



Shaw & Crompton Parish Council

Council Offices, 1 Kershaw Street East, Shaw, Oldham OL2 8AB

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To: All members of Shaw & Crompton Parish Council

NOTICE OF MEETING

There will be an **Ordinary Meeting of the Parish Council**
to be held remotely via the Zoom platform
on

Tuesday 30 June 2020

commencing at 7:30pm
when the business set out in the following agenda will be transacted

Members of the public are welcome to attend

Date: 24 June 2020

Tony Hilton
Clerk to the Council

Please ensure that your mobile phone is switched to silent
or is switched off completely during the meeting

AGENDA

- 1 To receive **apologies** for absence from the meeting
- 2 To receive **declarations of interest** in any contract or matter to be discussed
- 3 To approve as a correct record the **Minutes** of the Annual Meeting of the Parish Council held on 18 May 2020 (attached).
- 4 **Public Participation**
To invite and listen to matters raised by members of the public.
- 5 **Resolution in regards to the United Nations Treaty on the Prohibition of Nuclear Weapons (TPNW)**
To consider adopting a resolution in support of the TPNW (see document of a model resolution circulated separately to the summons/agenda/papers pack).
- 6 **Payments schedule**
To note the attached payments made for the month of June 2020.
- 7 To consider and adopt **Minutes of Committees** (attached)
 - a) Environment Committee : 2 June 2020
 - b) Events, Promotions & Grants Committee : 26 May 2020
 - c) Planning Committee : 18 May 2020
 - d) Resources Committee : 16 June 2020

8 **Dates of Future Meetings**

Tuesday at 7:30pm 28 July, 29 September, 27 October, 24 November,
29 December 2020: 26 January, 23 February, 30 March, 25 May 2021.

SHAW & CROMPTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council

held remotely via the Zoom platform on 18 May 2020

The meeting started at 7:55pm.

PRESENT Councillors Beeston, Berry, Bland, Flores, Gloster, Hamblett, Marbrow, Moore, Rowlinson and Sykes.

Chair of the Council, Councillor Beeston in the Chair for item 1 only.

There were no press or public in attendance.

20/01 Election of Chairman of the Council

Nominations for Chairman of the Council were called. Councillor Ken Berry was nominated and there being no other nominations, it was resolved unanimously that Councillor Berry be elected Chairman of the Parish Council for the ensuing year and he duly took the chair.

20/02 Election of Vice-Chairman

The Chair, Councillor Berry, called for nominations for Vice-Chairman of the Parish Council. Councillor Louie Hamblett was nominated and there being no other nominations, it was resolved unanimously that Councillor Hamblett be elected Vice-Chairman of the Parish Council for the ensuing year.

20/03 Apologies for absence

Councillors Ali and Baker.

20/04 Declarations of interest

Councillor Sykes declared a personal, non-prejudicial interest in matters relating to Groundwork (referenced at item 15d on the agenda).

20/05 Public Participation

As there were no members of the public present, the meeting proceeded to the next item without the need for an adjournment.

20/06 The Chairman's Annual Report 2019/20

The report had been circulated with the meeting papers and following a verbal summary by the report author, Councillor Beeston, Council noted the report.

20/07 Committees of the Council

Having considered nominations for Chair, Vice-Chair and members of the Council's respective committees, Council agreed the following appointments for 2020/21:-

Environment Committee

Chair – Councillor Moore : Vice-Chair – Councillor Marbrow.

Other members : Councillors Beeston, Berry, Flores, Gloster, Sykes and Rowlinson;

Events, Promotions and Grants Committee

Chair – Councillor Beeston : Vice-Chair – Councillor Hamblett.

Other members : Councillors Baker, Berry, Bland and Rowlinson.

Planning Committee

Chair – Councillor Flores: Vice-Chair – Councillor Rowlinson.

Other members : all remaining Councillors except for Councillors Gloster, Hamblett and Sykes, who being Metropolitan Borough Councillors, advised Council that they did not wish to serve on the Planning Committee and this was accepted by the Council;

Resources Committee

Chair – Councillor Sykes : Vice-Chair – Councillor Bland.

