

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

You are hereby summoned to attend the Meeting of Little Eccleston with Larbreck Parish Council to held be on Thursday 09<sup>th</sup> January 2025, 7.00pm at Elswick Village Hall, Roseacre Road, Elswick, PR4 3UD

*Diane Baker*

Diane Baker, Clerk to Parish Council (5<sup>th</sup> December 2024)

### **AGENDA**

#### **Public Participation**

- 1. Apologies for Absence**  
To receive apologies for absence
- 2. 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 (if any)  
To grant any requests for dispensation as appropriate
- 3. Minutes of the Previous Meeting**  
To resolve to approve as a correct record the Minutes of the Council Meeting held on the 14<sup>th</sup> November 2024.
- 4. Action Tracker**  
To review the action tracker (for information only)
- 5. Finance**
  - i. To receive and approve the monthly bank reconciliation.
  - ii. To receive and approve the cumulative budget report.
  - iii. To authorise payments.
  - iv. To acknowledge receipt of income
- 6. 2025/26 Budget**
  - i. To discuss and consider the Parish Council draft budget proposals for 2025/2026
  - ii. To resolve to review the Village in Bloom budget
- 7. Monthly Health and Safety Risk Assessment**  
To discuss and consider additional risks to be documented on the risk register
- 8. Planning and Licensing**
  - i. To agree a representative on the Planning Parish Forum
- 9. Amenities/Maintenance/Environment**  
To discuss and consider any issues and resolve actions required
  - i. To discuss proposed Contract revisions
  - ii. To discuss the Christmas tree lights
  - iii. To discuss Christmas plaque
- 10. Standing Orders**
  - i. To discuss and consider any revisions to the existing document
  - ii. To update Councillor duties and responsibilities
- 11. County & Borough Council**  
To receive updates from County and Borough Councillors
- 12. Organisational Risk Management Plan**  
To resolve to approve the annual Organisation Risk Management Plan prepared by the Clerk

- 13. Asset Register**  
To resolve to approve the updated Asset Register prepared by the Clerk.
- 14. Business Continuity Plan**  
To discuss and consider amendments to the Business Continuity Plan and resolve to continue to review on a monthly basis
- 15. Items for the Next Agenda**
- i. Appointment of Internal Auditor
  - ii. Internal Audit Terms of Reference Review
- 16. Date of Next Meeting**  
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