



You are invited to attend the next meeting of Whitworth Town Council, which will be held in the Council Chamber, Whitworth Civic Hall, Market Street, Whitworth on Thursday 22nd February 2024 at 7.30pm

AGENDA:

1. To receive apologies and the reasons for absence.
2. To receive any Declarations of interest.
3. To consider the minutes of the meeting held on 25th January 2024, and to approve them by the signature of the Chairman as a correct record.
4. Public Question Time.
5. Planning Applications for consideration and comment:
 - a) *2024/0043 Ashlea, Market Street, Whitworth, Rossendale OL12 8DY - Prior approval for a larger home extension: The proposed extension is to project 4 metres from the original dwelling house, with a total width of 4.295 metres. The proposed extension is to have a render finish to match the existing dwelling house.*
 - b) *2024/0050 767 Market Street, Whitworth, Lancashire OL12 8LS - Retention of unauthorised dwelling house*
6. To discuss a proposal from Lancashire County Council, under Section 84 to the Road Traffic Regulation Act 1984, as amended, the effect of which will be to introduce a 20mph speed limit on Railway Close, Facit, Rochdale, for the entire length.
7. To discuss a proposal from Lancashire County Council, that in accordance with Section 90A of the Highways Act 1980, a junction table will be introduced in the following locations: 1. Cowm Park Way North, Whitworth, from the intersection of the centreline of Railway Close and Cowm Park Way North for a distance of 9.8 metres in a southerly direction; 2. Railway Close, Facit, Whitworth, from the intersection of the centreline of Station Road/Cowm Park Way North and Railway Close for a distance of 19.3 metres in a north westerly direction; 3. Station Road, Facit, Rochdale, from the intersection of the centreline of Railway Close and Station Road for a distance of 15.2 metres in an easterly direction. The junction table will have a maximum height not exceeding 75 mm.
8. To receive and note the minutes of the Finance Monitoring Committee meeting held on 5th February 2024.
9. To note, and if appropriate, accept the proposals of the Finance Monitoring Committee regarding the planned works at the Mildred Crabtree Picnic Area.
10. To discuss Whitworth Town Council calling a public meeting to discuss our local moorland and to highlight what can be done as a community to help protect it.
11. To review and, if appropriate, adopt the Annual Investment Strategy.
12. To review, and if appropriate adopt, the Financial Risk assessment and Financial Procedures.
13. To discuss the Whitworth Town Council website.
14. To receive the report of the Town Mayor (not for discussion).
15. The Chairman or Clerk to answer questions from Councillors (Standing Orders 16 & 24 – 27, for information only).
16. To receive reports from delegates and representatives to outside organisations (for information only).
17. To receive and, if appropriate, adopt the financial statements presented by the Clerk.
18. To authorise the signing of orders for payment: schedule 11, 2023-2024.
19. To carry out the internal audit.

A handwritten signature in black ink, appearing to read 'Hodson'.

For more information: please contact Rachel Hodson, Town Clerk: tel: 01706 852018 / email info@whitworth.gov.uk or visit www.whitworth.gov.uk
In person: Whitworth Town Council Offices, Civic Hall, Whitworth, OL12 8DP
(Monday-Friday, 9:30am – 2pm)

R Hodson, Town Clerk

1. Introduction

1.1 Whitworth Town Council (the Council) acknowledges the importance of prudently investing the surplus funds held on behalf of the community.

1.2 The Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment
- For the purpose of prudent management of its financial affairs.

1.3 This Strategy complies with the requirements set out in:

- The Department of Communities and Local Government Guidance on Local Government Investments
- Section 15 (1) (a) of the Local Government Act 2003
- Guidance within Governance and Accountability for Local Councils Practitioner's Guide.

This guidance applies to parish councils, subject to the following:

(a) Where the parish council or charter trustee expects its investments at any time during a financial year to exceed £500,000, the guidance should apply in relation to that year.

