

AGENDA

1. APOLOGIES**2. NOTIFICATION OF INTERESTS****3. CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 24th November 2008 (already circulated)****4. PUBLIC PARTICIPATION****5. FINANCIAL MATTERS**

Members are asked to approve the following payments:

| CHQ NUMBER | PAYEE | PURPOSE | AMOUNT |
|-------------------|------------------------|--|---------------|
| 500492 | LEA ENDOWED SCHOOL | DONATION S137 LGA 1972 | 100.00 |
| 500493 | LEA COMMUNITY SCHOOL | DONATION S137 LGA 1972 | 100.00 |
| 500494 | LEA ST MARYS SCHOOL | DONATION S137 LGA 1972 | 100.00 |
| 500495 | ST BERNARDS SCHOOL | DONATION S137 LGA 1972 | 100.00 |
| 500496 | COTTAM PRIMARY SCHOOL | DONATION S137 LGA 1972 | 100.00 |
| 500497 | ROYAL BRITISH LEGION | DONATION WREATH S137 LGA 1972 | 50.00 |
| 500498 | ST CHRISTOPHERS CHURCH | DONATION RE TOILET REFURBISHMENT S137 LGA 1972 | 300.00 |
| 500499 | ST MARYS CHURCH | DONATION RE BURIAL GROUND MAINTENANCE | 100.00 |
| 500500 | PRINTING WORLD | NEWSLETTER | 245.00 |
| 500501 | GREENWOOD G SERVICES | LENGTHSMAN | 920.37 |
| 500502 | LONGTON PC | PHOTOCOPYING | 87.56 |
| 500503 | W V MCWHITTLE | SALARY & EXPENSES 3 RD QUARTER | 2611.55 |
| 500504 | INLAND REVENUE | TAX AND NI 3 RD QUARTER | 1081.77 |
| 500505 | GREENWOOD G SERVICES | LENGTHSMAN | 698.51 |
| 500506 | ST CHRISTOPHERS CHURCH | ROOM HIRE | 25.00 |

6. INTERNAL AUDIT

Members are asked to appoint Len Slade as the auditor for 2008/9 at a fee of £100.00 and approve the attached Terms of Reference and Internal Control and Suggested Testing Methodology documents which are explained in the Parish and Town Council Audit Requirements Report which is also attached.

7. CLERKS SLCC SUBSCRIPTION AND ATTENDANCE AT PRACTITIONERS CONFERENCE 2009

Members are asked to consider and approve payment of the Clerks SLCC subscription for 2009 (£166.00) and attendance at the Practitioners Conference in February 2009 (last year £190) both of which will be shared between the 3 Parish Councils for whom he works.

8. PROJECTS / EXPENDITURES 2009/2010

The Precept for 2009/10 was recently set at a figure of £38000.00 based on a budget forecast produced by the Clerk which incorporated certain project and other expenditure.

Members are now asked to formally approve the projects listed below so that appropriate actions can be taken by the Clerk within the agreed budgets.

- **Lengthsman Contract Renewal on the basis of 19 hours per week average (52 weeks) at a rate of £12.00 per hour with Peter Greenwood Garden Services. This will utilise £11856.00 of budget leaving £144.00 in reserve in case of need.**
- **Renewal of the Newsletter printing arrangements with our existing supplier to include 4 quarterly issues and the production of an Annual Report total budget £1400.00**
- **2009 Christmas Tree £1000.00 in respect of Lea (Cottam proposal still to be clarified)**
- **Lea Town Hanging Baskets £550.00**
- **Wreath for Remembrance Sunday £50.00**
- **Renewal of Miller Green Grass Cutting Contract budget £1950.00**

Members are further asked to authorise that the Clerk and Chairman sign the Lengthsman contract and Miller Green Grass cutting contract for 2009 in line with the terms set out above.

9. PARISH PLAN

Following the last meeting members were asked to supply (via the Clerk) any additions to the contact list which had been produced by the working group who were looking at how a Parish Plan might be commenced. It was also agreed that the next meeting should consider the next phase of a potential Parish Plan including discussion of draft letters and other support material which were to be provided by Cllr Coward.

Members are asked to consider the above and agree any further appropriate actions.

10. STATEMENT OF ACCOUNTS TO 31ST DECEMBER 2008

Members are asked to approve the Statement of Accounts to 31st December 2008 (enclosed)

11. MEETING DATES 2009/10

Members are asked to approve the following provisional meeting dates for the remainder of 2009 and early 2010

29 JUNE - 7 SEPTEMBER – 12 OCTOBER – 23 NOVEMBER – 11 JANUARY – 22 FEBRUARY – 12 APRIL – 17 MAY

12. NEXT MEETING

The next meeting will be held on Monday the 23rd February 2009