note it is 50 years since the reorganisation of local government took place when Chorley Borough Council was formed on 1 April 1974 and Adlington Urban District Council ceased to exist		

Please contact the Clerk for any issue of local concern to be discussed by the Town Council at this or a future meeting and/ or to notify you wish to attend an Open Forum session to speak directly to the Town Council.

Thank you.

Christine Bailey,

Clerk to Adlington Town Council,

Email: clerk@adlingtontowncouncil.co.uk or Tel 07896 729646 or visit:

www.adlingtontowncouncil.co.uk