

**LITTLE ECCLESTON WITH LARBRECK PARISH COUNCIL  
NOTICE OF  
ANNUAL PARISH COUNCIL MEETING**

You are hereby summoned to attend the Meeting of Little Eccleston with Larbreck Parish Council to held be on Thursday 9<sup>th</sup> May 2024, 7.00pm at Elswick Village Hall, Roseacre Road, Elswick, PR4 3UD

*Jane Lingings*

Jane Lingings, Clerk to Parish Council (02.05.24)

**AGENDA**

**Public Participation**

- 1. Election of Chair**  
To elect a Chair for the next 12 months.
- 2. Election of Vice Chair**  
To elect a Vice Chair for the next 12 months.
- 3. Acceptance of Apologies**  
To receive apologies for absence
- 4. Appointments to Outside Bodies**  
To agree subject leads to the following areas:
  - Maintenance/Village Inspection
  - Defibrillator
  - Contractors
  - Human Resources
  - FBC Planning
  - FBC District Parish Liaison Committee
  - LALC
  - Responsible Financial Officer
- 5. Calendar of Parish Council Meetings for 2024 25**  
To approve the dates of the meetings
  - Thursday 13<sup>th</sup> June 2024
  - Thursday 18<sup>th</sup> July 2024
  - **No meeting in August 2024**
  - Thursday 12<sup>th</sup> September 2024
  - Thursday 10<sup>th</sup> October 2024
  - Thursday 14<sup>th</sup> November 2024
  - **No meeting in December 2024**
  - Thursday 9<sup>th</sup> January 2025
  - Thursday 13<sup>th</sup> February 2025
  - Thursday 13<sup>th</sup> March 2025
  - Thursday 10<sup>th</sup> April 2025
  - Thursday 8<sup>th</sup> May 2025
- 6. Declaration of Interests and Dispensations**
  - To receive declarations of interest from Councillors on items on the agenda
  - To receive written requests for dispensations for disclosable pecuniary interests
  - To grant any requests for dispensation as appropriate
- 7. Minutes of the Previous Meeting**  
To resolve to approve as a correct record the Minutes of the Council Meeting held on 11<sup>th</sup> April 2024.
- 8. Action Tracker**  
To review the action tracker (for information only)

- 9. Finance**
- i. To receive and approve monthly bank reconciliation.
  - ii. To authorise payments
  - iii. To receive the cumulative budget monitoring report
  - iv. To acknowledge receipt of income
- 10. Audit: Annual Return for the year ending 31<sup>st</sup> March 2024**
- i. To receive and note the Annual Internal Auditors Report and resolve any actions required.
  - ii. To approve the Annual Governance Statement (Section 1)
  - iii. To approve the Accounting Statements (Section 2)
  - iv. The RFO to set the date and action the exercise of public rights.
- 11. Monthly Health and Safety Risk Assessment**  
To discuss and consider additional risks to be documented on the risk register.
- 12. Planning and Licensing**  
Nil planning applications at time of agenda.
- 13. Amenities/Maintenance/Environment**  
To discuss and consider the following items and resolve any actions required:
- East End triangle: to receive and consider quotation for block planter
- 14. Parish Council Business Continuity**  
To approve a new process prepared by the clerk to enable the Parish Council administration functions to continue in an emergency event of the Clerk being unexpectedly unavailable.
- 15. County & Borough Council**  
To receive and consider any Parish issues and resolve any actions required:
- FBC: Parish Councillor Vacancies: to agree advertising for the two vacancies.  
FBC: DPLG Planning Forum
- 16. Parish Council Insurance Renewal**  
To review the Parish Council insurance cover quotations and agree the new policy.
- 17. Items for the Next Agenda (for information only)**
- 18. Date of Next Meeting**  
To be agreed