

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 19 September 2024, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

Doc. Ref

1. Apologies
2. Declarations of Interest and Dispensation Considerations
Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.
3. Minutes of Council Meetings
Approve the signing as a correct record, Full Council of 18 July 2024
4. Public Participation
Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.
5. Statutory Business
 - 5.1 Co-option Item 5.1
 - 5.2 Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines Item 5.1
6. Financial Items
 - 6.1 Approve Expenditures for this month, and any submitted after the agenda Item 6.1
 - 6.2 Receive finance reports circulated (income, reconciliation, budgets) Item 6.2
 - 6.3 Receive the External Auditor Report year ending 31 March 2024 Item 6.3
 - 6.4 Insurance cover report Item 6.4
7. Chorley Council consultation: Public Consultation on Statement of Community Involvement 2024 - circulated to Cllrs 22/8, available here: Item 7
<https://yoursay.citizenspace.com/planning-c/consultation-on-statement-of-community-involvement/>
8. LALC Membership Representative Item 8
Elect LALC representatives to attend local area committee meetings
9. Matters for information
Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

D. Platt
CLERK

Published: 12/09/24

Full Council meetings 2024 – 17 October, 21 November. 2025: 16 January, 20 February, 20 March

Newsletter deadlines: 09/11/24 for December issue; 07/02/25 for March issue; 08/05/25 for June issue; 07/09/25 for September issue;

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
24/00709/DIS Received: Thu 15 Aug 2024 Validated: Thu 15 Aug 2024	Application to discharge condition 15 (Operation and Maintenance Manual & Verification Report) attached to planning permission 21/01475/FULMAJ (Erection of 108no. dwellings (Use Class C3) with associated access, landscaping, parking and other works following demolition of existing building). DXC Technology Euxton House Euxton Lane Euxton Chorley PR7 6FE	Application regarding drainage. No observations
24/00704/TPO Wed 14 Aug 2024 Validated: Mon 19 Aug 2024	Application for work to a protected tree - Chorley BC TPO 1 (Euxton) 1996: T1 Oak- Remove. 14 Cherryfields Euxton Chorley PR7 6JS	Std A1, A2
24/00683/FULHH Received: Thu 08 Aug 2024 Validated: Thu 08 Aug 2024	First floor side extension 11 Muirfield Close Euxton Chorley PR7 6FX	Adding additional bedroom making a total of 4. Previous alterations have converted the integral garage into a home office space. With the proposed extension 2 additional off-street parking spaces will be required.
24/00747/DIS Received: Fri 30 Aug 2024 Validated: Fri 30 Aug 2024	Application to discharge conditions 7 (levels) and 8 (landscaping) of planning permission ref: 23/00237/FUL (Erection of a single detached dwelling) Land North Of The Railway Public House Wigan Road Euxton	No observations
24/00734/TPO Received: Sat 24 Aug 2024 Validated: Tue 03 Sep 2024	Application for work to a protected tree - Chorley BC TPO 11 (Euxton) 1987: T1 Oak- 2M lateral reduction and 2M crown raise. 23 Dunnock Drive Euxton Chorley PR7 6QX	Std A1
24/00758/FUL Received: Wed 04 Sep 2024 Validated: Wed 04 Sep 2024	Section 73 application to vary condition 11 (hours of operation) attached to planning permission 24/00319/FUL (Erection of storage building and offices for horticultural landscapers depot, following removal of existing polytunnels and alteration of existing access) Everglades Nurseries Dawbers Lane Euxton Chorley PR7 6EQ	No observations
24/00766/TPO Received: Fri 06 Sep 2024 Validated: Wed 11 Sep 2024	Application for work to a protected tree - Chorley BC TPO 3 (Euxton) 1981: T15 Sycamore - Remove. 4 Euxton Hall Gardens Euxton Chorley PR7 6PB	Std 2A

