



PREESALL TOWN COUNCIL

26 05 2020

Dear Councillor

You are hereby summoned to attend an extra ordinary meeting of Preesall Town Council on Monday 1 June 2020 at 10.30am via Zoom video conference.

Cllr Phil Orme

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Mayor

A G E N D A

- 1 Apologies for absence**
- 2 Declaration of interests and dispensations**
To receive from councillors, disclosures of pecuniary and non-pecuniary interest on matters to be considered at the meeting.
- 3 Minutes of the meetings of Full Council**
Councillors are asked to approve as a correct record the minutes of the meetings held on 2 March (extra ordinary); 23 March (extra ordinary).
- 4 Public participation**
The Mayor will ask councillors **to agree** to adjourn the meeting to allow non-councillors to speak. When dealing with public participation there is no obligation to respond immediately to comments made, other than those that relate to items on the agenda. **Matters requiring a council decision or support must be included as a specific agenda item.** At the conclusion of the public session the Mayor will ask councillors **to agree** to reconvene the meeting.
- 5 Dates of future meetings**
Meeting dates for the next civic year would normally be set at the annual meeting of the council in May. As this didn't take place there are no agreed dates going forward. Councillors are asked **to decide** whether they wish to fix meeting dates until May of next year or whether they wish to operate on an ad hoc basis.
- 6 Finance**
a) 2019/2020 Budget Outturn and Annual Governance and Accountability Return
Councillors have been provided with copies of the detailed budget outturn, which has been inspected and a recommendation made as to approval by the finance committee.

- Councillors will be asked to approve:
- i) Section 1 – Annual Governance Statement 2019/2020 (**enclosed**).
 - ii) Section 2 – Accounting Statements 2019/20 (**enclosed**).
Section 2 has been prepared and signed by the Responsible Financial Officer (RFO/Clerk) as confirmation that the accounts have been prepared on a receipts and payments basis. Once approved by resolution of the full council, the form is signed and dated by the chairman (Mayor) to confirm that the accounts have been approved by the council.
 - iii) Section 3 - The Internal Audit was carried out on 6 May 2020, a copy of the auditor's report is **enclosed**. I have annotated the comments with my proposed actions. Councillors are asked **to approve** the planned actions.

b) Effectiveness of the system of Internal Audit report

It is an audit requirement for a review to be conducted of the effectiveness of the internal audit every three years or when there is a new internal auditor. Councillors are asked **to consider giving approval** to the Effectiveness of Internal Audit report for 2020 (**enclosed**).

7 Grant applications

In November 19 the council resolved too look at grant applications within closed session in November and June each year. The council has received three applications by the 25 May deadline (paperwork **enclosed**). Councillors are asked to consider the applications from the following and **to determine** whether to give an award and for how much.

- a) Knott End writing group
- b) Lyrics and lunch
- c) Preesall and Knott End In Bloom team

8 Public rights of way grant

Councillors have been copied into the paperwork from Lancashire County Council regarding this year's grant of £500 for maintenance of paths and signage within the parish. Councillors are asked **to decide** whether they wish to sign up to carrying out the work and obtain this year's grant funding.

9 Questions to councillors

An opportunity for any councillor to ask a question of another councillor.

PART 2

10 Exclusion of the press and public

Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act 1960, the council may resolve to exclude the press and public to discuss the long-term sickness absence of a member of staff.

Councillors are asked to note that the personnel committee met on the morning of 27 May – its recommendation has been copied in confidence to the council.

11 Date of next meeting

Councillors are asked to raise matters to be included on the agenda and provide updates from working groups by notifying the clerk **in writing TEN CLEAR DAYS PRIOR TO THE MEETING** at the latest. The item should specify the business which it is proposed be transacted, in such a way that the members who receive it can identify the matters which they will be expected to discuss i.e. it needs to specify either what the proposal is and that a decision is required or whether the item is for information only.