(b) Where the parish council or charter trustee expects its investments at any time during a financial year to exceed £10,000 but not £500,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the guidance in relation to that year.

(c) Where the parish council or charter trustee expects its investments at any time during a financial year not to exceed £10,000, no part of this guidance need be treated as applying in relation to that year.

1.4 The Council defines its treasury management activities as the management of the Council's investments, cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value.

2. Policy

2.1 This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks.

2.2 The Council holds **£475,000** of invested funds as of **February 2024** representing income received in advance of expenditure plus balances and reserves held. **In the past 12 months the Council's investment balance has remained the same and over the coming year investment balances are expected to remain the same.**

3. Investment Objectives

3.1 In accordance with Section 15 (1)a of the Local Government Act 2003, the Council will have regard to:

- such guidance as the Secretary of State may issue, and
- such other guidance as the Secretary of State may by regulations specify.
- Whitworth Town Council **Annual Investment Strategy 2024/25**

3.2 Both the CIPFA Code and the CLG Guidance require the Council to invest its funds prudently, and to have regard to the security (protecting the capital sum from loss) and liquidity (ensuring funds are easily available/available when required) of its investments before seeking the highest rate of return/yield.

3.3 The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. The Council will therefore aim to achieve the optimum return on its investments commensurate with appropriate levels of security and liquidity.

3.4 The Council's investment priorities therefore are, in order of importance:

Prepared by Rachel Hodson (Town Clerk and responsible financial officer) on 14th February 2024

Presented to Full Council for Adoption on: 22nd February 2024

Due to be reviewed in February 2025

- the security of its reserves
- the adequate liquidity of its investments
- the return (yield) on investments.

3.5 All investments will be made in sterling.

3.6 The Department for Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

3.7 Where external investment managers are used they will be contractually required to comply with the Strategy. The Council should use external advisors to offer information, advice or assistance relating to investment.

3.8 It should be noted that call/notice accounts and term deposits are not secured on the bank's or building society's assets. These investments are subject to the risk of credit loss via a bail-in should the banking regulator determine that the institution is failing or likely to fail.

3.9 Investments will be spread over different providers in line with agreed limits in order to reduce risk.

3.10 The council will only invest with institutions deemed to be of 'high credit quality' (see 4.1 below).

3.11 Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made
- any existing investments that can be recalled or sold

3.12 The Council understands that credit ratings are good, but not perfect, predictors of investment default. No investments will be made with an organisation if there are doubts about its credit quality, even though it may meet credit rating criteria.

4. Specified Investments

4.1 The CLG Guidance defines specified investments as those

- denominated in pound sterling
- due to be repaid within 12 months of arrangement
- not defined as capital expenditure by legislation, and
- invested with one of: the UK Government a UK local authority, parish council or community council, or a body or investment scheme of 'high credit quality'

4.2 Specified investments typically offer lower risk and higher liquidity. All investments made by the Council will be denominated in sterling and for no more than 12 months.

4.3 For the prudent management of its balances, including maintaining sufficient levels of security and liquidity, the Council will place deposits with banks, building societies and other public authorities/bodies.

4.4 The choice of institution and length of deposit will be at the discretion of the Finance Monitoring Committee.

4.5 Day-to-day banking will remain with Unity Trust Bank.

4.6 At the end of the 2022/23 financial year, 31 March 2023 the current balances of the specified investments are:

Current Account: £ 9,024.01 0.00%

Reserve Account: £ 9,910.28 2.15%

Business Deposit Account: £ 3,597.79 2.15%

CCLA Public Sector Deposit Fund: £25,000 4.1223% (see appendix PSDF factsheet)

5. Non-Specified Investments

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5.1 Any investment not meeting the definition of a specified investment is classed as no specified. The Council does not hold any non-specified investments and none are planned for **2024/25**.

6. Long-Term Investments

6.1 Long-term investments are defined in the DCLG Investment Guidance as those due to be repaid more than 12 months from arrangement.

