

Adlington Town Council
Members of the Council are summoned to the Adlington Town Council Meeting to be held on Monday 18 May 2026 at 7.15pm in Adlington Library, Railway Road, Adlington, PR6 9RG

1	Open Forum: <i>Members of the public may make representations and raise issues of local concern during the Open Forum. In advance notification to the Clerk would be appreciated. Please note that the Town Council cannot make any decision at this meeting which has not already been included on the formal published meeting Agenda. Matters discussed in the Open Forum may be considered at a future meeting.</i>
2	To receive Apologies for Absence
3	To receive Declarations of Interest
4	To consider and approve the minutes of Monday 20 April 2026 meeting (enclosed)
5	Matters Arising: for information only as received
5.1	The community notice board is in situ, four keys have been received by post, and two extras copied. Initial allocation is one to the Library and one to Cllr Lowe.
6	Items for Discussion
6.1	To confirm the appointment of a Town Clerk, to consider the draft contract of employment and proposed terms and conditions of service, a start date and to prepare for the hand over
6.2	Chorley Council confirmed on 5 May that the Town Council can fill the West Ward vacancy by co-option. As agreed, the vacancy to be filled by co-option is being advertised from Friday 8 May for four weeks and the summary role of a Town Councillor agreed 15.11.21 for co-option vacancy enquiries is to be reviewed (enclosed)
6.3	To review the launch of the gov.uk web and email facility, any further work required and to ask the Web, Communications and Social Media Group to meet to propose draft IT, Cookies and Accessibility policies to be approved for display on the site
6.4	To ask the Street Scene Working Group to consider options to replace the Town Council Notice Board, Railway Road in the style of either that of the new community notice board or freestanding at Park Road or attached to the railings on Chorley Road to re-use, if feasible, the existing posts and installation cost using the £500 LCC Parish Champion's Grant and the Town Council's own 2026/27 budget provision
6.5	To consider information requested from Chorley Council on Community Asset transfer guidance (to follow on receipt)
6.6	To finalise the arrangements for household waste skip event on Saturday, 6 June 2026 from 9am -12 noon, the support rota and the distribution of the flyer (available at the meeting)
6.7	To progress the arrangements for the Town Council's Civic Service and informal gathering on Sunday 28 June 2026, the response of the Award nominees, and format on the day
6.8	To invite nominations for Deputy Mayor in the 2026/27 civic year and/or agree other arrangements to support the Town Mayor
6.9	To receive an update from Cllr O'Donnell from the Adlington Youth Group Steering Group on Thursday 14th May at Fairview Youth and Community Centre
6.10	To consider the content, timetable and cost quotes received for the proposed Summer Update newsletter for a draft proof to be finalised at the June meeting for St Joseph's Anderton Scout Group to deliver in early July 2026 (before the start of the school holidays)
6.11	To source an alternative supplier, to explore the potential costs involved, to ascertain local

		interest to determine whether the Town Council is able to advertise a Light Adlington 2026 small lit tree initiative or equivalent
	6.12	To note a resident's concern about anti-social behaviour at Adlington Railway Station which the Police have been asked to follow-up
	6.13	To discuss any Urgent Business agreed by the Town Mayor:
7		Planning applications:
	7.1	For information and comment: 26/00387/FUL: Proposed subdivision of existing retail unit into two separate retail units, conversion of accommodation above and to the rear into a 6 bedroom house in multiple occupation (HMO) with a one bedroomed bed-sit, including demolition of the existing conservatory & construction of a single storey rear extension & alterations to the rear and side elevations of the building at the former Adlington Post office, 18-20, Market Place, PR7 4EZ (enclosed) 26/00342/LBC: Application for listed building consent for alterations listed under application 26/00341/FULHH (below) 26/00341/FULHH: Alterations including: (1) Single storey rear extension (following demolition of existing lean to structure). (2) Internal alterations including repositioning of staircase and reconfiguration of first floor rooms at 72, Market Street, PR7 4HF 26/00303/FUL: Erection of two storey building for display and sale of motor vehicles (following demolition of existing buildings) at 48, Market Street, PR7 4HF
	7.2	Applications to be noted and proposed for neighbour comment: 26/00304/CLPUD: Certificate of Lawfulness Use for the proposed erection of a summer house at Sandon's Farm, Sandy Lane, PR7 4JT 26/00287/PDE: Notification of a proposed single storey rear extension measuring 4.8m in depth, with eaves height of 2.75m and maximum height 3.7m at 33, Sutton Lane, PR6 9PA
8		Finance with the draft AGAR(Form 3) and supporting financial papers:
	8.1	To approve the Independent Internal Audit (page3) of the Annual Governance and Accountability Return (AGAR) for the year-end account at 31 March 2026 and discuss the Accountant's Report/observations (enclosed)
	8.2	To approve the Annual Governance Statement 2025/26 (Section 1 AGAR – page 4) to be signed by the Town Mayor and the Clerk
	8.3	To approve the Accounting Statement 2025/26 (Section 2 AGAR – page 5) to be signed by the Town Mayor and recorded in the meeting minutes listing the value of the Asset Register as previously agreed (enclosed) and noting the additional supporting papers: variances and bank reconciliations
	8.4	To agree to forward Section 3 AGAR External Auditor's Report and Certificate 2025/26 (page 6) for completion by the External Auditor PKC Littlejohn and to agree to comply with subsequent Public Notice requirements to be displayed on ATC's website
	8.5	To agree the timetable for the six week public display of the Town Council's 2025/26 year-end accounts from proposed from Wednesday 3 June to Tuesday 14 July 2025 to include the first two weeks in July as a national requirement
	8.6	To approve the CIL 2025/26 year-end report for return to Chorley Council and for display on ATC's website (enclosed)
	8.7	To note the 2025/26 VAT reclaim to be requested from HMRC as income in the 2026/27 financial year is £1,533.77
	8.8	In light of the Independent Audit comments and given the appointment of a new Clerk and