Other members : Councillors Ali, Gloster, Hamblett and Moore.

20/08 Appointment of representatives to Outside Bodies

Council agreed the following appointments:-

- (a) **Shaw & Crompton Community Forum** – Councillors Baker and Beeston;
- (b) **OMBC Standards Committee** – Councillor Moore (or Councillor Marbrow should Councillor Moore be conflicted);
- (c) **Lancashire Association of Local Councils (LALC)** – the Clerk;
- (d) **AV Davies Trust** – Councillor Berry;
- (e) **Friends of Dunwood Park** – Councillor Hamblett;
- (f) **Friends of High Crompton Park** – Councillor Berry;
- (g) **Crompton Moor User Group** – Councillor Rowlinson;
- (h) **Peace Champion** – Councillor Hamblett.

20/09 Payments schedule

Council noted the payments schedule for the months of April and May which had been circulated with the meeting papers.

20/10 Parish Council bank accounts

Council agreed to discuss this matter in conjunction with the following item 'Scheme of Delegation'.

20/11 Scheme of Delegation

Following a verbal report from the Clerk in relation (i) to current arrangements for authorising Council bank account payments online and (ii) suggestions to review practices in terms of delegated authority, the following was agreed:-

that the Clerk make the necessary arrangements with Barclays Bank for Councillors Bland and Hamblett to be the new authorisers of online payments as part of a revised practice, but that the current arrangements continue until the bank mandate has been changed accordingly.

20/12 Homeworking arrangements for the Clerk

Having considered options for homeworking during the coronavirus pandemic, it was resolved that the Clerk

- (i) be permitted to work from home using the pc currently in the Clerk's office at 1 Kershaw Street East and
- (ii) acquires the necessary equipment to enable access to the internet via the Clerk's home broadband router.

Given that this arrangement does not allow the Clerk to access a printer, it was agreed that all future Zoom meeting papers be distributed electronically only.

20/13 Council vacancies

It was agreed to defer the matter of recruiting by co-option to the two vacant seats on the Parish Council until a future meeting.

20/14 Minutes of the previous meeting

It was resolved that the minutes of the Ordinary Meeting of the Parish Council held on the 9 March be approved.

20/15 Minutes of Committees

Council noted and adopted the minutes from the following meetings, which had been circulated with the meeting papers:-

- a) Environment Committee - 3 March 2020
- b) Events, Planning & Promotions Committee - 3 March 2020
- c) Planning Committee - 10 February 2020
- d) Resources Committee - 10 March 2020

20/16 2020/21 Calendar of Meetings

Council agreed to adopt the draft calendar of meetings, which had been circulated with meeting papers on the proviso that all full Council meetings commence at 7:30pm regardless of whether the preceding Planning Committee meeting (starting at 7:00pm) has concluded its business. In such circumstances, the Planning Committee will be adjourned to allow the Council meeting to start on time at 7:30pm and then resume after the Council meeting to conclude any outstanding items on the Planning Committee agenda.

20/17 Dates of Future Meetings

Tuesday 7:30pm 30 June, 28 July, 29 September, 27 October, 24 November, 29 December 2020; 26 January, 23 February, 30 March, 25 May 2021.

