

# EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 16 April 2026, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

## AGENDA

- |  | <u>Doc. Ref</u> |
|--|-----------------|
| 1. Apologies   |                 |
| 2. Declarations of Interest and Dispensation Considerations  |                 |
| Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.  |                 |
| 3. Minutes of Council Meetings   |                 |
| Approve the signing as a correct record, Full Council of 19 March 2026   |                 |
| 4. Public Participation  |                 |
| Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking to ensure the smooth running of the meeting. Overall, this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this. |                 |
| 5. Statutory Business  |                 |
| 5.1 Council Elections update   |                 |
| 5.2 Planning - Consider planning report as circulated by the Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines   | Item 5.2        |
| 6. Financial Items – as circulated   |                 |
| 6.1 Approve Expenditures for this month, and any submitted after the agenda  | Item 6.1        |
| 6.2 Receive finance reports circulated   | Item 6.2        |
| 6.3 Consider request for £7000 to be allocated on the CIL123 list/review list  | Item 6.3        |
| 6.4 Consider finance reports to 31 March 2026 if available   | Item 6.4        |
| 6.5 Bank signatories   | Item 6.5        |
| 7. Anti-Fraud and Corruption Policy  | Item 7          |
| Review and approve the updated report  |                 |
| 8. Matters for information   |                 |
| <i>Notify the Chair prior to the meeting starts of any item to be raised under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.</i>                          |                 |

*D. Platt*  
CLERK

Published: 09/04/2026

Full Council meetings: 2026 - Annual 21 May, 18 June, 16 July, 17 September, 15 October, 19 November

Newsletter deadlines: 08/05/26 for June issue; 07/09/26 for September issue; 07/11/26 for December issue; 07/02/27 for March 2027 issue.

**PLANNING REPORT**

**APRIL 2026**

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
<p>Ref. No: 26/00251/PIP   Received: Tue 17 Mar 2026   Validated: Wed 18 Mar 2026</p>	<p>Permission in principle application for the erection of up to 4 dwellings following the demolition of existing buildings Land And Buildings At Park View Runshaw Lane Euxton Chorley PR7 6HD</p>	<p>The planning permission for storage of caravans is limited to thirty caravans. When 'google earth' is studied it shows thirty-one caravans. This application should be scrutinized very carefully to determine if there are 'inconsistencies' made to support the application.</p>
<p>Ref. No: 26/00299/TPO   Received: Tue 31 Mar 2026   Validated: Thu 02 Apr 2026</p>	<p>Application for work to a protected tree - Chorley BC TPO 3 (Euxton) 1978 T21; T1 Oak Tree - fell tree The Hollies 37A Fieldside Avenue Euxton Chorley PR7 6J</p>	<p>Std A1, A2, A2a</p>
<p>Ref. No: 26/00285/FULHH   Received: Fri 27 Mar 2026   Validated: Fri 27 Mar 2026</p>	<p>Single storey rear extension following demolition of bay window. 9 Bryning Way Buckshaw Village Chorley PR7 7DQ</p>	<p>There is no objection in principle, however, the location plan_included in 'Block' plan of the site is not available, therefore EPC objects to the planning permission until plans can be examined.</p>
<p>Ref. No: 26/00325/FULHH   Received: Thu 09 Apr 2026   Validated: Thu 09 Apr 2026</p>	<p>Detached garden room to rear/side of existing garage, side dormer and installation of roof windows 6 Hillside Close Euxton Chorley PR7 6JB</p>	<p>It appears the existing garage has been converted to another use without Planning permission. The current off-street parking appears to provide a single space without the benefit of the space provided by the garage. With the addition of a bedroom in the loft space an additional car parking space would be required to make a total of three spaces. In view of the limited space for off-road parking the proposal appears too ambitious.</p>

