



Mr William Victor McEnnerney-Whittle
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5th January 2010

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 **11th January 2010 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 23RD NOVEMBER 2009 (already circulated)

4. PUBLIC PARTICIPATION

5. FINANCIAL MATTERS

Members are asked to approve the following payments:

CHQ NUMBER	PAYEE	PURPOSE	AMOUNT
500564	SLCC	1/3 RD SUBSCRIPTION	63.34
500565	CA TRAFFIC	SPID BATTERIES & CABLE	111.55
500566	GREENWOOD GARDENING SERVICES	LENGTHSMAN	960.00
500567	W V MCENNERNEY-WHITTLE	3 RD QTR SALARY & EXPENSES	2692.43
500568	INLAND REVENUE	3 RD QTR TAX & NI PAYMENTS	1091.14
500569	PRINTING WORLD	DECEMBER NEWSLETTER	245.00
500570	CTP	FREDOM OF INFORMATION COURSE	20.00
500571	GREENWOOD GARDENING SERVICES	LENGTHSMAN	720.00

6. INTERNAL AUDIT

Members are asked to appoint Len Slade as the auditor for 2009/10 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. PROJECTS / EXPENDITURES 2010/2011

The Precept for 2010/11 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 for 12 months on the basis of 25 hours per week average (52 weeks) at a rate of £12.20 per hour with Peter Greenwood Garden Services. This will utilise the provisioned budget of £15860.00 agreed at the last meeting and represents an increase of 6 hours per week and a pay rate increase of 20 pence per hour being equivalent to an annual pay rate rise of 1.6%.**
- **Renewal of the Newsletter printing arrangements with our existing supplier to include 4 quarterly issues and the production of an Annual Report within the agreed budget of £1200.00**
- **2 Christmas Trees (Lea & Cottam) within the agreed budget of £2000.**
- **Lea Town Hanging Baskets £600.00**
- **Wreath for Remembrance Sunday £50.00**
- **Renewal of Miller Green Grass Cutting Contract with MWK Contractors within the agreed budget of £1950.00 (Second year of two year deal)**

Members are further asked to authorise that the Clerk and Chairman sign the Lengthsman Contract in line with the terms set out above.

8. STATEMENT OF ACCOUNTS/BUDGET REVIEW TO 31ST DECEMBER 2009

Members are asked to approve the Statement of Accounts/Budget Review to 31st December 2009 (enclosed)

9. CHRISTMAS TREE LEA TOWN 2010

Members are asked to consider the suggestion that Lea Town as a Ward of this Parish should have its own Christmas tree similarly to the Wards of South (Lea) & Cottam of this Parish.

10. LCC 'STREETSCENE' DELEGATED SERVICES PROTOCOL

Members are asked to consider the enclosed 'protocol' and make observations as appropriate.

(Please note that this 'protocol' is simply the draft procedure which a Town or Parish Council will be required to follow IF it should wish to approach LCC with regard to the devolution of any 'streetscene' services – it is not an indication that it may wish to do so)

11. LEA HALL BRIDGE PARAPHET PROTECTION & BLACKPOOL ROAD SINGLE CARRIAGEWAY WORKS

Members are asked to consider the attached documents and comment if appropriate.

12. MEETING DATES 2010/11

Members are asked to approve the following provisional meeting dates for the remainder of 2010 and early 2011

5 JULY - 6 SEPTEMBER – 11 OCTOBER – 22 NOVEMBER – 10 JANUARY – 21 FEBRUARY – 11 APRIL – 16 MAY

13. NEXT MEETING

The next meeting will be held on Monday the 22nd February 2010