List of Payments made between 25/07/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/07/2024	Defib Store Ltd	115	224.40		Pads
26/07/2024	Amazon	116	58.98		Training materials
26/07/2024	Amazon	116A	1.00		PPE
30/07/2024	British Telecom	117	267.03		Telephony
31/07/2024	Various	109	-13.00		Salary budget correction
01/08/2024	Easy Websites	118	114.84		Website & Emails
01/08/2024	Chorley Business & Technology	119	461.76		Office
02/08/2024	EE Mobile & Broadband	120	100.70		Mobiles
02/08/2024	SSE Energy Solutions	121	79.96		Electric S'portRd
06/08/2024	Defib Store Ltd	122	1,356.00		Defib batteries
07/08/2024	Lebara Mobile	123	4.95		Mobile
08/08/2024	Hotline	124	12.02		Samples
12/08/2024	Peoples Pension	125	264.40		Pensions
14/08/2024	Greens Environmental Ltd	126	352.80		Portable toilet
16/08/2024	Amazon	127	41.94		PPE
16/08/2024	HM Land Registry	128	6.00		Search
20/08/2024	Water Plus	129	84.60		Water
21/08/2024	RBS Bank	130	3.15		Bank charge
22/08/2024	Amazon	131	15.60		Hardware repairs
22/08/2024	B & S Chains Ltd	132	13.56		Repairs
22/08/2024	TESCO	133	20.00		Fuel
22/08/2024	C&W Berry Ltd	134	153.66		Hardware
22/08/2024	Chorley Borough Council	135	6.00		Land rent
22/08/2024	Origin Amenity Solutions	136	1,149.04		Bowling Green maint
22/08/2024	Metal Formations Ltd	137	7,758.00		Signs
22/08/2024	Midstream (WestLancs) Ltd	138	507.86		Flowers
22/08/2024	Earth Anthors Ltd	139	680.69		Seat memorial
22/08/2024	PKF Littlejohn LLP	140	1,008.00		External Audit
22/08/2024	Various	141	8,234.27		Salaries Aug24
22/08/2024	HMRC	142	1,932.31		Tax & NI Aug24
22/08/2024	C&W Berry Ltd	134A	273.46		Hardware
27/08/2024	Naturescape	145	230.00		Seeds
28/08/2024	Water Plus	143	13.06		Water Allotment
30/08/2024	British Telecom	144	267.03		Telephony
01/09/2024	Easy Websites	146	91.08		Websites/emails
02/09/2024	EE Mobile & Broadband	147	139.18		Mobiles
02/09/2024	SSE Energy Solutions	148	82.63		Electricity S'portRd
02/09/2024	Chorley Business & Technology	149	461.76		Office
09/09/2024	Bright HR	150	28.80		Blip
10/09/2024	Peoples Pension	151	267.34		Pensions
11/09/2024	Post Office Limited	152	187.00		Stamps
19/09/2024	Leaflet Delivery UK	153	390.00		Newsletter Sept
19/09/2024	B & S Chains Ltd	154	16.92		Repair parts
19/09/2024	Microsoft	155	79.99		Microsoft 365
19/09/2024	Proludic	156	102.44		Parts
19/09/2024	J P Woodland	157	1,100.00		Emerg. tree branches
19/09/2024	Earth Anthors Ltd	158	680.69		Mem. seat at DocsA49

List of Payments made between 25/07/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/09/2024	B&D Print Svs Ltd	159	1,079.00		Print newsletter Sept
19/09/2024	Lanes Group Plc	160	510.00		Skate Pk Jetting
19/09/2024	I P Jones Fencing	161	5,139.96		Fence & Gate repairs Balshaw
19/09/2024	RBS Bank	162	2.80		Bank charge

	Total Payments		<u>36,043.66</u>		
--	-----------------------	--	------------------	--	--

Current Bank A/c

Receipts received between 25/07/2024 and 30/09/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked 26/07/2024	144.00						
	Euxton PC Comm Cnt	144.00			4570	200	144.00	Garden contract
	Banked 31/07/2024	134.49						
	RBS	134.49			1080	220	134.49	Interest
	Banked 02/08/2024	633.44						
	CCLA	633.44			1080	220	633.44	Interest
	Banked 30/08/2024	120.39						
	RBS	120.39			1080	220	120.39	Interest
	Total Receipts:	1,032.32	0.00	0.00			1,032.32	