		RFO for the Town Council to consider the use of accounting software tailored to local councils for efficiency in preparing the monthly updates, the year-end figures and AGAR instead of reliance on excel spread sheets	
8.9	To note the change of administrator procedures will be followed for: the Unity Trust Bank, the Barclay Credit Card, the Credit Union; with EE, Netwise, the ICO, and HMRC payroll for the change of contact details for the Clerk and change of Town Council email address		
8.10	To note sponsorship has been received for 5 pairs of floral lamp post baskets for 2026		
8.11	To approve the transfer of £6,000 to the current account towards payments in 8.11 below and to give flexibility during the Clerk transition period if required		
8.12	To approve the online payment of the following accounts:		
	Clerk:	The net administration and financial management at 8 hours per week for May 2026	£446.04
	HMRC	PAYE deducted from the gross payment to the Clerk	£111.40
	Clerk:	Reimburse 56 miles @ 0.45ppm April 2026 to include independent audit of year-end accounts	£25.20
	EE Ltd:	ATC mobile monthly invoice available from 16 May 2026 (£17.11) plus the inflation increase due from 16 April invoice of £2.72 per month	£19.83
	Barclay's Bank credit card 23.4.2026 statement	Payment in full by direct debit on 18.5.26 of Go Daddy .co.uk monthly payment for Clerk's email at 25.3.26 (£17.99) and Facebook advertising services 201* Reseller 50 digital goods (£15.04)	£33.03
	Information Commissioner's Office	Annual renewal of the Town Council's data protection licence for collection by direct debit around 22 June 2026 with a £5 reduction	£47.00
	Cllr Alison Rothwell	Payment of the Town Mayor's Annual Grant to support the representing of Adlington during the Mayoral year	£850.00
	Cllr Alison Rothwell	Request £50 contribution, as budgeted, towards the cost of the Town Mayor's Inauguration, 11 May 2026	£50.00
	Reimburse Petty Cash	50 large lamp post poppies to replace the damaged and to extend the display on Railway Road at £4.80 per poppy as requested by the volunteers and One wreath for Remembrance Sunday (£19.99), with free delivery as over £40	£259.99
	APL Accountants Ltd	Independent Audit of Town Council's 2025-26 year-end and completion of the AGAR	£288.00
	Adlington in Bloom	Annual sponsorship of the Town Council's three planters at Market Place	200.00
	Reimburse petty cash	Two additional keys cut for Community Notice board (£12.00), key tags for all ATC keys & punched hole wallets (£9.00) & two black printer ink cartridges (£53.06)	£74.06
	Clerk	To note a final month end assessment of monies due to Clerk will be made for consideration at the June meeting & reimbursement of the petty cash float	£TBC
9	Items for information:		

9.1	Chorley Council Liaison Meeting, Wednesday, 15 July 2026, from 6.30-8pm, Chorley Town Hall
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Please contact the Clerk for any issue of local concern to be discussed by the Town Council at this or a future meeting and/ or to notify you wish to attend an Open Forum session to speak directly to the Town Council. Please email: clerk@adlingtontowncouncil.gov.uk or ring/text: 07896 729646.

Thank you. Christine Bailey, Clerk to Adlington Town Council