

Adlington Town Council

Minutes of the Meeting held on Monday 16 October 2023
in Adlington Library, Railway Road, Adlington commencing at 7.15pm

Present:

Councillors: Cllrs N Buckley (Town Mayor), K Snape (Deputy Mayor), A Robinson, A Cross, B Speers, J Lowe, J Molyneaux, K O'Donnell, L Rennison, P Walkden and S Clewlow and C Bailey (Clerk)

1. **Open Forum:** No items for discussion.

2. **Declarations of Interest were received from:** Cllr Molyneaux for item 7 and from the Town Mayor for item 8.5

3. **Apologies for absence:** were received from Cllr A Rothwell.

4. **Minutes of the meeting:** of Monday 25 September 2023 were proposed, seconded, and signed by the Town Mayor.

5. **Matters arising for information only** were noted as:

5.1 The Autumn 23 Update Newsletter is being delivered. A discrepancy in the start time of the Carol Concert has been clarified on social media as at 7.30pm.

5.2. The Light Adlington Order to date is for 35 small lit trees from 26 participants. A final reminder will be issued.

5.3. The restart of the weekly Adlington Youth Group sessions on Friday 13 October 2023. In the interim, some attendees have been to Inspire in Chorley. It will take time to re-establish attendance.

5.4. LCC Highway's response to the concern about pavement depth being too low to protect the public on the eastern side of Babylon Lane. A kerb depth of 100mm is regarded as the standard for the construction of new roads. The resident who raised this concern and Anderton PC will be informed.

6. Items for Discussion:

6.1 The main changes to procedure agreed at the Remembrance Service planning meeting were discussed: only one Guard of Honour will be trialled on the return to the Community Centre to reduce the time required for guests to be seated inside the Church and Cllr Clewlow to be the Parade Marshal with a named Uniformed Youth Group Leader to assist him to manage the positioning of their junior members. The Road Closure Order has been approved. The Town Mayor has displayed the large lamp post poppies on Railway Road.

6.2. The on-site demonstration of the lighting of Adlington War Memorial had gone well. It was agreed the War Memorial would be lit in red from 5-10pm daily from Sunday 5 -12 November 2023. There has been no update on the request for an app to the light the War Memorial remotely. It was proposed that the War Memorial would be lit for the twelve days of Christmas in different colours and on other appropriate national occasions following the lead of Chorley Council.

6.3. The arrangements for the Carol Concert were discussed including a request for help to set up the seating from about 6.30pm. The Town Mayor asked that all Town Councillors attend to be hosts to welcome guests as they arrive and to be visible during the event. Cllr Lowe will order the hot pot supper. Local businesses will be approached for raffle prizes.

6.4. The Town Mayor asked for the following to be approved as urgent business:

- To note that no CIL monies have been awarded to the Town Council in the first half of 2023/24 financial year
- To approve two additional payments requests under item 8.5:
 - The £57.60 underpayment to the Town Mayor from the previous meeting for the Go Daddy Web software renewal
 - Chorley Council's invoice dated 13 October 23 for the uncontested election fee £623.52 which is requested for immediate payment
- Cllrs Speers updated on the demand for the Adlington Food Club and the additional support needs that some of its members are experiencing. Unlike the other Food Clubs in Chorley, the Church has not charged any rent and it is also struggling financially. The Club has donated some goods in kind to support the Church. It was agreed the Food Club will be a regular Agenda item.
- Cllr Molyneaux said that Chorley Council will be taking down three poplar trees which are not safe and some self-seeded trees as part of the pre-works prior to the upgrade of the Jubilee Recreation Ground.

7. **Planning:** there were no applications to consider

8 Finance

8.1 The Town Council approved the 29 September 2023 account and budget reports noting that as a temporary measure, the UTB current account would be reported separately from the use of the RBS accounts, petty cash and the Credit Union. Once the transfer to the UTB is complete, the monthly accounts will be brought back together.

8.2 The next step in the transition to the UTB will be the transfer of the funds in the RBS Business Reserve Account and interest at the end of October 2023 into the UTB Instant Saver Account. Once all cheques issued through the RBS current account have been deposited, this account will be closed. The Town Council will aim to use online banking from December 2023.

8.3 The Finance Working Group will meet on Tuesday 7 November 2023 at 7.30pm in FY&CC to consider the draft budget for 2024/25 financial year

8.4 In line with 8.2 above, the transfer and account closure request was authorised and signed.

8.5 These payments were approved:

Clerk	October 2023 net administration and financial management payment	£483.70
HMRC	PAYE deducted from the gross October 23 payment to the Clerk	£120.80
Clerk	Mileage: 35 miles @ 0.45ppm during September 2023.	£15.75
EE Ltd	ATC mobile invoice dated 16 September 2023	£20.58
Reimburse Cllr Buckley	Balance due on Go Daddy Annual software renewal: Office 365 package; standard email &	£57.60

	extra email storage with VAT	
Reimburse petty cash	Donation to Royal British Legion for a wreath	£25.00
EXP NW Ltd	Print 3,100 copies of ATC's Autumn 23 Update Newsletter	£395.00
Adlington Scout Group	Delivery of ATC's Autumn 23 Update Newsletter – payment on completion	£250.00
Adlington St Paul's Guides	Grant for a bio-diversity related project from LCC's bio-diversity grant funding received in 2023/24	£150.00
Adlington Scout Group	Grant for a bio-diversity related project from LCC's bio-diversity grant funding received in 2023/24	£150.00
Chorley Council	Invoice dated 13 October 23: uncontested election fee requested for immediate payment	£623.52

9. Items for Information:

9. Chorley Council Liaison Meeting, Wednesday 18 October 2023. The Deputy Mayor will attend and report back.

The meeting closed at 20.15 pm.