

Adlington Town Council

**Members of the Public are invited to the Adlington Town Council Meeting to be held on
Monday 15 June 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 18 May 2026 meeting (enclosed)
5	5.1	Matters Arising:
6		Items for Discussion
	6.1	To review the arrangements for the household waste skip event which took place on Saturday, 6 June 2026
	6.2	Communications and Social Media Group to meet to propose draft IT, Cookies and Accessibility policies to be approved for display on the site
	6.3	To finalise 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
	6.4	To consider and agree the final proof of the Summer Update Newsletter to be printed in time for Anderton St Joseph's Scout Group to deliver it in early July 2026 (before the start of the school holidays).
	6.5	To consider a Councillor and officer working protocol (report and protocol enclosed)
	6.6	To review the on-line banking procedure and strengthening the financial controls (report enclosed)
	6.7	To consider the current arrangements for the use of credit cards for Town Council expenditure (report enclosed).
	6.8	To consider the implementation of a decision log procedure so that decisions made by Adlington Town Council, its committees, and the clerk acting under delegated authority, are recorded, monitored, and published in a transparent, consistent, and auditable manner (report enclosed).
	6.9	To discuss any Urgent Business agreed by the Town Mayor:
7		Planning applications:
	7.1	For information and comment: None to report
	7.2	Applications to be noted and proposed for neighbour comment: None to report

8	Finance:		
8.1	The Account Management Submission form for Unity Trust Bank was completed and signed by the former clerk and three authorised signatories. This form along with personal information and a copy of a driving licence and passport for the incoming clerk were submitted to Unity Trust Bank on 1 June 2026. The Bank has confirmed receipt of the documents, and the transfer should take 10-14 working days. A verbal update on the transfer of the bank account will be given at the meeting.		
8.2	To approve the online payment of the following accounts:		
	Clerk:	The net administration and financial management at 8 hours per week for June 2026	£TBC
	HMRC	PAYE deducted from the gross payment to the Clerk	£TBC
	Clerk:	Reimburse ?? miles @ 0.45ppm April 2026 to include independent audit of year-end accounts	
	EE Ltd:	ATC mobile monthly invoice available from 16 June 2026.	£19.83
	Barclay's Bank credit card 23.5.2026 statement	Payment in full by direct debit on 17.6.26 of Go Daddy.co.uk monthly payment for Clerk's email at 25.3.26 (£17.99).	£17.99
	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
9.1	Items for information: Chorley Council Liaison Meeting, Wednesday, 15 July 2026, from 6.30-8pm, Chorley Town Hall		
	That the public and press be excluded from the meeting for the following item(s) of business, as publicity would be prejudicial to the public interest by reason of the confidential nature of the matters to be discussed, in accordance with the Public Bodies (Admissions to Meetings) Act 1960.		
10.1	To review applications from interested parties for the Co-option Town Councillor vacancy for the West Ward of Adlington (enclosed).		
10.2	To receive an update on an ongoing HMRC matter affecting the Council as employer and consider any necessary actions. (enclosed)		
10.3	To consider a submission from the former Clerk regarding additional hours worked and untaken annual leave for the 2026/27 year, and to determine the Council's decision on the request. (enclosed)		

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. Martin Eden, Clerk to Adlington Town Council