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
160 Grants/S137						
1100 Grants and Donations RCVD	3,209	0	(3,209)			0.0%
200 Amenity/Utility						
1550 Income Allotments	3,583	0	(3,583)			0.0%
220 Other						
1076 Precept	185,579	0	(185,579)			0.0%
1080 Bank Interest Received	4,687	0	(4,687)			0.0%
1620 Income CIL	99,905	0	(99,905)			0.0%
TOTAL INCOME	296,963	0	(296,963)	0	0	0.0%
EXPENDITURE						
100 Employees						
4000 Employees	48,037	110,000	61,963		61,963	43.7%
120 Housekeeping						
4010 Payroll Services	461	1,000	539		539	46.1%
4020 Office Premises	2,344	5,000	2,656		2,656	46.9%
4070 Mileage	1,185	3,500	2,315		2,315	33.9%
4075 Employee Training	49	3,000	2,951		2,951	1.6%
4080 General Office	3,522	5,500	1,978		1,978	64.0%
4090 Communications	2,970	6,000	3,030		3,030	49.5%
4100 Insurance	0	7,000	7,000		7,000	0.0%
4120 Audit	1,258	1,500	242		242	83.9%
4130 Legal Fees/Planning Investig	641	3,000	2,359		2,359	21.4%
140 Council						
4211 Councillor Training	0	500	500		500	0.0%
160 Grants/S137						
4250 Grants	1,000	6,000	5,000		5,000	16.7%
4260 Christmas Celebrations	0	2,500	2,500		2,500	0.0%
180 Special Events/Projects						
4300 Euxton Gala	0	1,500	1,500		1,500	0.0%
4340 Community Engagement	30	2,500	2,470		2,470	1.2%
4350 ECO/Trees/Foot/Cycle	0	10,000	10,000		10,000	0.0%
4380 Heritage Projects	6,465	7,000	535		535	92.4%
4410 Major events	0	1,000	1,000		1,000	0.0%
4420 Environmental Spaces/Improves	0	36,000	36,000		36,000	0.0%
200 Amenity/Utility						
4500 Utilities	1,411	3,000	1,589		1,589	47.0%
4510 Gardens/Planting/Competitions	806	10,000	9,194		9,194	8.1%
4520 Allotments	2,790	15,071	12,281		12,281	18.5%
4530 Millennium Green	2,920	0	(2,920)		(2,920)	0.0%
4540 All Purpose Committee	10	3,000	2,990		2,990	0.3%
4560 Road Safety/SPIDs	0	1,000	1,000		1,000	0.0%
4570 Amenity/Open Space RRM	9,758	45,000	35,242		35,242	21.7%
4580 Street Machines	0	2,000	2,000		2,000	0.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4581 War Memorial	0	500	500		500	0.0%
4585 Defibrillator Project	1,130	1,000	(130)		(130)	113.0%
TOTAL EXPENDITURE	86,787	293,071	206,284	0	206,284	29.6%
Total Income	296,963	0	(296,963)			0.0%
Total Expenditure	86,787	293,071	206,284	0	206,284	29.6%
Net Income over Expenditure	210,176	(293,071)	(503,247)			
plus Transfer From EMR	0					
less Transfer From EMR	0					
Movement to/(from) Gen Reserve	210,176	(293,071)	(503,247)			

**Bank Reconciliation Statement as at 31/08/2024
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
RBS Current Account	22/07/2024		541.19
RBS High Interest	31/08/2024		100,452.07
RBS Debit Card	31/08/2024		4,000.00
Public Sector Deposit Fund	31/08/2024		144,655.14
Unity Trust (Current)	31/08/2024		240,617.15
Unity Trust (Saver)	31/08/2024		13,839.29
TSB	30/04/2024		0.01
Co-op	05/04/2024		1.43
			<u>504,106.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
10/07/2024 89 Amazon		9.47	
			<u>9.47</u>
			504,096.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			504,096.81
		Balance per Cash Book is :-	504,096.81
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
17/09/2020 112 TESCO		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**DDI:** +44 (0)20 7516 2200**Email:** sba@pkf-l.com**Date:** 07 August 2024**Our Ref:** LA0075**SAAA Ref:** SB03114

Mrs Debra Platt
Euxton Parish Council
9 Ambleside Avenue
Euxton
Chorley
PR7 6NX

Euxton Parish Council
Completion of the limited assurance review for the year ended 31 March 2024

Dear Mrs Platt

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Euxton Parish Council for the year ended 31 March 2024. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.



PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD
T: +44 (0)20 7516 2200
www.pkf-l.com

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference LA0075 or Euxton Parish Council as a reference when paying by BACS.

