Tarleton Parish Council

Mrs S Donaghy-Sims - Clerk to the Parish Council
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5th March 2025

To Councillors: Mr R Bryan; Mr S Bryan, Mrs R Evans, Mr M Evans, Mr R H Latham; Mr J Mee; Ms A Daly, Mrs D Wareing, Mrs P McDiarmid, Mrs J Hargreaves, Mr J Cookson and Mr J Eminson

A Meeting of the Parish Council will be held on Monday 10th March at 7.30pm at the Pavilion, Carr Lane, Tarleton

You are hereby summoned to attend
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Members of the public are cordially invited to attend
A period of up to 15 minutes will be provided for a Public Forum before the meeting.
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Agenda

1. To receive the Chairman's welcome and opening remarks
2. To receive apologies
3. To receive any declarations of interest

4. To consider and approve the minutes of the meeting of the Parish Council held on 3rd February 2025.

5. To receive **Clerk's report** (for information only)

6. To receive reports from **Parish Council Working Groups** (for information only)
   a) Sports & Community Users Committee b) Estate Management Working Group
   c) Communication & Media Working Group d) Parish Council Finance Working Group
   e) Mere Brow Village Hall f) Planning Working Group

7. **Financial matters**
   a) To receive a proposition that accounts now presented are paid forthwith
   b) To be advised of receipts to the Council's Bank Account
   c) To resolve to note the Councils Asset Register 2025 (previously circulated)
   d) To resolve to adopt the Standing Orders (Clerk to bring to meeting)
   e) To resolve to adopt the Financial Regulations (Clerk to bring to meeting)
   f) Review of reserves – to note the review of the level of the Councils balances
   g) To agree an adequate level of fidelity guarantee insurance cover

8. **Review of the system of internal control**
   The Accounts and Audit (England) Regulations 2011, requires that the relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control. This includes the management of risk. This review must be minuted as reviewed by the full Council. An effective system of internal control can be split into three parts:
   a) Identification of the potential risk (risk assessment)
   b) Controls or procedures in place to mitigate the risks identified (control systems)

c) Systems for testing the adequacy of internal controls (internal audit)

All three of these should be undertaken so that the body can demonstrate it has an effective system of internal control. The following documents have been prepared which when taken as whole ensures that this Council has reviewed the effectiveness of its system of internal control and has complied with the fore mentioned Account and Audit (England) Regulation.

The Council is asked to resolve to approve the attached documents and the appointment of an internal auditor for the Council:

a) The Councils Risk Assessment Register 2025 inc both financial and non-financial risk (previously circulated)
b) The Councils Fraud and Corruption Statement 2025 (previously circulated)
c) The Councils Statement on Internal Control 2025 (previously circulated)
d) The Councils Internal Audit arrangements including:
    I. A review of the effectiveness of internal audit 2025 (previously circulated)
    II. An internal audit testing schedule 2025 (previously circulated)
    III. To confirm the Council's internal auditor for 2025

9. Planning - To consider the weekly list of planning applications:

a) 2025/0049/FUL - 23 The Cloisters, Tarleton, Preston, Lancashire, PR4 6UL.
b) 2025/0052/FUL - Huntapac Produce Ltd, 293 Blackgate Lane, Tarleton, Preston, Lancashire.
c) 2025/0043/FUL- 23 Carr Lane, Tarleton, Preston, Lancashire, PR4 6DD.
d) 2025/0141/FUL - 39 Tabby Nook, Mere Brow, Tarleton, Preston, Lancashire.
e) 2025/0115/FUL - 246 Blackgate Lane, Tarleton, Preston, Lancashire, PR4 6UX.
f) 2025/0151/PNP - Land At Long Shoot, Gorse Lane, Tarleton, Lancashire.
g) 2025/0102/FUL - 215 Blackgate Lane, Tarleton, Preston, Lancashire, PR4 6UX.
h) 2025/0174/FUL- 1 Haig Avenue, Tarleton, Preston, Lancashire, PR4 6BJ.

10. CIL Spending

Members are asked to consider the proposed use of CIL monies for projects within the Parish.

11. Remembrance Day 2025

Members are asked to consider how to allocate the budget for Remembrance Day 2025.

12. Correspondence - to note the appendix of items. Details of which will be available at the meeting for Councillors and members of the public

13. To confirm the **date and location** of the next meeting scheduled for **Monday 14th April 2025** at 7.30pm at the **Pavilion, Carr Lane**.

Steph Donaghy-Sims

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Clerk, Tarleton Parish Council