The meeting closed at 9:00pm

Item 6

Monthly Financial Statement					
Accounts for payment - June 2020	Amount	Annual	Actual	Remaining	Payment
	to pay	Budget	to date	Budget	Method
Committee/Cost Centre					
Resources Committee	£	£	£	£	
A. Hilton					
(June 2020 salary)	1,540.13		3,637.02		
(Wifi adaptor for homeworking - reimbursement)	14.99				
(Webcam for homeworking - reimbursement)	16.99				
sub-total	1,572.11				BACS
HMRC - (June Tax/NI contributions)	428.32		856.64		BACS
NEST - (June pension contributions)	95.27		190.54		DD
sub-total	523.59	27,300.00	4,684.20	22,615.80	
Waterplus (waste/water)	95.34				DD
O2/Telefonica (iPhone 7)	312.00				CARD
sub-total	407.34				
Cost Centre total	2,503.04				
Committee/Cost Centre					
Central Administration					
Microsoft (Office 365 Business monthly licence fee)	11.28		18.80		CARD
Zoom Pro Package (monthly licence fee)	14.39		11.99		CARD
InSyncIT (annual online backup)	187.20				BACS
British Telecom (broadband/telephone)	65.37		80.77		DD
SLCC annual membership	202.00				BACS
Cost Centre total	480.24	4,890.00	111.56	4,778.44	
TOTAL	2,983.28	32,190.00	4,795.76	27,394.24	
Notes					
DD = Direct Debit payment	Amounts to pay include VAT				
BACS = Bankers' Automated Clearing Services = online	Annual budget amounts are net of VAT				
CARD = Debit card payment	Actual to date figures are net of VAT - the Parish Council				
EMR = Earmarked Reserves	recovers all VAT incurred				
GR = General Reserves					

Environment Committee

Minutes of a meeting held Tuesday 2 June 2020

in the Parish Council Offices, 1 Kershaw Street East, Shaw.

Present: Councillors Beeston, Berry, Flores, Moore and Sykes.

Councillor Moore in the Chair.

Also in attendance – the Clerk and Cllr Hamblett (non-Committee member).

The meeting started at 7:00pm

- 1 Apologies for absence:** Mr Martin Riley
- 2 Declarations of Interest:** Councillor Sykes declared a personal, non-prejudicial interest in reports from Groundwork Trust.
- 3 Minutes of the previous meeting**
The minutes of the meeting held on the 3 March 2020 were confirmed as a correct record.
- 4 Public Participation**
As there were no members of the public present, the meeting proceeded to the next item without the need for an adjournment.
- 5 Sustainability Standards implementation**
(a) Green Office Working Group

Councillor Beeston reported that as members of the Working Group, he had met with Councillor Gloster and had reviewed a questionnaire to be circulated to local businesses.

Councillor Gloster to liaise with the Clerk on this;

(b) Sustainability Toolkit

(c) Single use plastic

(d) Plastic free fast food outlets

In relation to items (b) – (d) above, Councillor Flores reported that discarded plastic bottles are appearing again locally and that part of the questionnaire referred to at (a) above, also included questions regarding which outlets operate a plastic free scheme;

(e) 'Refill your bottle' scheme for shops and others in the town centre

Councillor Flores explained to Committee that he had received feedback from

United Utilities stating that although this initiative had been introduced in Ramsbottom, it would be trialled for at least 6 months before any qualitative data or findings could be reported.

- 6 Environment Committee Terms of Reference and Scheme of Delegation**
Committee noted the contents of the document which had been circulated with the meeting papers and **agreed** to add/amend the following as indicated in bold:-

Terms of Reference

4. Work with all other Parish Council Committees to optimise the adoption of best practice in relation to the well-being of the residents of the Parish, and the mitigation of climate change **and the promotion of sustainable practices.**

Composition

2. The Chairman and Vice-Chairman of the ~~Sub-Committee~~ **Committee** to be appointed from amongst the members of the ~~Sub-Committee~~ **Committee** at the Annual Meeting of the Parish Council each May and are confirmed following any review of composition of the Committee at the next meeting of the Council at which members of Committees are appointed.

Delegation to the Clerk

2. To release press statements and/or statements on social media platforms on which the Parish Council has a presence on behalf of the Committee **in association with the Chair and Vice-Chair;**

3. To act on own initiative to implement the Council's policies and objectives subject to the ethos and boundaries of the Standing Orders of the Parish Council in force at the time **in association with the Chair and Vice-Chair.**

7 Environment Committee - Annual Report 2019/20

Committee noted the contents of the report which had been circulated with the meeting papers and acknowledged that such future reports should include the partnership working arrangements with Groundwork Trust and the Trust's contribution to the activities of the Committee.

