



Tarleton Parish Council

Mr N Leadbetter - Clerk to the Parish Council
18 Delamere Road
Southport PR8 2RD
Phone: 07912 492897
E-mail: tarletonpc@googlemail.com

4th January 2017

To Councillors: Mr J Kay, Mr M Barron, Mrs I Baybutt, Mr R Bryan, Mrs R Evans, Mr R H Latham; Mrs S Lockwood; Mr J Mee, Mrs D Slater; Ms A Sutton and Mrs D Wareing

**A Meeting of the Parish Council will be held on Monday 9th January 2017 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 12th December 2016
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) Planning Applications Working Group
 - f) Mere Brow Village Hall
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 note the Parish Council's financial position to 31st December 2016 (previously circulated)
 - d) To review fees and charges for the financial year 2017/18 (previously circulated)
 - e) To consider the 2017/18 budget and setting of the precept (previously circulated)
 - f) To resolve to note the Councils Asset Register 2017 (previously circulated)
 - g) To resolve to adopt the Standing Orders (Clerk to bring to meeting)
 - h) To resolve to adopt the Financial Regulations (Clerk to bring to meeting)
 - i) Review of reserves – to note the review of the level of the Councils balances
 - j) 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, regulation 4(2) 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 2017 inc both financial and non-financial risk (previously circulated)
- b) The Councils Fraud and Corruption Statement 2017 (previously circulated)
- c) The Councils Statement on Internal Control 2017 (previously circulated)
- d) The Councils Internal Audit arrangements including:
 - I. A review of the effectiveness of internal audit 2017 (previously circulated)
 - II. An internal audit testing schedule 2017 (previously circulated)
 - III. To confirm that Mrs C Rawcliffe be reappointed as the Council internal auditor for 2017

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

- a) 2016/1252/FUL Rear Of The Courtyard, 94 Church Road, Tarleton, Preston,
- b) 2016/1167/FUL 3 The Gravel, Mere Brow, Tarleton, Preston, Lancashire
- c) 2016/1244/FUL 17 Fermor Road, Tarleton, Preston, Lancashire, PR4 6AP
- d) 2016/1265/FUL Marshalls Farm, Middle Meanygate, Tarleton, Preston, Lancashire

10. Sale of Unused Council Equipment

Members are asked to resolve whether to consider selling or donating items of equipment that have been kept unused in cupboards for nearly ten years. Initial discussions had taken place at the December Council meeting.

11. Neighbourhood Plan

The following suggestion has been received from Hesketh with Becconsall Parish Council (HB): HB is interested in exploring the production of a Neighbourhood Plan, especially as the Borough is about to embark on the preliminary work towards the next Local Plan. From discussions, it would appear that any such Neighbourhood Plan should encompass Hesketh Bank and Tarleton as in effect the two Parishes form one contiguous community with many shared services and facilities.

HB is placing a figure of £4,000 in the 2017/2018 Budget (based on £1 per resident) .The Tarleton equivalent would be circa £6000. The total estimated costs spread over a two year period could be in excess of £20,000 less any grants obtained.

Members are asked to resolve as to whether they would be interested in progressing this proposal, initially with a meeting of interested Councillors from both Councils?

12. Friends of Tarleton Library – Donation Request

A donation request has been made to contribute 50% towards the cost of a digital projector. The sum requested is £184.89. The balance has been requested from Hesketh with Beconsall Parish Council as both Councils are seen as having equally large numbers of library users among their inhabitants (request letter attached)

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

14. To confirm the **date and location** of the next meeting scheduled for **Monday 20th March 2017** at 7.30pm at the **Pavilion, Carr Lane**.

Neil Leadbetter

Neil Leadbetter
Clerk, Tarleton Parish Council