6.2 At the end of the 2022/23 financial year, 31 March 2023 the council holds a long-term investment with CCLA's Local Authority Property Fund. **Local Authority Property Fund: £450,000 0.9% (see appendix LAPF factsheet)**. Committee members attended training to understand this property fund better in June 2020.

6.3 From 28 September 2020 there is a 90-day notice period for redemptions from this fund.

7. End Of Year Investment Report

7.1 At the end of the financial year the Responsible Finance Officer will report on investment activity to the Finance Monitoring Committee.

7.2 During the compilation of this report the Finance Monitoring Committee should address the needs of the authority's responsible financial officer for training in investment management. Even where significant reliance is placed upon external advisers, in-house expertise will still be needed to develop the proper kind of working relationship with them. Elected Members involved in the scrutiny of treasury management issues will avail themselves of relevant training wherever possible. Further guidance on training issues is given in the CIPFA Treasury Management Code.

8. Review And Amendment Of Regulations

8.1 The Investment Strategy will be reviewed annually by Full Council before the start of each financial year.

8.2 The Council reserves the right to make variations to the Investment Strategy at any time as circumstances dictate. Any variations will be made available to the public by publication on the website and by free printed copies if necessary.

Appendix A

1. At the end of the 2022/23 financial year, 31 March 2023 the current balances of the specified investments are:
 2. **Current Account: £ 9,024.01 0.00%**
 3. **Reserve Account: £ 9,910.28 2.15%**
 4. **Business Deposit Account: £ 3,597.79 2.15%**
 5. **CCLA Public Sector Deposit Fund: £25,000 4.1223% (see appendix PSDF factsheet)**
 6. At the end of the 2021/22 financial year, 31 March 2022 the council holds a long-term investment with CCLA's Local Authority Property Fund.
Local Authority Property Fund: £450,000 0.9% (see appendix LAPF factsheet)
 7. The precept was paid in two instalments from the Borough Council. These instalments were of **£30,192.00 on 19/5/23 and £30,192 on 29/9/23**.
 8. WTC is expected to have a minimum of **£10,000** in general reserves for the next financial year.
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Whitworth Town Council

RISK ASSESSMENT Financial Procedures

Date of assessment:	February 2024		
Assessment made by:	R Hodson, Town Clerk / Responsible Finance Officer (RFO)	Premises / location:	Council Offices, Whitworth
Others involved:	Finances Monitoring Committee	Activity / task assessed:	Financial Procedures
Organisation assessed:	Whitworth Town Council	Review Date:	Annually

ACTIVITY	RISK IDENTIFIED	RISK LEVEL	MANAGEMENT OF RISK
Service interruption	Lack of provision due to long-term absence of the Clerk.	Med	Short-term clerking would be available by members of current Council. Long-term locum provision by Soc Local Council Clerks.
Fraudulent withdrawal of funds	That funds could be moved out of the Council's accounts without Council approval.	Med	Cheques drawn in accordance with mandate requiring 3 signatures (one must be Clerk). BACS online payments authorised by clerk plus 2 members and bank statements checked at each meeting.
Loss or damage by fire / wind / vandalism or other unknown risk to Council property	Damage to buildings at Cemetery. Possible damage to council office contents including Mayoral regalia.	Low	Cemetery chapels are RBC insured. Clerk's office secured at night and Civic Hall building alarmed. RBC insures building itself. RBC insures regalia, new Mayors are instructed as to how and where it should be kept. Insurance certificate displayed in Council Office.
Authorisation and control and supply of goods to the Council	Best value not being obtained, and / or potential fraudulent transactions.	Med	Financial Regs adopted by Council cover procurement. Petty cash monitored by Clerk and checked by Council each GP Meeting. Regularly checked by internal auditor. Accounts published in accordance with