8 Draft Business Plan 2019 – 2023

Committee noted the contents of the report which had been circulated with the meeting papers and **agreed** that the actions currently assigned within the Plan to the Environment Committee be included in the formal adoption of the Plan by full Council at its meeting on the 30 June 2020.

9 2020/21 budget

Having considered proposals in relation to the available 'Project's' element of the annual budget equating to £10,340, Committee **agreed** the following:-

1. VE Day 75th anniversary bench

a) To purchase the bench referred to as Example1 (see below image);

Note : The Clerk had circulated 3 examples (images/specifications/costs) of VE Day 75th anniversary memorial benches prior to the meeting.

b) To allocate a budget of up to £1,000 (bench purchase/delivery/installation costs);

c) That the Clerk liaise with the bench manufacturer regarding the inclusion of the Parish Council logo on the bench identifying any associated costs;

d) That the Clerk consult with Councillor Sykes on the location of the logo;

e) That Councillor Sykes liaises with OMBC with regards to the location/positioning of the bench in the Memorial Gardens (High Street, Shaw).

2. Floral display service

Whilst seeking an in-principle agreement by Committee, Councillor Sykes proposed that the Parish Council consider expanding its floral displays (barrier planters). It was **agreed** to carry this item forward to the next meeting for further consideration and for the Clerk to circulate in advance the associated costs of this service.

10 **Footpaths and footpath maintenance and Crompton Circuit - Martin Riley**

Although Martin Riley was not able to attend the meeting, Committee noted the report which had been circulated with the meeting papers and asked the Clerk to pass on thanks to Martin for submitting the report. Included in the report was the matter of missing (presumed stolen) signs/waymarkers and it was **agreed** that Committee consider its position on the matter at item 13 (Clerk's report - Plastic waymarkers/footpath signs (previously referred to as



the Signpost Art project), which also referenced this issue requesting that Committee consider further action.

11 Groundwork report - Adam Holt

Committee noted the report which had been circulated with the meeting papers and **agreed** the following :-

- a) Oak tree at Cheetham Hill - to pay Groundwork £103 + VAT to add bark mulch to improve the aesthetic appearance of the tree;
- b) Felled tree branches on unadopted road off Cowlshaw Lane/Scowcroft Lane – to pay Groundwork £190 + VAT to remove the discarded branches;
- c) Doghill Scout Camp – as this is not a Parish Council matter, it was agreed that Councillor Sykes, in his capacity as Borough ward councillor, would liaise with Adam Holt outside of Parish Council business.

12 Clerk's report – The National Tree Charter programme

Committee noted the report which had been circulated with the meeting papers and **agreed** the following :-

- a) To establish a Working Group to (i) consider actions in relation to accessing free/subsidised tree packs and (ii) making recommendations back to the Environment Committee - the Working Group to comprise Councillors Beeston, Moore, Sykes and the Clerk;
- b) To allocate a budget of up to £250 for any associated costs;
- c) To include as a standing item on future agendas of this Committee.

13 Clerk's report - Plastic waymarkers/footpath signs (previously referred to as the Signpost Art project)

Having considered the report which had been circulated with the meeting papers, it was **agreed** to take no further action regarding the missing signs/waymarkers as this was a matter for OMBC.

14 Dates of future Meetings

Tuesday 7:00pm: 7 July, 1 September, 6 October, 3 November, 1 December 2020; 12 January, 2 February, 2 March, 4 May 2021.

The meeting closed at 8:10pm

Events, Promotions & Grants Committee

Minutes of the remote meeting held on the 26 May 2020

via the Zoom platform

Present: Councillors Beeston, Berry (from 7:25pm), Hamblett and Rowlinson.

Councillor Beeston in the Chair.

Also in attendance : The Clerk.

The meeting started at 7:15pm

1. **Apologies for absence:** Councillors Baker and Bland

2. **Declarations of Interest:** None received

3. **Minutes:**

The minutes of the meeting held on the 3 March 2020 were approved as a correct record.

4. **Public Participation**

As there were no members of the public present, the meeting continued to the next item without the need for an adjournment.

