

**Barrowford Parish Council**  
**Holmefield House, Barrowford, Nelson, Lancashire**

**To all Councillors**

**Meeting of the Council**

**You are hereby summoned**

**to attend a Meeting of the above Council**

**to be held at the Council Offices**

**At 7pm on Wednesday 16<sup>th</sup> March 2016**

When the following items of business will be discussed:

*N.B. A Public Question Time will precede the meeting for a maximum of fifteen minutes.*



Iain A. Lord  
Clerk to the Council

**AGENDA**

**1. Declaration of Interests:**

Members are reminded of the legal requirements concerning the declaration of interests.

A Member must declare a disclosable pecuniary interest which he/she has in any item on the agenda. A Member with a disclosable pecuniary interest in any item may not participate in any vote taken on the matter at the meeting.

**2. Apologies for Absence:**

**3 Minutes of the Meeting of the Council held 17<sup>th</sup> February 2016:**

**Enc.** That the Minutes of the Meeting held on the 17<sup>th</sup> February 2016, copies having been circulated, be approved as a correct record and signed by the Chairman

**4. Minutes of the General Purpose Committee:**

**Enc.** That the minutes of the General Purposes Committee held on the 3<sup>rd</sup> February 2016, copies having been circulated, be noted.

**5. Planning Applications** To consider the Councils Response to the following applications:

**6. Financial Matters:**

**Enc.** a. To approve virements in the February Outturn

**Enc.** b. Outturn for February 2016 To note

**Enc.** c. To consider payments for March 2016 to be made as on payments list schedule attached.

d. To ratify the rent levels for Hill Top and Lowerclough Garage sites put forward at the March GP Meeting.

**7. Parish & town Council Audit Requirements 2015-16:**

**a.** To appoint Mr. Pickering as the Councils Internal Auditor for 2015-16.

**b.** To approve a fee of £270.00 for the 2015-16 Internal Audit.

**Enc. c.** The adoption of the Internal Audit Terms of Reference as part of the 2015-

- 16 audit procedure.
- Enc. d.** The adoption of the Internal Control and Suggested Testing document as part of the 2015-16 audit procedure.
- Enc. e.** The adoption of the Effectiveness of Internal Audit document as part of the 2015-16 audit procedure.
- Enc. f.** The adoption of the reviewed Councils Risk Management Policy Statement for 2015-16 as part of the procedures of the Council.
- Enc. g.** The adoption of the Councils Risk Management Register for 2015-16
- Enc. h.** The adoption of the Councils Asset Register as of 31<sup>st</sup> March 2016 as part of the 2015-16 audit procedure.
- 8. Allotment Rents: 2015 -16:** To approve write off, lost income for the year and consider measures to reduce vacancy rates.
- Enc.**
- 9. Luncheon Club:** Annual Update
- Enc.**
- 10. Barrowford Cricket Club:** Financial request for assistance with the cost of repair materials.
- Enc.**
- 11. LCC Bus Services:** The Chairman's letter to LCC.
- Enc.**
- 12. Reports From Working Groups:** Update for information only.
- 13. Report of the Clerk:** Update for information only.
- 14. To receive reports (if any) from County & Borough Councillors and members appointed to other bodies:** Update for information only.
- 15. Date, time & place of next meeting:** *7pm 20<sup>th</sup> April 2016 at Holmefield House Gisburn Road Barrowford.*