Timetable for 2024/25

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Tuesday 1 July 2025. It is anticipated that the instructions will be sent out during March 2025, subject to arrangements for the 2024/25 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

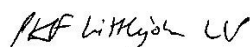
- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2025, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Tuesday 3 June and Monday 14 July 2025; and
 - at the latest, between Tuesday 1 July and Monday 11 August 2025.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2023/24

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/usefulinformation-and-links/>

Yours sincerely



PKF Littlejohn LLP

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Euxton Parish Council – LA0075

Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and

Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-auditpractice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor

PKF LITTLEJOHN LLP

External Auditor

04/08/

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

EUXTON PARISH COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

16/5/24 DD/MM/YYYY

and recorded as minute reference:

9.4 MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

R. Reed SIGNATURE REQUIRED

Clerk

Debra Pugh SIGNATURE REQUIRED

ENTER PUBLIC www.euxtoncouncil.org.uk EBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

EUXTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	209184	307847	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	174291	178200	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	94079	187814	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	87076	100028	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	82631	283653	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	307847	290180	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	296333	242332	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	978624	1159066	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

16/5/24 *Debra Pata*

Date 16/5/24 DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

16/5/24 DD/MM/YYYY

as recorded in minute reference:

9.5 MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

R. [Signature] NATURE REQUIRED

6.4 Insurance cover report

As previously mentioned, our insurance has an outstanding claim against it which prevents Council from easily moving to another insurer. From the renewal invitation I did ask the following questions of the broker.

Questions at Renewal time Aug/Sep 24 – David Palmer, AJG

Q Can we have an update on the outstanding claim which is raising our payments but does not seem to be progressing - I can understand not rushing brings in more premium payments from us but its not really fair. Do we get all the inflated premiums back if/when the claim is not progressed/dropped/shelved?

How long before this claim becomes 'not active'? We need updates please.

If we were to want to move companies, would all the info on the outstanding claim be forthcoming from yourselves or the insurers which may need to go to a new insurer?

A I've just looked back over the councils file and there is very little loading for the claim, what has actually increased your premiums over the past few years is the index linking costs. When you and I first met at your house 10 years or so ago, index linking was always at 1 or 2% and I'd never seen it higher than 3% which was a one off year. The year after Covid it was 15%, last year 12% and by the time we get to October , it should have reduced back to 5% but all your sums insured will have increased by these figures as well.

It may be worthwhile looking at the sums insured compared to the asset register and seeing if you need index linking this year? Costs of items and services has increase but you would know better than me if that is the case in your local council sector.

Q follow up: does the insurance not cover the claim monies, as it seems as if the renewals remain at such high levels we will be paying for the claim in additional premiums?

The claim has a reserve of £33,000, the last update that we had was 6 weeks ago when they were waiting medical evidence. There is nothing to suggest that the claim would be turned away and with a younger person involved the medical side can take some time as you don't know how the injury will affect them growing up as their bone structure changes.

If in the future the claim was settled at no payment I think there would be an argument to go back to the insurers but we just have to wait and see it out however frustrating that is.

Q I noticed the Civic Regalia has 'dropped off' it probably needs to be approx £5000 now.

A The civic regalia is included within the general contents section so just make sure that the totals there are adequate.

Q Why is regalia in there when there is a specific section for it, which it is not in?
 A Regalia is included within general contents, if we leave it in the regalia section it only covers UK and not Europe which is no good for twinning events.



Insurance | Risk Management | Consulting

Euxton Parish Council
 9 Ambleside Avenue
 Euxton
 Chorley
 PR7 6NX

IF PAYING BY **DIRECT BANK TRANSFER** PLEASE CHECK BANK DETAILS BELOW AS THEY MAY HAVE CHANGED SINCE YOUR LAST INVOICE

Client Ref: 1615901
 Policy Ref: 137504639
 Invoice Date: 03 September 2024

Pro-Forma Invoice

		Amounts (£)	Cost (£)
AJG Community Schemes	Hiscox Insurance Company Limited	Premium	5,989.50
	Contract No.: 8307942	Insurance Premium Tax	718.74
	Term: 01/10/24 - 30/09/25	Total Fees	75.00
	TOTAL		

Payment due on or before effective date.

If you would like to pay by credit/debit card please contact us on .
 Payments by **direct bank transfer** should be made to the following account, using reference - 1615901.