5. **Grant applications**

Although there were no Grant applications for consideration, Committee considered how it may be able to provide some future financial support to local charity and not-for-profit organisations who may be struggling to operate throughout the coronavirus situation due to their inability to fund raise through events or initiatives.

It was **agreed** to defer the matter to the next meeting on the 9 June with the view to possibly referring the item to the full Council meeting on the 30 June.

6. **Events in 2020/21**

6.1 Parish Council

a) **Family Fun Weekend / Vehicle Rally – 27/28 June 2020**

Given the ongoing situation in relation to the coronavirus pandemic and the prevailing Government advice, namely, that “in line with the social distancing guidance, it is advised that large gatherings should not take place” ¹, it was **resolved** that the Family Fun Weekend/Vehicle Rally scheduled for the 27/28 June be postponed.

b) **Lancashire Day – 27 November 2020** ²

Having considered proposals regarding an event to commemorate Lancashire Day on the 27 November, it was agreed (i) that Councillor Beeston act as the Lead member on this and (ii) further consideration is given as to how an event/traditional Town Crier

¹ <https://www.gov.uk/guidance/covid-19-guidance-for-mass-gatherings>

² <http://www.forl.co.uk/lancashire-day/proclamation>

proclamation may go ahead providing there is a change in Government guidance regarding social distancing/mass gatherings.

c) **Christmas Charity Market** – to be confirmed

It was **agreed** that (i) Councillor Hamblett act as Lead member on this and (ii) to defer further consideration for holding such an event until the next meeting.

d) **Other community events**

It was agreed to include the following items on the 9 June agenda:-

- a) The Shaw Carnival
- b) The Community Bike Ride

6.2 Chairman

- a) Although there was nothing to report from the Chair, the matter would nevertheless remain as a standing agenda item.

7. **Dates of Future Meetings**

Tuesday at 7:00pm – 9 June*, 14 July, 8 September, 10 November 2020;
19 January, 9 March 2021.

* It was agreed that it was not necessary for the Clerk to attend, but as the licensed host for Zoom meetings, the Clerk would make the necessary arrangements for the meeting to take place where the Committee Chair, Councillor Beeston would assume the role of host in the Clerk's absence.

The meeting closed at 8:20pm

Planning Committee
Minutes of the Planning Committee
held remotely via the Zoom platform on 18 May 2020

The meeting started at 9:20pm

PRESENT: Councillors Beeston, Berry, Bland, Flores, Moore and Rowlinson.
Cllr Flores in the Chair.

20/14 Apologies for absence Councillors Ali, Baker and Marbrow.

20/15 Declarations of interest None received

20/16 Minutes of the previous meeting

It was **RESOLVED** to approve the minutes of the Planning Committee meeting held on the 10 February 2020, copies of which had been circulated to all Committee members.

20/17 Public Participation

As there were no members of the public present, the meeting continued to the next item without need for an adjournment.

20/18 Planning applications

Consideration was given to the following applications for planning permission, which had been received from Oldham MBC. It was **RESOLVED** that the Council's recommendation be:-

<u>Ref No</u>	<u>Application, Location and Proposal</u>
PA/344650/20	Mr Sinkinson; 231 Rochdale Road, Shaw, OL2 7JD Reserved matters relating to PA/339657/17 for the erection of detached dwelling in garden area including access, appearance, landscaping, layout and scale .

Recommendation – Refusal on the grounds of insufficient engineering details to ensure a neutral or positive effects of the new dwelling in the local context (access and services to property).

CD/344714/20	Unity Partnership Crompton House C Of E High School, Rochdale Road, Shaw, OL2 7HS Discharge of Condition No's 21 & 22 relating to PA/341768/18
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Recommendation – Approval on condition that satisfactory additional traffic calming measures are in place which are consistent with those associated with other high schools within the Borough.

HH/344758/20	Mr Birks 46 Manchester Road, Shaw, OL2 7DE Proposed enlargement of existing single storey side
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extension with construction of first floor extension with dormer above

Recommendation – Approval

HH/344664/20 Mr Pemberton
10 James Road, Shaw, OL2 7TA
First floor side extension.

