Tarleton Parish Council

Mrs S Donaghy-Sims - Clerk to the Parish Council
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9th March 2022

To Councillors: Mrs I Baybutt, Mr R Bryan; Mr S Bryan, Mrs R Evans, Mr R H Latham; Mr J Mee; Ms A Sutton, Mrs D Wareing, Mrs P McDiarmid and Mr M Evans.

A Meeting of the Parish Council will be held on Monday 14th March at 7.00pm 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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Part 1 (Private and Confidential) 7.00pm
Part 2 (Public invited to attend) 7.30pm
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 7th February 2022.
5. To receive **Clerk's report** (for information only)
6. To receive reports from **Parish Council Working Groups** (for information only)
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 2022 (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 2022 inc both financial and non-financial risk (previously circulated)
b) The Councils Fraud and Corruption Statement 2022 (previously circulated)
c) The Councils Statement on Internal Control 2022 (previously circulated)
d) The Councils Internal Audit arrangements including:
    I. A review of the effectiveness of internal audit 2022 (previously circulated)
    II. An internal audit testing schedule 2022 (previously circulated)
    III. To confirm the Council's internal auditor for 2022

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

a) 2022/0035/FUL Tarleton Garage, Southport New Road, Tarleton, Preston, Lancashire
b) 2022/0049/ADV The Bay Leaf, Liverpool Road, Tarleton, Lancashire, PR4 6HQ.
c) 2022/0111/FUL Huntapac Produce Ltd, 293 Blackgate Lane, Tarleton, Preston, Lancashire.
d) 2022/0104/FUL 236 Hesketh Lane, Tarleton, Preston, Lancashire, PR4 6RH.
e) 2022/0116/FUL 12 The Spinney, Tarleton, Preston, Lancashire, PR4 6DT.
f) 2022/0119/FUL 80 Blackgate Lane, Tarleton, Preston, Lancashire, PR4 6UT.
g) 2022/0136/FUL Melrose Cottage, Liverpool Road, Tarleton, Preston, Lancashire.
h) 2022/0145/FUL Land Adjacent To 31 Blackgate Lane, Tarleton, Preston, Lancashire, PR4 6US.

10. Queen's Platinum Jubilee 2022

Members are asked to consider celebrations for the Platinum Jubilee of Queen Elizabeth II which will mark 70 years of service.

11. Wayside Seats

Wayside seats are seats or benches placed on the highway for the amenity of the public. Members have agreed to replace some wayside seats in the village and are now asked to consider the options for replacing further damaged and worn benches.

12. Planters

Members are asked to consider the options for flower planters for 2022.

13. Carr Lane Parking

Members are asked to discuss the parking issues at Carr Lane which can become congested at busy periods.

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

15. To confirm the **date and location** of the next meeting scheduled for **Monday 11th April 2022** at 7.30pm at the **Pavilion, Carr Lane**.

Steph Donaghy-Sims

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Clerk, Tarleton Parish Council