			governance guidelines.
Banking Arrangements	Reduced bank interest due to incorrect accounts being used. Possible fraudulent withdrawal of cash.	Med	Banking arrangements / changes approved by Council and minuted. Minimal amounts kept in current and reserve accounts, bulk of balances held in long-term guaranteed fixed rate accounts. All accounts reconciled and approved by Council. Banking arrangements reviewed regularly for best value. Investment policy reviewed annually.
Employment and control of staff	Incorrect payment of salaries / wages. Possible liability accruing to Inland Revenue through incorrect procedures. Risk of grievance / tribunal through incorrect terms and conditions.	Med	Clerk, Parish Lengthsman and Town Caretaker have Contracts of Employment. RBC calculates correct salaries and makes appropriate deductions. Council approves any significant changes to terms and conditions of employment and all pay adjustments. Clerk conducts appraisal of employees annually, and Clerk's appraisal conducted by Chair.
Precept	Annual return not submitted on time, or at all. Precept process inadequate.	Low	Annual Return submission approved and minuted by Council. Internal auditor and RFO process Annual Return.
Investment Income	Interest not received. Best value not received.	Low	Clerk checks accrued interest and maturity dates of long-term investments. Finances Monitoring Committee and Internal Auditor involved in placing of long-term investments.
Grants and Donations	Power to pay donations, receipt of donation.	Low	Power to pay donation to be checked by Clerk. Receipt issued with donation to be signed and returned by recipient.
Election Costs	Invoice for payment.	Low	Borough Council invoice Council. Council allocates quarter of 4-year bill annually to cover costs.
Assets	Loss or damage. Risk or damage to third party property or individuals.	Low	Asset register kept and updated annually. Public liability cover, reviewed annually.
Cash	Loss through theft or dishonesty	Low	Petty Cash checked at each GP meeting. Insurance includes adequate fidelity guarantee insurance.
Financial Records	Inadequate records.	Low	Monthly Council audit and regular internal audit.
Mayoral allowance	Inadequate records or use.	Low	Clerk to give printed advice to new Mayors; Mayor to keep receipts for spend
VAT recovery	VAT return submitted late. VAT return erroneous.	Low	HMRC send reminders for return. Return submitted online by Clerk, verified by Internal Auditor annually.

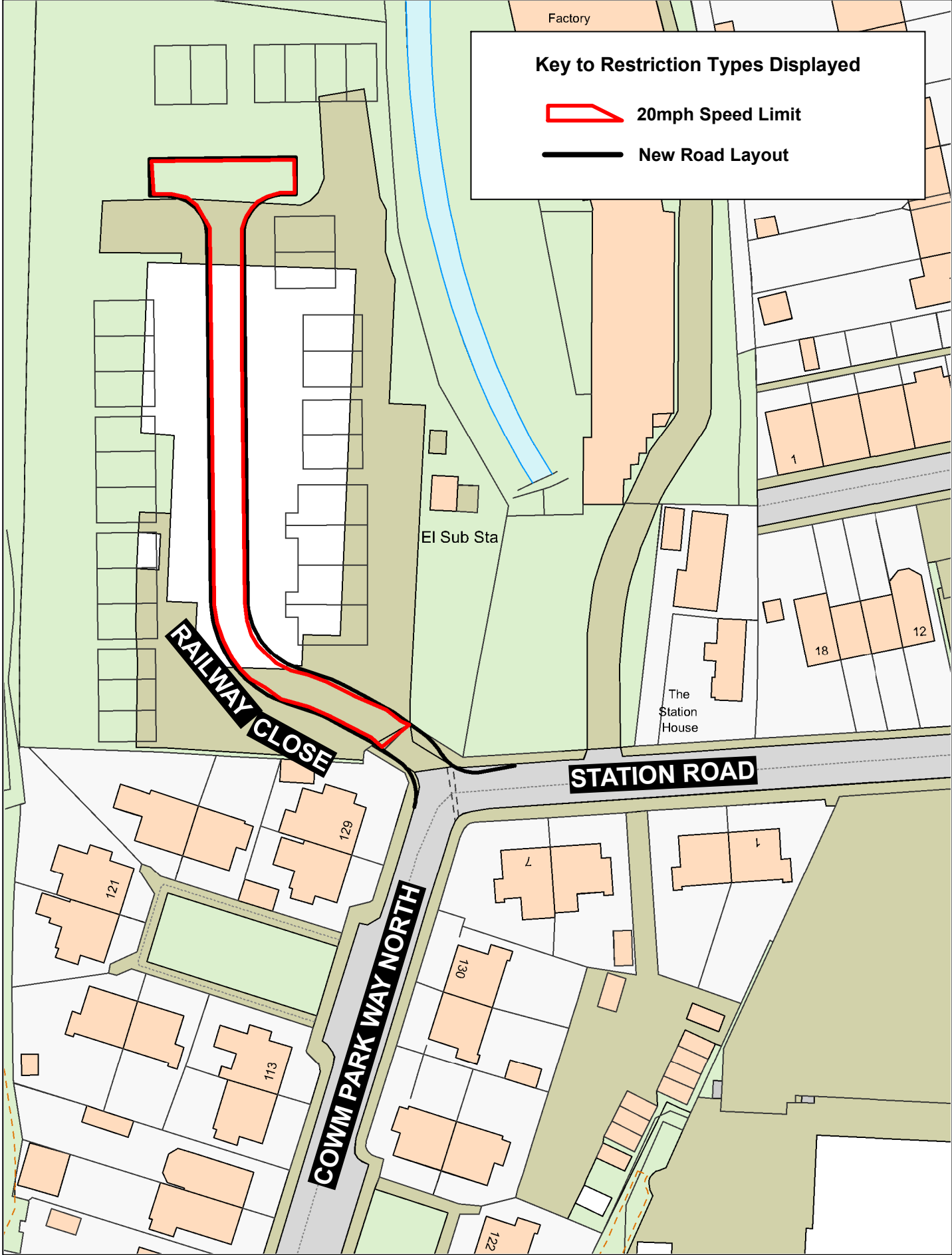
For Approval by Whitworth Town Council at the meeting on: 22 February 2024

