**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 13th March 2025, 7.00pm at Elswick Village Hall, Roseacre Road, Elswick, PR4 3UD

Diane Baker

Diane Baker, Clerk to Parish Council 7th March 2025

**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

13th February 2025.

**4.** **Action Tracker**

To review the action tracker (for information only)

**5.** **Finance**

1. To receive and approve the monthly bank reconciliation.
2. To receive and approve the cumulative budget report.
3. To authorise payments.
4. To acknowledge receipt of income

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| --- | --- | --- | --- | --- | --- |
| **DATE** | **PAYEE**  | **DETAILS** | **NET AMOUNT****£** | **VAT****£** | **GROSS AMOUNT****£** |
| 03.02.25 | Expenses | Staff Costs working from home | 40.00 | 0.00 | 40.00 |
| 10.02.25 | SLCC  | Annual membership of the society | 300.00 | 0.00 | 300.00 |
| 10.02.25 | Village In Bloom | Transfer of monies for VIB | 600.00 | 0.00 | 600.00 |
| 11.02.25 | P Bull | Reimbursement for Microsoft payments | 37.08 | 0.00 | 37.08 |
| 13.02.25 | Aon UK Ltd | Annual Insurance for VIB | 100.00 | 0.00 | 100.00 |
| 17.02.25 | EDF Energy | Unmetered electric supply | 11.33 | 0.59 | 11.92 |
| 24.02.25 | EE Limited | Mobile Phone | 13.00 | 2.60 | 15.60 |
| 28.02.25 | Employees | Salary payments | 507.26 | 0.00 | 507.26 |
| 28.02.25 | Bank | Service Charge | 6.00 | 0.00 | 6.00 |
| **Bank balance at close of business 28.02.25 = 21,266.86** |

**6.** **Monthly Health and Safety Risk Assessment**

To discuss and consider additional risks to be documented on the risk register

**7.** **Planning and Licensing**

 No applications to consider

**8.** **Amenities/Maintenance/Environment**

To discuss and consider any issues and resolve actions required

1. To receive updates on the Christmas Plaque and supply of electricity for the seasonal period.

**9.** **County & Borough Council**

To receive updates from County and Borough Councillors

**10. Business Continuity Plan**

To discuss and consider amendments to the Business Continuity Plan

**11. Training**

 To discuss and consider training and feedback from events.

**12.** **Items for Next Agenda:**

Update on preparation for the annual Internal Audit

**13. Date of Next Meetings:**

Thursday 10th April 2025

Thursday 8th May 2025