Recommendation – Approval

HH/344693/20 Mr O'Neil
18 Hampden Road, Shaw, OL2 8QB
Alterations to roof and front elevation

Recommendation – Refusal on the grounds of insufficient detail.

HH/344720/20 Mr McKeown
1 Forrester Drive, Shaw, OL2 8PE
First floor extension above existing single storey garage

Recommendation – Approval

20/19 Clerk's report

The summary of OMBC decisions was noted by Committee.

20/20 Dates of Future Meetings

Tuesday 7:00pm - 30 June, 28 July, 25 August, 29 September, 27 October, 24 November, 29 December 2020; 26 January, 23 February, 30 March, 27 April, 25 May 2021.

NB. It was agreed at the Annual Meeting of the Parish Council (18 May 2020) that ***if necessary***, Planning Committee meetings would temporarily adjourn to allow full Council meetings to start at 7:30pm and then resume once the Council meeting had ended.

The meeting closed at 9:55pm

Resources Committee

Minutes of the meeting held
remotely via the Zoom platform on the
16 June 2020

The meeting started at 7:00pm

Present: Councillors Bland, Hamblett, Moore, Sykes and the Clerk.

Councillor Sykes in the Chair.

- 1 **Apologies for absence:** Councillor Ali.
- 2 **Declarations of Interest:** None received.
- 3 **Minutes:** Draft minutes of the Resources Committee meeting held on the 10 March 2020 were approved as a correct record after having agreed that (i) the Parish Council's accounting reporting changes from a Receipts and Payments method to an Income and Expenditure accruals system and (ii) the Risk Register to appear on the agenda of the next meeting on the 15 September 2020.
- 4 **Financial report for the period 1 April 2020 – 31 May 2020.**

The financial report for the period 1 April 2020 – 31 May 2020 which had been circulated with the papers was approved as follows:-

- a) at Executive Summary level
- b) at Cost Centre level – Central Administration
- c) at Cost Centre level – Environment Committee
- d) at Cost Centre level – Events, Promotions and Grants Committee
- e) at Cost Centre level – Resources Committee.

5 **Pre-audited draft Parish Council accounts 2019/20**

5.1 It was agreed that (a) the 2019/20 accounts be redrafted as 'Income and Expenditure' to take into account any accruals (outstanding creditors). This change in accounting policy was agreed to ensure that the accounts of the Parish reflect all expenditure and income relevant to the year in which the Parish levy was raised, and that (b) the Parish Council's accounts be reported in future as 'Income and Expenditure' as opposed to the previous 'Receipts and Payments' method;

5.2 (i) It was agreed that following the approved action in 5.1 any resulting year-end underspends be credited/posted to Reserves and that the levels of general and earmarked reserves be scrutinised at the next Resources Committee to ensure we follow good practice in relation to the level of general reserves.

(ii) the Reserves Policy, which had been circulated with the meeting papers, be adopted provided the following amendments were made:-

3.3 change 'Audit & Budget Sub-Committee' to 'Resources Committee';

3.6 correct spelling to read 'Year End' (not 'Tear End');

6.1 change 'Audit & Budget Sub-Committee' to 'Resources Committee';

5.3 It was agreed that Councillor Bland take the lead role in reviewing internal scrutiny arrangements of the Parish Council's accounting and financial reporting practices and this be reviewed in 6 months' time;

5.4 It was agreed that (i) the Parish Council defer the engagement of an internal auditor in respect of the 2019/20 accounts whilst Cllr Bland undertake the review subject to the documentation required by the External Auditor and (ii) should any issues arise from in relation to the External Auditor, that the Chair of Resources Committee deals directly with the External Auditor on the matter.