NOTICE OF PROPOSAL
ROAD TRAFFIC REGULATION ACT 1984
LANCASHIRE COUNTY COUNCIL
(RAILWAY CLOSE, FACIT, ROCHDALE, ROSSENDALE BOROUGH)
(20MPH SPEED LIMIT) ORDER 202*

NOTICE IS HEREBY GIVEN that Lancashire County Council propose to make the above Speed Limit Order under Section 84 to the **Road Traffic Regulation Act 1984**, as amended, the effect of which will be to introduce a 20mph speed limit on Railway Close, Facit, Rochdale, for the entire length.

A copy of the draft Order and associated documents for proposing to make the Order may be inspected during normal office hours at the offices of Rossendale Borough Council - One Stop Shop, The Business Centre, Futures Park, Newchurch Road, Bacup, OL13 0BB, and at the offices of The Director of Law and Governance, Lancashire County Council, County Hall, Fishergate, Preston PR1 8XJ, and on Lancashire County Councils Website <http://www.lancashire.gov.uk/roads-parking-and-travel/roads/roadworks-and-traffic-regulation-orders/permanent.aspx>. Any representations or objections (specifying the grounds on which they are made) relating to the proposal must be made in writing and should be sent to The Director of Law and Governance, Lancashire County Council, P O Box 100, County Hall, Preston PR1 0LD or by e-mail to tro-consultation@lancashire.gov.uk quoting ref:LSG4\894.18011\AFR before the 23 February 2024.

