

RIVINGTON PARISH COUNCIL MINUTES

Minutes of the Parish Council Meeting – AGAR review
 Venue - Spring Cottage
 Monday 3rd June 2024, start time 18:00.

PRESENT: Councillor David Jones (DJ) – Chairman

COUNCILLORS: Barry Keenan (BK), Vince McCully (VMcC)

CLERK: Helen Skuce (HS)

OTHERS: N/A

REF: 24/130

1		<u>Apologies for absence</u> Resolved that the meeting receive and accept apologies from and the reason be noted: Trevor James-Ellett (TJ-E) – illness Lisa Harris – no contact from Lisa		
2		<u>Declarations of interest</u> N/A		
3		<u>Minutes of previous meeting</u> Resolved that the Parish Council agreed to allow the Chairman to be authorized to sign, as a correct record, the minutes of the Parish Council Meeting on: N/A		

4**i****AGAR**

The Clerk took the Councillors through the AGAR (2) proforma. Section 2, Page 6 figures below:

	YE 31/03/23 £	YE 31/03/24 £
Balances b/f	10,610	6715
Precept	2,331	2,331
Total other receipts	169	2,971
Staff costs	760	500
Loan interest	0	0
All other payments	5,635	3,231
Balance c/f	6,715	8,286

ii

Cllr. Keenan expressed his dissatisfaction with the current banking process and wanted to revert back to two signatories on a cheque. The Chairman reiterated that following the move to online banking, cheques were not an option and no longer in use by the Council.

iii

Cllr. Keenan stated that the Council were not given enough time at meetings to review expenditure. He wanted the detail prior to the meeting. The Clerk explained that all expenditure/current bank account balance was documented/discussed and passed around at each Quarterly meeting. It was explained that the AGAR review was just an overview of all

		<p>finances for 2024. All Councillors had already seen expenditure throughout the year, the Finance spreadsheet was within the pack given to each Councillor and contained detail of every transaction throughout 2023/24.</p>		
	iv	<p>Cllr. Keenan stated that the Council should not be paying to have the Christmas Tree erected and removed. Clerk said she would ask her husband if he would assist with these tasks to reduce cost, Cllr. McCully said he would also help.</p>		
	v	<p>Cllr. Jones asked Cllr Keenan if he also had a problem with the Council paying for Gardeners to maintain the tubs and planters on the Green. He did not have an issue with this.</p>		
	vi	<p>Clerk Skuce explained she was meeting with the Internal Auditor 04/06/24 @ 18:00 to handover the approved AGAR and supporting documentation.</p>		
	vii	<p>AGAR document was approved and signed by both the Chairman and Stand-in Clerk/RFO ready for posting on the website and noticeboard.</p>		
	viii	<p>Notice of public rights had been prepared and will also be added to the website and noticeboard within the specified timescales.</p>		
	ix	<p>The following documents were included for each Councillor in the AGAR pack, provided by the Stand-in Clerk:</p>		

		<table><tr><td>AGAR Clerk declaration</td></tr><tr><td>AGAR completed, signed proforma</td></tr><tr><td>Finance data</td></tr><tr><td>AGAR 2 backup detail</td></tr><tr><td>Output of budget planning meeting Nov. '23</td></tr><tr><td>Budget planning for '24/'25</td></tr><tr><td>Public rights notification</td></tr><tr><td>Transparency Code for smaller authorities</td></tr><tr><td>Annual CIL report</td></tr><tr><td>Asset register</td></tr></table>	AGAR Clerk declaration	AGAR completed, signed proforma	Finance data	AGAR 2 backup detail	Output of budget planning meeting Nov. '23	Budget planning for '24/'25	Public rights notification	Transparency Code for smaller authorities	Annual CIL report	Asset register		
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	v	<p>Lever Park 120 year celebrations</p> <p>Please send any ideas with regards to the above to the Clerk and PA.</p>	ALL	
6	<p>i</p> <p>ii</p>	<p><u>AOB</u></p> <p>Grants:</p> <p>Bio diversity (£300) and Public rights of way (£500) Grants are available from LCC. Applications to be submitted by the Clerk by 30/06/24.</p> <p>All present agreed that Bradley's Farm tenants would be approached to understand if they would be able to use this funding. Clerk Skuce to discuss with current tenants Gemma and Aaron and complete the necessary proformas with pictures.</p> <p>Lever Park 120 year anniversary:</p> <p>Clerk Skuce explained she and Paul Ashcroft had met with Derek Cartwright. Derek thought Horwich Heritage Centre could have 3 to 4 stalls relevant to Leverhulme and Leverpark. Cllr. McCully kindly explained that the Parish Hall wasn't available throughout July/August and probably the first part of September due to it being refurbished but he was willing to open the Chapel so there would be cover in case of rain. Cllr McCully also explained that the Chapel would be open Saturday 14/09/24 anyway as English Heritage were attending. Clerk Skuce said she would speak with Mr. Cartwright to see if the 14th would be an acceptable date for the celebration. Clerk Skuce explained she would be away on holiday on the 14th September but that shouldn't make any difference.</p>	HS	

	iii	<p>Mr Wallace's bequest:</p> <p>It was proposed to buy a Timecapsule, USB flash drive to store pictures of Rivington, Finance detail and a book on Rivington. Mr Wallace also had a number of ring binder files that contained his hand written historical notes on Rivington and the surrounding area. It is hoped that these could be condensed by a local Historian and a summary be placed in the capsule.</p> <p>The attendees thought that the Timecapsule could be buried at the same time as the Lever Park celebration, under the new stone slab required for flagpole base, with a brass plaque engraved with Mr. Wallaces's detail.</p>		
	iv	<p>Unitarian Chapel:</p> <p>Cllr McCully explained that the Chapel had submitted a planning request for a new columbarium wall with compartments for the storage of urns, containing ashes following cremation. No issues from the Council.</p>		
	v	<p>Clerk/RFO replacement:</p> <p>Clerk Skuce explained again that the Council would have to find a new Clerk. Cllr Jones asked why the Clerk wanted to leave. Clerk responded that she had retired and didn't want to commit to the time necessary to complete the role of Clerk/RFO. When Clerk Skuce accepted the role, she understood it was attending 4 meetings and write-up of 4 sets of minutes. She would not have agreed had she know what was involved especially the RFO side of the role. Clerk Skuce showed a copy of the vacancy notice to the Council. If the</p>		

		Councillors are not aware of any person with the required skills to fill the vacancy, then the Clerk would ask the Lancashire Association of Local Councils (LALC) to register the vacancy on their website which is accessed by all Parish Councils in Lancashire.		
7		<u>Next Meeting date</u> 05/08/24 @ 18:00 – Spring Cottage Quarterly meeting		

Meeting closed at 20:00

Chairman:

Date:

David [Signature]
5th August 2024.