Tarleton Parish Council

Mrs S Donaghy-Sims - Clerk to the Parish Council
22 Becconsall Gardens
Hesketh Bank PR4 6EN
Phone: 07538455571
E-mail: clerk@tarleton-pc.gov.uk

8th March 2023

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, Mr M Evans, Mr J Eminson and Mr J Cookson.

A Meeting of the Parish Council will be held on Monday 13th March at 7.30pm at the Pavilion, Carr Lane, Tarleton

You are hereby summoned to attend
****
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.
****

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 9th January 2023.

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 2023 (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 2023 inc both financial and non-financial risk (previously circulated)
b) The Councils Fraud and Corruption Statement 2023 (previously circulated)
c) The Councils Statement on Internal Control 2023 (previously circulated)
d) The Councils Internal Audit arrangements including:
    I. A review of the effectiveness of internal audit 2023 (previously circulated)
    II. An internal audit testing schedule 2023 (previously circulated)
    III. To confirm the Council's internal auditor for 2023

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

a) 2022/1349/FUL - The Coach House, Park Lane, Tarleton, Preston, Lancashire.
b) LCC/2022/0066 - Mere Brow Wastewater Treatment Works, Mere Brow Lane, Tarleton, Preston, Lancashire.
c) 2023/0026/LDC - Barrons Farm, Doctors Lane, Sollom, Tarleton, Preston.
d) 2023/0036/OUT - Suttons Garage, 26 Blackgate Lane, Tarleton, Preston, Lancashire.
e) 2023/0039/FUL – Rear of 99 Blackgate Lane, Tarleton, Preston Lancashire PR4 6UT
f) 2022/1230/FUL - 246 Blackgate Lane, Tarleton, Preston, Lancashire, PR4 6UX.
g) 2023/0069/FUL – 36 Sutton Avenue, Tarleton, Preston, Lancashire PR4 6BB
h) 2023/0095/FUL – Old Farm House, New House Farm, Gorse Lane, Tarleton Preston

10. Online Banking

Members are asked to consider the moving the Council's current banking to online access.

11. Booking out Pavilion App

Members are asked to consider subscribing to an app that would allow members of the public and community users to book out the Pavilion room for hire and would show when the room has already been booked out.

12. Room 6 Changes

Members are asked to hear further about the proposed changes to Changing Room 6.

13. Cricket Wicket relay

Members are asked to consider the Cricket Club's request to relay the Cricket Wicket on Parish Council land.

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 10th April 2023** at 7.30pm at the **Pavilion, Carr Lane**.

Steph Donaghy-Sims

Steph Donaghy-Sims
Clerk, Tarleton Parish Council