Heloise MacAndrew, Director of Law and Governance
26 January 2024



Key to Restriction Types Displayed

- 20mph Speed Limit
- New Road Layout



SCALE	1 : 750
DATE	08/01/2024
DRAWING No.	s278 23-24(6)/RO1
DRAWN BY	CGL
	Scale with care as distortion may occur

NOTICE OF PROPOSAL
HIGHWAYS ACT 1980
LANCASHIRE COUNTY COUNCIL
(COWM PARK WAY NORTH, RAILWAY CLOSE AND STATION ROAD,
FACIT, ROCHDALE, ROSSENDALE BOROUGH) (JUNCTION TABLE)

NOTICE IS HEREBY GIVEN that in accordance with Section 90A of the **Highways Act 1980**, Lancashire County Council propose to introduce a junction table in the following locations:

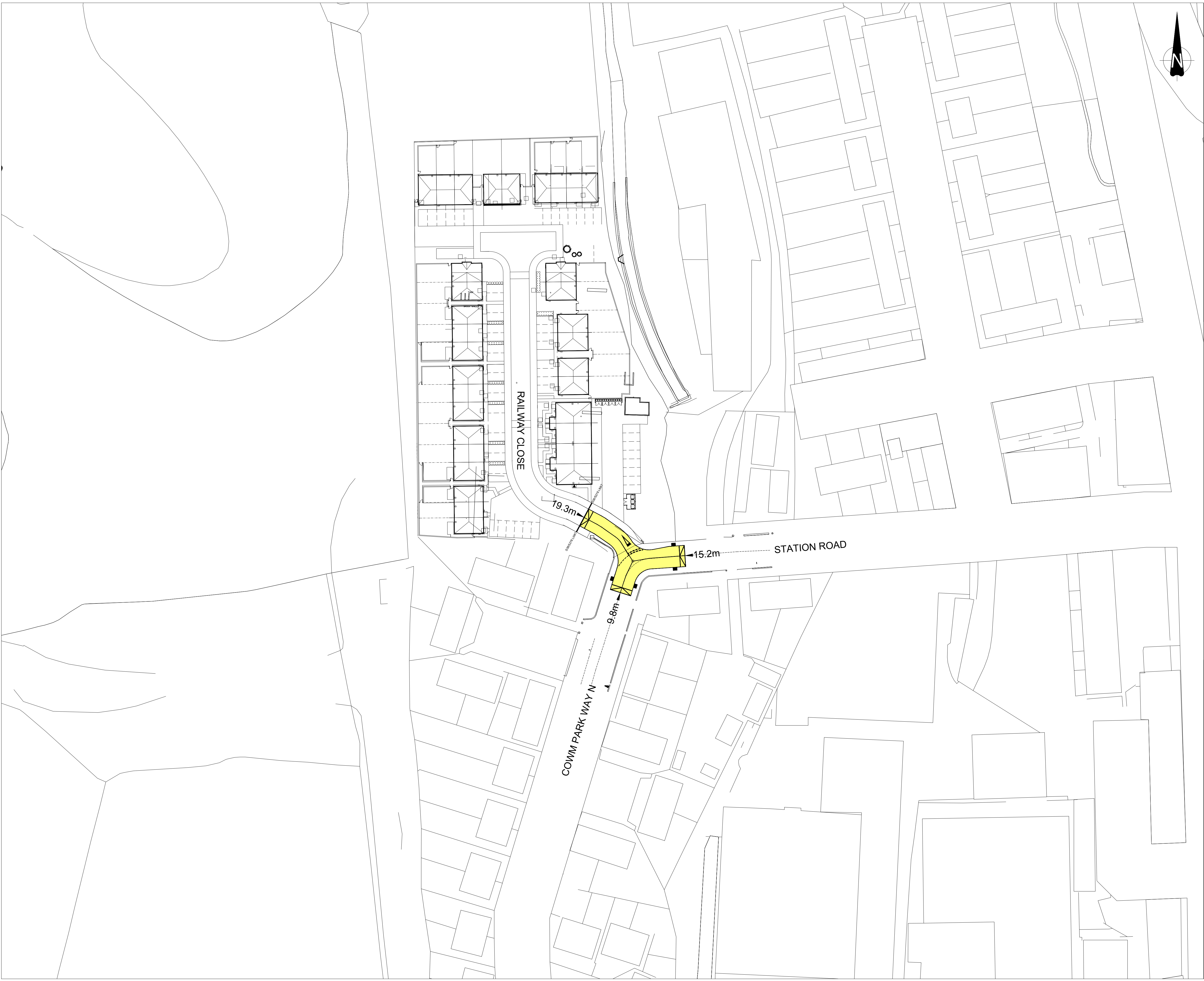
1. Cowm Park Way North, Whitworth, from the intersection of the centreline of Railway Close and Cowm Park Way North for a distance of 9.8 metres in a southerly direction;
2. Railway Close, Facit, Whitworth, from the intersection of the centreline of Station Road/Cowm Park Way North and Railway Close for a distance of 19.3 metres in a north westerly direction;
3. Station Road, Facit, Rochdale, from the intersection of the centreline of Railway Close and Station Road for a distance of 15.2 metres in an easterly direction.

