



Mr William Victor McEnnerney-Whittle
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17th November 2008

Members of the Council

You are hereby summoned to attend the meeting of Lea and Cottam Parish Council at St Christopher's Church Hall Blackpool Rd Lea Preston on Monday the **24th November 2008 at 7.30pm** for the purpose of transacting the following business.

W V McEnnerney-Whittle
Clerk to Lea and Cottam Parish Council

AGENDA

1. APOLOGIES
2. NOTIFICATION OF INTERESTS
3. CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 13th October 2008 (already circulated)
4. PUBLIC PARTICIPATION
5. FINANCIAL MATTERS

Members are asked to approve the following payments:

CHQ NUMBER	PAYEE	PURPOSE	AMOUNT
500486	Greenwood Gardening Services	Lengthsman wks 25-28	552.00
500487	MWK Contractors	Maintenance Miller Green	1145.62
500488	Greenwood Gardening services	Lengthsman wks 29-32	941.61
500489	Viking Direct	Stationery and Postage Stamps	250.72
500490	BDO	External Audit Fee	334.88
500491	St Christophers Church	Room Hire	25.00

6. DONATIONS

Members are asked to consider the donations as follows:

- To each of the 5 primary schools in the parish. (last year £100.00 each)
- To the Royal British Legion to cover the cost of the wreath for Remembrance Sunday (last year £50.00)
- To St Christophers Church to assist with the replacement of toilet windows estimated to cost £790.00

The above may be provided under the Local Government Act 1972 S137.

- Donation to St Mary's Church Lea Town as a contribution to burial ground costs (last year £100)

7. ANNUAL RETURN 2007/8

Members are asked to approve and accept the enclosed Annual Audit Return 2007/8.

8. BUDGET AND PRECEPT 2009/10

Members are asked to consider the enclosed Budget and Precept Forecast and approve a Precept for 2009/10.

9. PARISH PLAN

Members are asked to consider the enclosed report and recommendations concerning the facilitation of a Parish Plan.

10. FREEDOM OF INFORMATION

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme which requires production and publication of the method by which the specific information covered will be available and easily identified by members of the public. The Information Commissioner's Office has now produced a generic model which should be adopted by 1st January 2009 otherwise the local council will be in breach of the Act. The generic model and guide to information are enclosed for consideration. Please note that the generic model must be adopted in full without alteration.

Members are asked to adopt the generic model publication scheme and guide to information as detailed above.

11. CENTRAL LANCASHIRE PREFERRED CORE STRATEGY CONSULTATION

Members are asked to consider and respond to the above consultation documents and comments form which have already been distributed to members if it is felt that a corporate response is appropriate.

12. NEXT MEETING

The next meeting will be held on Monday the 12th January 2009