6 Committee Terms of Reference and Scheme of Delegation

Having reviewed the current Committee Terms of Reference and Scheme of Delegation, which had been circulated with the meeting papers, it was agreed to adopt these subject to the following amendments:-

11. "To provide a scrutiny function in relation to resources, business planning and the Council's Medium Term Financial Strategy (MTFS)";

15. "To keep under review whether the facilities provided by the Parish Council Office are adequate to meet the needs of the Council and to ensure compliance with all statutory and regulatory requirements";

Composition

To remove any requirement for the 'Chair of the Council' and 'Chairs of Committees' to be members of this Committee.

Delegation to the Clerk

2. To release media and social media statements in collaboration and consultation with the Chair and Vice-Chair of the Committee;

3. To implement the Council's policies and objectives in collaboration and consultation with the Chair and Vice-Chair of the Committee;

7 Changes to the approved banking arrangements for Councillors Bland and Hamblett to be signatories

Committee noted the attached Clerk's report and was informed that progress was being made and it was agreed that the Clerk notify the Chair of Resources once the new arrangements were in place.

8 **Resources Committee 2019/20 Annual Report**

Committee noted the Annual Report for 2019/20 and agreed that the Clerk produce a template for future Committee meetings to facilitate the capture of information considered worthy of inclusion in annual reports going forward.

9 **Resources Committee 2020/21 annual budget**

Committee noted the report which detailed the Committee's budget for this year that had been previously approved by Council.

10 **Parish Council premises**

a) To consider a plan and timeline to safely re-open the Parish office

Having considered a range of matters in relation to re-opening the building, the following was agreed:-

(i) that the Clerk circulates (a) a model risk assessment for parish/town councils provided by NALC and also (b) a risk assessment from OMBC's cleaning service as reference documents;

(ii) that a Risk Assessment be jointly undertaken by the Clerk and Councillor Bland at 10:00am on Friday 26 June at the Parish Council premises following which a risk assessment and report covering matters relating to re-opening the building is brought to an additional meeting of Resources Committee on Tuesday 7 July. **This is a one item only agenda and the meeting will commence at 6:30pm** – note there is an Environment Committee meeting scheduled at 7:00pm on the same evening.

(ii) that the Clerk ensures that all members of this Committee are aware of this additional meeting.

b) To review future contract arrangements for cleaning

Having reviewed the current cleaning arrangements at the Parish Council offices, it was agreed that:-

a) the three month termination notice of the current cleaning contract is served on OMBC;

b) the Parish Council formulates a cleaning specification to be used when tendering for a new cleaning contract;

c) that enquiries are made with the PCSO's as to the basis of their continued use of the building during the current lockdown.

c) To receive a building improvements update report

Councillor Bland reported that she had sourced 2 quotes for painting parts of the building (reception area, meeting room, kitchen, back corridor, doors) ranging from £1,100 to £2,800 and it was agreed that she would bring more information back to the next meeting after she had found at least one more quote before Committee awards the contract.

11 Financial Report for the period 1 April – 31 May 2020

The financial report for the period 1 April 2020 – 31 May 2020 which had been circulated with the papers was approved as follows:-

- a) at Executive Summary level;
- b) at Cost Centre level – Central Administration;
- c) at Cost Centre level – Environment Committee;
- d) at Cost Centre level – Events, Promotions and Grants Committee;
- e) at Cost Centre level – Resources Committee.

12 Citizens Advice Bureau (CAB) Oldham

Having reviewed the CAB Annual Report for 2019/20, it was agreed that

- (i) this item appears on the next meeting's agenda (15 September 2020) along with
- (ii) the 2019/20 annual report and a new report for the appropriate period;
- (iii) there are CAB reports for each Resources Committee meeting and
- (iv) that a CAB representative is invited to attend a future Resources Committee meeting to explain and answer questions about these reports.

13 Dates of Future Meetings

Tuesday 7:00pm - 15 September, 17 November 2020; 26 January*, 16 March 2021.

*As the meeting scheduled for the 26 January 2021 clashed with another meeting, it was agreed to rearrange this to take place on Wednesday the 13 January 2021 at 7:00pm

The Chair thanked everyone for their attendance and closed the meeting at 8:20pm