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20th January 2026

Dear Councillor,

You are hereby summoned to attend the next meeting of Kirkland Parish Council for the purpose of transacting the following business at Kirkland Memorial Hall. To be held on **26<sup>th</sup> January, 2026 at 7.00pm, this will be by the Chairman.**

**A M. Nicholls**

Clerk to the Parish Council

### **A G E N D A**

#### **1. Apologies for Absence**

To accept apologies for this meeting.

#### **2. Declaration of Interests**

Councillors were asked to disclose any interests on matters to be considered at this meeting and reminded to update changes in their interests within 28 days. No interests were declared.

#### **3. Minutes of the Previous Meeting 10<sup>th</sup> November 2025**

#### **4. Public Participation**

Standing Orders will be adjourned to allow guests and residents to speak.

##### **Residents requesting to speak**

##### **Wyre Councillors**

##### **County Councillor Tomlinson**

Standing Orders will be resumed.

#### **5.To discuss the Cross, the condition and insurance value for replacement**

#### **6.Highways/ Road issues**

#### **7.Donation Request:-**

##### **Kirkland And Catterall Memorial Hall**

The Memorial Hall committee requests a donation towards the grass cutting

##### **Children's Festival**

The Children's festival have made a request for a donation towards the road closure

##### **Donation request from St Helens Church**

The Church has requested a donation towards the up keep of the grounds

#### **8. Audit 2025**

- To pass a resolution to agree the Parish Councils assets 2025
- To pass a resolution to agree the Parish Councils Financial Regulations 2025
- To pass a resolution to agree the Parish Councils Risk Management 2025
- To pass a resolution to agree the terms of reference for the Internal Auditor 2025
- To pass a resolution to appoint an Internal Auditor 2025
- To pass a resolution to agree the Internal Auditor and Fee 2025

## 9. External Audit

To resolve if Kirkland Council has a smaller authority, where the higher of all gross annual income or gross annual expenditure does not exceed £25,000 and meets the **qualifying criteria as set out in the Certificate of Exemption wants to declare exemption from External Audit.**

## 10. Clerk

To note the retirement date for the Clerk 31<sup>st</sup> August 2026

## 11. SpID Update

To review the SpID

## 12. Finance

### Bank reconciliation to 31<sup>st</sup> December 2025

### Accounts, bank reconciliation, internal scrutiny reports to 31<sup>st</sup> December 2025

Electronic copies delivered; Councillors are asked to scrutinise these documents?

Receipts since the last meeting:

Councillors are asked to consider the following payments;  
Please note payments for the Churchtown Flood Group and Churchtown in Bloom are from funding and not Kirkland Parish Council, who administers these funds.

Receipts since the last meeting:

Nov	Bank Interest	£10.90
Dec	Bank Interest	£11.30
Nov	Lottery November	£14.00
Dec	Lottery December	£17.50

### Standing Orders and Direct Debits

Easy Web Sites November £30.36

Easy Web Sites December £30.36

Staff Costs November £274.22

Staff Costs December £274.22

29/10/2025	Colin Crosss	Newsletter	£123.60
31/10/2025	A Nicholls	A Nicholls October 2025	£248.22
31/10/2025	A Nicholls	A Nicholls October 2025 working from home	£26.00
31/10/2025	Rob Ward	Lengthsman October 2025	£630.00
03/11/2025	Easy Web	Website	£30.36
10/11/2025	Towers & Gornall	Payroll	£48.60
11/11/2025	A Nicholls	RBL DONATION & EXP,	£54.50
13/11/2025	K Davies	BLOOM AWARDS	£64.00
28/11/2025	A Nicholls	A Nicholls November 2025	£248.22
28/11/2025	A Nicholls	working from home	£26.00
01/12/2025	Easy Web	Website	£30.36
01/12/2025	Xmas Direct	additional Christmas lights	£212.99
02/12/2025	K Davies	CHRISTMAS PROP	£8.99
31/10/2025	Rob Ward	Lengthsman November 2025	£504.00
02/12/2025	K Davies	CHRISTMAS TREE , 1/3rd rest donations	£50.00
04/12/2025	K Davies	HEALTH AND SAFETY box cover	£22.85
09/12/2025	HMRC	Tax	£186.00
15/12/2025	Rob Ward	Lengthsman December 2025	£108.00
30/12/2025	A Nicholls	A Nicholls December 2025	£248.22
30/12/2025	A Nicholls	working from home	£26.00

**Payment made by Bank Transfer**  
**Payments to be made by Bank Transfer 27<sup>th</sup> January 2026**  
Parish Clerks expenses £6.75

**13. Verbal Reports for information**

Kirkland Memorial Hall  
The School House Trust  
Wyre Area Lancashire Association of Local Councils  
Churchtown in Bloom  
Parish Lengthsman  
Feedback on the Parish Christmas Tree  
Update bridge over the river wyre

**14. Agenda for next meeting**

**15. Suggested dates of future meetings to be confirmed**

**23rd March 2026**

**1<sup>st</sup> June 2026**

**27<sup>th</sup> July 2026**