Bank: Lloyds Bank Plc
Account Name: AJGIBL GBP CLIENT NST ACCOUNT
Account Number: 19511668
Sort Code: 30-80-12
Swift BIC: LOYDGB21F09
IBAN Number: GB30 LOYD 3080 1219 5116 68
COMMENTS :

FOR BANK TRANSFER PLEASE QUOTE REFERENCE ON YOUR PAYMENT AND EMAIL REMITTANCE DETAILS TO UK.Glasgow.AJGIBL.Remittances_@ajg.com

Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority.

The Financial Conduct Authority does not regulate all forms of the products we provide

Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY
 t: 01483 462 860 f: w: www.ajg.com/uk

Registered in Scotland: Registration No. SC108909
 Registered Office: Spectrum Building, 55 Blythswood Street, Glasgow G2 7AT
 VAT Registration No: GB 484 7462 09

7. Chorley Council consultation: Public Consultation on Statement of Community Involvement 2024 - circulated to Cllrs 22/8, available here:
<https://yoursay.citizenspace.com/planning-c/consultation-on-statement-of-community-involvement/>

Overview

Local planning authorities are required to prepare a 'Statement of Community Involvement' (SCI). The purpose of the SCI is to provide the community with clarity on the levels of involvement and engagement that they should expect in the planning process with regard to plan-making and development management. The SCI sets out the procedures and standards that the Council will follow when undertaking consultation with sectors of the community.

Chorley Council published and adopted its latest SCI in January 2019. Since then, there have been significant changes made to planning legislation, and guidance. Under Regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), local planning authorities must review local plans, and Statements of Community Involvement at least once every 5 years from their adoption date to ensure that policies remain relevant and effectively address the needs of the local community. Chorley Council has reviewed the SCI and produced this new SCI within the recommended timeframe to ensure it remains up to date. This revised SCI supersedes the 2019 SCI.

If you require the survey to be provided in an alternative format or require assistance in completing it, please do not hesitate to contact us by email at eric.kwok@chorley.gov.uk or by telephone on 01257 515151.

Link to survey:

<https://yoursay.citizenspace.com/planning-c/consultation-on-statement-of-community-involvement/consultation/subpage.2024-07-31.3728241504/>

8. LALC Membership Representative

Elect LALC representatives to attend local area committee meetings

Councils in membership of the Lancashire Association of Local Councils (LALC) nominate representatives to attend the Chorley Area Committee.

Each Area Committee of LALC has a number of seats on its Executive Committee which it nominates members to. Chorley has 3 seats.

LALC is governed by an Executive Committee, comprising a President, Vice Presidents, Chairman, Vice Chairman, and representatives elected by each from the Area Committees. The Executive Committee elects one National representative who then goes on to the NALC National Assembly.

LALC is affiliated to the National Association of Local Councils (NALC), which gives members access to legal and policy advice. The Chairman and Chief Executive Officer attend relevant events which provide updates on policy and provide networking opportunities with other County Associations.

The national body NALC represents the interests of 10,000+ local (parish and town) councils in England. NALC works in partnership with county associations to support, promote and improve local councils.

The next Chorley Area Committee meeting has been set for 10 October at Chorley Town Hall.

Recommendation: Euxton Council should have two volunteers who can be elected by the Council to be the representatives to sit on the Chorley Area Committee.



What is an Area Committee?

LALC member councils nominate representatives to attend the Area Committee meetings. The Councils each contribute a fee towards the Area Secretary honorarium payment.

An Area Committee runs its own network, and the Secretary is a key part of holding the network together and building on its strengths.

The meetings give member council's the opportunity to network with other local Council's in their area.

Each Area Committee nominates a number of representatives to sit on the LALC Executive. LALC is run by its members – representatives from member councils sit on LALC's Executive Committee; represent the area on other relevant bodies and sit on the NALC Council.

Area Secretary

The Secretary is the key role for each Area Committee and will manage many tasks, some are below, more area listed in the Duties document:

- collate members' details
- arrange the area meetings
- invite members to the meetings
- record and act on the meetings instructions
- liaise with LALC on its nominated members

But, more importantly the Secretary will help keep the Area Committee relevant by:

- encouraging attendance at meetings and networking opportunities
- translating current 'hot topics' in to learning opportunities with discussions, presentations or training being delivered at the area committee meetings
- including topical or seasonal subjects on the agenda relevant to the Council's work throughout the year
- attracting speakers or experts to visit the meetings
- being creative to bring the area committee meetings alive and the event 'not to miss' for the Councils' representative