The junction table will have a maximum height not exceeding 75 mm.

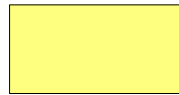
A copy of the relevant notice and plan, indicating the proposal may be inspected during normal office hours at the offices of the Rossendale Borough Council - One Stop Shop, The Business Centre, Futures Park, Newchurch Road, Bacup, OL13 0BB, and at the offices of The Director of Law and Governance, Lancashire County Council, County Hall, Fishergate, Preston PR1 8XJ, and on Lancashire County Councils Website

<http://www.lancashire.gov.uk/roads-parking-and-travel/roads/roadworks-and-traffic-regulation-orders/permanent.aspx>. Any representations or objections (specifying the grounds on which they are made) relating to the proposal must be made in writing and should be sent to The Director of Law and Governance, Lancashire County Council, P O Box 100, County Hall, Preston PR1 0LD or by e-mail to tro-consultation@lancashire.gov.uk quoting ref: **LSG4.AFR.894.18012** before 23 February 2024.

Heloise MacAndrew, Director of Law and Governance
26 January 2024



The Contractor is to check and verify in conjunction with the Architects details all setting out points, building and site dimensions, levels and sewer invert levels at connection points and ensure that they are fully conversant with the contents and requirements of the site investigation report before work starts. The Contractor is to comply in all respects with current building legislation, British Standard Specifications, Building Regulations etc. whether or not specifically stated on this drawing. This drawing is not intended to show details of ground conditions or ground contaminants. Each area of ground relied upon to support any structure depicted (including drainage) must be investigated by the Contractor any areas of formation for said structures which do not accord with the anticipated conditions as described in the site investigation report are to be immediately notified to the Engineer, where applicable. Any suspect fluid ground or ground contaminants on or within the ground should be further investigated by a suitable expert. Any earthworks shown indicate typical slopes for guidance only and should be investigated further by a suitable geotechnical expert. Where existing trees are shown to be retained they should be subject to a full Arboricultural Inspection for safety. All trees are to be planted so as to ensure they are a minimum of 5 metres from buildings and 3 metres from drainage and services, where applicable. A foundation is to be provided to accommodate the proposed tree planting, where applicable. © This drawing and the building works depicted are the copyright of Banners Gate Ltd and may not be reproduced or amended except by written permission. No liability will be accepted for amendments made by other persons.

 Extent of New Raised Table

PRELIMINARY

Please note that whilst drawing may be used for tender purposes, information is subject to Lancashire County Council technical approval as part of ongoing consultations & design check. Amendments may therefore be requested.

Rev.	A	Drawing tidied up to remove survey info. and trees First Issue	Date	3/1/24 13/12/23	By	PWS SH

Client



Project

Station Road
Facit

Title

New Junction Table



BANNERS GATE
CIVIL, STRUCTURAL & ARCHITECTURAL DESIGN SERVICES
10-11 Birmingham Street, Halesowen, West Midlands B63 3HN
Tel: 0121 687 1500 Fax: 0121 687 1501
E-mail: mail@bannersgate.com

Scale	1:200 @ A1	Drawn	SH
Date	December 2023	Checked	DA
File	21219/dwgs/civils/current	Drawing	21219/421 A