

GOOSNARGH PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
FOLLOWING THE ANNUAL PARISH MEETING
MONDAY 18th MAY 2026
AT 7.30PM IN WHITECHAPEL VILLAGE HALL

A G E N D A

(Please note the earlier date due to the Bank Holiday)

1. ELECTION OF CHAIRMAN

Members are required to elect a Chairman for the next 12 months.

2. ELECTION OF VICE-CHAIRMAN

Members are requested to elect a Vice-Chairman for the next 12 months.

3. APOLOGIES

Members are requested to note any given apologies for the May meeting.

4. TO ACCEPT DECLARATIONS OF INTERESTS

Members are required to check and if necessary, update their member interest forms which can be viewed on the Parish Council website. Any alterations made throughout the municipal year, must be submitted to the Clerk within **28 days** of the change occurring.

5. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 19TH MAY 2025

The Chairman is required to sign the Minutes as a true record.

6. ADMINISTRATION

At the start of the new municipal year, Members are requested to confirm the following administrative / financial procedures.

a) Meetings will be held in Whitechapel Village Hall on the 4th Monday of the month at 7.30pm. (Standing Order 2a)

b) Items delegated to the Clerk under S101 of the Local Government Act 1972 include

- Make routine decisions on behalf of the Council.
- Deal with emergencies.
- Spend small sums of money - not to exceed £100 (Financial Regs 4.5)
- Grant a dispensation to Members in circumstances where the number of Members prohibited from participating, would impede the transaction of the business.

c) The Local Government (Electronic Communications) Order 2015 enables a Member to receive the Council summons by email but the Agenda Notice must still be displayed on the Notice Boards. **Members are required to confirm that they are happy to receive papers electronically.**

That concludes the governance procedures for the new municipal year.

FOLLOWED BY THE PARISH COUNCIL MEETING

7. DECLARATIONS OF INTERESTS

Members are asked to declare any interests on agenda matters and reminded that any change of interests, must be submitted to the Clerk within **28 days** of the change occurring.

8. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 27TH APRIL 2026

The Chairman is required to sign the Minutes as a true record.

9. PUBLIC PARTICIPATION

Members of the public wishing to raise matters in relation to items on this Agenda should raise them here. This is a time limited session at the discretion of the Chairman.

NOTE: The Council cannot make a decision or support a scheme unless the matter has been included on the agenda.

10. 2025/26 END OF YEAR ACCOUNTS, INTERNAL AUDIT & ANNUAL GOVERNANCE AUDIT RETURN

Members approved the 2025/26 End of Year Finance Statement at the 27th April meeting and the agenda advised that the Council will be subject to a full External Audit because the 2025/26 Income is over £25,000 due to CIL income.

Following the April meeting, all of the Council's records were passed to the Internal Auditor for scrutiny in accordance with the Terms of Reference and Audit Checklist approved under MIN 25/26.88 of the March 2026 Council meeting.

Attached is a signed copy of the Internal Auditor's Report. Attention is drawn to the following items: -

- **Item J** which states the Clerk has maintained a comprehensive and well organised file, which along with the Council's minutes, provide a full and detailed audit trail.
- **Item C** which states the Council is recommended to consider Fidelity Insurance to protect the Council against loss of money incurred by improper acts by employees.

Under Min 24/25.09 of the May 2024 meeting, Members resolved that a fidelity guarantee was not required however the matter will be reconsidered should the level of finances increase.

Also **attached** are the relevant AGAR copies:

- AGAR page 3 - Internal Audit Report
- AGAR page 4 – Section 1 Annual Governance Statement
- AGAR page 5 - Section 2 Accounting Statement
- Elector's Right's Notice

Members are required to: -

(a) approve the attached Internal Auditor's Report - completed in accordance with the Internal Audit checklist approved under MIN 25/26.88.

In approving the report, Members are required to note the suggestion that the Council adds a Fidelity Guarantee to the Insurance Policy when it is due for renewal.

(b) consider and complete Section 1 (Annual Governance Statement) by Resolution in advance of approving the Accounting Statements.

10. 2025/26 END OF YEAR ACCOUNTS, INTERNAL AUDIT & ANNUAL GOVERNANCE AUDIT RETURN (CONT:)

Members are requested to note item J of the Internal Auditor's and the Internal Audit Report confirming that all the Internal Control Objectives have been met.

(c) consider and approve Section 2 (Accounting Statements) by Resolution
All of the figures for 2025/26 are evidenced in the 2025/26 Income and Expenditure spreadsheets and the bank reconciliation which the Clerk has added to the Council's websites.

(d) ensure both sections are signed and dated by the person presiding at the meeting at which that approval is given.

Members are also requested to confirm that the Notice to comply with the Exercise of Public Rights to inspect the accounts will run from 3rd Jun – 14th July.

11. CIL REPORT 2025/26

The Parish Council receives Community Infrastructure Levy (CIL) for new development in the Parish. Funding from CIL must be spent on new infrastructure or improvements to the Parish and the CIL finances should be documented separately from the Parish Council accounts.

12. FINANCIAL MATTERS

Members are required to approve the following accounts for payment

| | | |
|---------------------------|------------------|---------|
| April Grounds Maintenance | Nurture | £313.72 |
| Annual Insurance Renewal | Zurich Insurance | £322.35 |
| Clerk Salary May 2026 | B Helme | £378.51 |
| PAYE | HMRC | £0 |

Direct Debit Payment to Easy Web Sites £ 30.36

Direct Debit Payment to Information Commis £47.00

Members are asked to approve the rental increase for Whitechapel Village Hall from £25 per session to £26.

13. INSURANCE

The Parish Council insurance is due for renewal on the 1st June at a cost of £322.35 This is a minimal increase on last year's renewal.

Members are requested to confirm the renewal of the policy.

14. DEFIBRILLATOR AT WHITECHAPEL VILLAGE HALL

Members are asked to consider a donation towards the replacement cabinet and new pads with battery.

15. MOTORSPORT (NORTH WEST) LIMITED 20 MARCH 2027

In accordance with Section 12B(2)(b) Motorsport UK writes to consult with Goosnargh Parish Council as the Local Authority.

Mindful of the organisers deadline of 19th September 2026 to make application to Lancashire County Council in accordance with Section 12C we ask that your response to this consultation is received by 7th September 2026.

16. UPDATE ON EXISTING ISSUES / NEW CORRESPONDENCE

Reply from LCC concerning Road Safety outside St Francis Catholic Primary School.

17. MATTERS OF CONCERN TO MEMBERS

This item provides Members with an opportunity to raise any new concerns to be actioned by the Clerk or to be added to the next Agenda.

18. DATE OF NEXT MEETING

Monday 22nd June 2026 at 7.30pm in Whitechapel Village Hall.

END