

STALMINE-WITH-STAYNALL PARISH COUNCIL

This meeting may be being recorded by the council, members of the public or the press.

Prior to the start of the meeting the chair will make an announcement to confirm if anyone present intends to record proceedings.

It is important to note that those intending to record do not have to indicate as such but are required to do this in a way that is not disruptive of the meeting and does not focus on the public gallery.

Members of the public participating in the meeting (e.g., making deputations, asking questions, making oral protests) should be aware that they may be filmed, recorded or reported on. If any member of the public speaking at the meeting does not wish to be recorded, they should let the chair of the meeting know. "The chair of the meeting has the discretion to terminate or suspend filming or recording, if in their opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the council."

8th May 2025

Dear Councillor

You are hereby summoned to attend the March Council Meeting of Stalmine-with-Staynall Parish Council on Tuesday 13th May 2025 followed by the Annual May Meeting at the Village Hall, Stalmine.



Debbie Smith
Clerk to the Council

A G E N D A

1 Apologies for absence

2 Declaration of interests and dispensations

To receive disclosures of pecuniary and non-pecuniary interests and to consider any requests from councillors for dispensations on matters to be considered at the meeting.

3 Public participation

When dealing with public participation there is no obligation to respond immediately to comments made. **Members of the public are reminded that only items on the agenda should be raised at the meeting.** Any other items should be raised outside the meeting either with a councillor or with the clerk. The chair will ask councillors to agree to adjourn the meeting to allow non-councillors to speak and will reconvene the meeting on the conclusion of public participation.

4 Planning

Councillors are asked to consider the following application(s) and **resolve** whether they wish to make any comments.

Application Number: 25/00394/COUQ

Proposal: Prior Notification under Class Q of the GDPO for a change of use of agricultural buildings to create 7 self-contained residential dwellings ranging between 2 - 3 bedrooms.

Location: Burrows Farm Burrows Lane Stalmine-with-staynall Poulton-Le-Fylde Lancashire

5 Finance

Councillors are asked:

a) To note the following receipts in April 2025

Receipt Name	Details	Date of Receipt	Amount
Wyre Council	Precept	7 April 2025	£43,809.00

b) To approve the following payments

Payment Name	Details	Cash Book BAC's/card Ref	Amount
Payroll	April 2025 payroll paid in May 2025	7	£1,478.72
Les Needham	Lengths man expenses (April millage/petrol)	8	£45.50

MS Garden Maintenance	Invoice #0168 (Plants Man)	9	£510.00
MS Garden Maintenance	Expenses for April (Plants Man)	9	£13.91
Debbie Smith	Clerk's homeworking April 2025	10	£18.00
Wyre Builders	Thermal Grip Glove – Invoice SI0453836	11	£5.00
Jan Finch	Internal Audit Fee	12	£175.00
Clear Councils Insurance	Cover for 2025-26 Invoice - LCO2900	13	£893.76
Clerks annual SLCC member	SLCC- Inv MEM254040-1	14	£190.00
LALC Inv-56178	NALC/LALC/CtAS subscription	15	£343.65

c) To note the following payments by direct debit:

Company Name	Details	Payment Date	Amount
Easy Websites	Monthly fee removed from April due to overpayment	N/A	N/A
Unity Trust Bank	Monthly Service Charge	30 April	£6.00

d) To note the statement of accounts for month ending 30 April 2025 will be provided at the meeting.

6 Auditors Report and Recommendations

Councillors are asked **to note** the internal auditor conducted Parish Council's audit week commencing 14 April.

Councillors are asked to read and **to note** the auditor's report.

Councillors are asked to consider and **resolve** the auditor's recommendations below –

i) Update the Council's Financial Regulations with the current version available from NALC.

The Clerk has reviewed the Financial Regulations under NALC's current version (Fin Regs emailed)

Councillors are asked to review and **adopt** the updated Financial Regulations

ii) The Clerks Delegations need to align with the Financial Regulations, and make clear the use of the debit card within the Clerks Delegations.

The clerk has reviewed the Clerks Delegations, and they now align with the Councils Financial Regulations and Standing Orders. The debit card use has been made clear within the delegations (Clerks Delegations emailed)

Councillors are asked to review and **adopt** the updated Clerk's Delegations.

iii) Ensure the Council carries out a review of the effectiveness of internal control each year.

The Clerk has created a new Review Effectiveness of Internal Control document (emailed)

Councillors are asked to review and **adopt** the Review of Internal Control Document.

iv) The Contract for Payroll Services was signed in 2016. It may be wise to discuss the content with the provider to ensure it remains fit for purpose

The Clerk has emailed a copy of the current contract to the payroll company, and was informed that the personal responsible for contracts was on leave. The Clerk will update the Council accordingly of any developments.

v) Consider adding a column to show disposal date on the disposals page within the Asset Register.

The Clerk has now added this column to the Asset Register (emailed)

Councillors are asked to **re-adopt** the changes to the Asset Register.

vi) The minutes do not record that the Terms of Reference/Appointment were considered or approved. A document headed "Internal Audit Terms of Reference" has been provided but this is dated September 2023.

The Clerk has noted this, and will place within the minutes in January 2026, giving clear details resolved under 'Internal Audit Terms of Reference'. The Clerk has also updated the document Internal Audit Terms of Reference (emailed)

The Council are asked to **re-adopt** the changes to the Internal Audit Terms of Reference

7 Annual Governance and Accountability Return 2024/25

Councillors are asked **to consider and approve**:

i) Section 1 – Annual Governance Statement 2024/25

ii) Section 2 – Accounting Statements for the year ended 31 March 2025. This has been prepared and signed by the Responsible Financial Officer as confirmation that the accounts have been prepared on a receipts and payments basis. Once approved by resolution of the full council, the form is dated and signed by the chairman to confirm that the accounts have been approved by the council.

iii) Councillors are asked **to approve** the dates for the notification of public rights to inspect the unaudited accounts as being the period between 3 June 2025 and 14 July 2025.

8 Training Policy

Councillors are asked to review and **adopt** the new Training and Development Policy (emailed)

9 LALC Conference

Councillors are asked to **resolve** if they wish to attend the LALC conference held on 7th June at The Delta Marriot Hotel Preston. Council members are to note the cost is £50 per person.

ITEMS FOR INFORMATION ONLY

10 Reports from outside bodies

An opportunity for external group representatives to update the council on recent events.

11 Clerks Report (emailed)

12 Wyre councillor report

An opportunity for Wyre councillors to provide an update.

13 Questions to councillors

An opportunity for councillors to ask another councillor a question.

14 Date and time of next meeting

The next meeting proposed will be agreed at the earlier meeting this evening at The Annual Meeting of the Parish Council.

Councillors are asked to raise matters to be included on the agenda for the next meeting of the Parish Council either at the meeting or by notifying the clerk at least 10 days prior to the next meeting, with a summary of the reason for raising the matter.