# Euxton Parish Council

16 April 2026 (2025 - 2026)

## PAYMENTS LIST

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
	Salaries	19/03/2026 - 19/03/2026				Confidential			3,363.14		3,363.14
516	Allotment expenditure	03/03/2026		RBS (Debit)		Allotment Toilet	Greens Environmental	S	96.00	19.20	115.20
517	Amenity/Open space RRM	13/03/2026		RBS (Debit)		Signage/Safety	The Sign Builder	S	96.07	19.22	115.29
518	Amenity/Open space RRM	13/03/2026		RBS (Debit)		Signage/Safety	The Sign Builder	S			
519	Newsletter	16/03/2026		RBS (Debit)		Postage	Post Office Ltd	Z	435.00		435.00
520	Amenity/Open space RRM	18/03/2026		RBS (Debit)		Hardware	Amazon	S	40.00	8.00	48.00
509	General Office	19/03/2026		UTB (Current)		Stationery	Atlas Business Finance	Z	37.50		37.50
521	Amenity/Open space RRM	19/03/2026		RBS (Debit)		Hardware	Amazon	S	24.96	4.99	29.95
522	Amenity/Open space RRM	19/03/2026		RBS (Debit)		Hardware	Amazon	S	13.33	2.67	16.00
508	Utility bills	20/03/2026		UTB (Current)		Water	Water Plus Ltd	Z	47.69		47.69
523	Amenity/Open space RRM	23/03/2026		RBS (Debit)		Hardware	Amazon	S	4.99	1.00	5.99
510	Payroll Services	24/03/2026		UTB (Current)		HR software	Bright HR Ltd	S	24.00	4.80	28.80
526	General Office	24/03/2026		UTB (Current)		Stationery	Tesco	S	1.29	0.26	1.55
511	General Office	26/03/2026		UTB (Current)		Telecoms	British Telecoms Ltd (BT)	S	155.62	31.12	186.74
513	Allotment expenditure	30/03/2026		UTB (Current)		Water	Water Plus Ltd	Z	40.86		40.86
512	Amenity/Open space RRM	30/03/2026		UTB (Current)		Fuel	All Star	S	16.81	3.36	20.17
512	Vehicle	30/03/2026		UTB (Current)		Fuel	All Star	S	41.67	8.33	50.00
524	General Office	30/03/2026		RBS (Debit)		Mobile SIM	Lebara Mobile Ltd	S	4.12	0.83	4.95
525	Amenity/Open space RRM	30/03/2026		RBS (Debit)		Hardware	Amazon	S	14.71	2.94	17.65
527	Amenity/Open space RRM	30/03/2026		UTB (Current)		Fuel	All Star	S	16.68	3.34	20.02
527	Vehicle	30/03/2026		UTB (Current)		Fuel	All Star	S	51.25	10.25	61.50
528	Amenity/Open space RRM	30/03/2026		UTB (Current)		Signage/Safety	Lancashire County Council	S	140.00	28.00	168.00
529	Training (Councillors)	30/03/2026		UTB (Current)		Training	Lancashire Assoc. Local Co	Z	60.00		60.00
530	CIL (Community Infrastructure)	30/03/2026		UTB (Current)		Grant	John Finnamore Ltd	S	6,383.33	1,276.67	7,660.00
531	Amenity/Open space RRM	30/03/2026		UTB (Current)		Hardware	C & W Berry Ltd	S	0.41	0.09	0.50
531	Ransnap Brook grant	30/03/2026		UTB (Current)		Hardware	C & W Berry Ltd	S	279.00	55.80	334.80
514	Utility bills	31/03/2026		UTB (Current)		Electricity Pavilion	SSE Energy	L	231.05	11.55	242.60
515	General Office	31/03/2026		UTB (Current)		Bank charges	Unity Trust Bank	Z	10.15		10.15
<b>Total</b>									<b>11,629.63</b>	<b>1,492.42</b>	<b>13,122.05</b>

Summary of Receipts and Payments

All Cost Centres and Codes

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail

**Admin**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Insurance				7,250.00	6,876.28	373.72	373.72 (5%)
13	Audit Fees				1,700.00	1,269.00	431.00	431.00 (25%)
22	Grants				6,000.00	2,747.00	3,253.00	3,253.00 (54%)
23	General Office		446.16	446.16	7,688.00	8,053.04	-365.04	81.12 (1%)
25	Premises (office)				5,000.00	4,709.55	290.45	290.45 (5%)
27	Legal/Advice fees				3,000.00		3,000.00	3,000.00 (100%)
36	Utility bills				4,500.00	2,721.14	1,778.86	1,778.86 (39%)
51	Training (Councillors)				500.00	60.00	440.00	440.00 (88%)
<b>SUB TOTAL</b>			<b>446.16</b>	<b>446.16</b>	<b>35,638.00</b>	<b>26,436.01</b>	<b>9,201.99</b>	<b>9,648.15 (27%)</b>

**Allotments**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	Allotment Income		7,346.61	7,346.61				7,346.61 (N/A)
18	Allotment expenditure				13,529.00	4,074.25	9,454.75	9,454.75 (69%)
<b>SUB TOTAL</b>			<b>7,346.61</b>	<b>7,346.61</b>	<b>13,529.00</b>	<b>4,074.25</b>	<b>9,454.75</b>	<b>16,801.36 (124%)</b>

**Amenity & Facility**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	War Memorial				500.00	88.12	411.88	411.88 (82%)
30	Safety				1,000.00	200.00	800.00	800.00 (80%)
31	Environment (spaces & improver				10,000.00		10,000.00	10,000.00 (100%)
32	Heritage				1,000.00		1,000.00	1,000.00 (100%)
33	Defibrillators		280.00	280.00	1,000.00	801.50	198.50	478.50 (47%)
35	Major Events				1,000.00		1,000.00	1,000.00 (100%)
37	Gardens/Planting				2,500.00	1,576.21	923.79	923.79 (36%)
38	All Purposes Committee				3,000.00	2,567.99	432.01	432.01 (14%)
39	Amenity/Open space RRM		9,339.00	9,339.00	45,000.00	44,698.05	301.95	9,640.95 (21%)
40	Street Machines				2,000.00		2,000.00	2,000.00 (100%)
41	ECO Initiatives (trees, foot, cycle				10,000.00		10,000.00	10,000.00 (100%)
70	Vehicle					10,084.75	-10,084.75	-10,084.75 (N/A)
<b>SUB TOTAL</b>			<b>9,619.00</b>	<b>9,619.00</b>	<b>77,000.00</b>	<b>60,016.62</b>	<b>16,983.38</b>	<b>26,602.38 (34%)</b>

**Communications**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Newsletter		434.00	434.00	6,000.00	6,268.50	-268.50	165.50 (2%)
19	Community Engagement				2,500.00	1,524.20	975.80	975.80 (39%)
28	Christmas				2,500.00	1,834.59	665.41	665.41 (26%)
29	Gala				1,500.00		1,500.00	1,500.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail

<b>SUB TOTAL</b>	<b>434.00</b>	<b>434.00</b>	<b>12,500.00</b>	<b>9,627.29</b>	<b>2,872.71</b>	<b>3,306.71 (26%)</b>
------------------	---------------	---------------	------------------	-----------------	-----------------	-----------------------

**Earmarked Reserve Funds**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
42 Greenside Parking				5,400.00	5,300.00	100.00	100.00 (1%)
43 Balshaw Villa land				6,132.00	63.95	6,068.05	6,068.05 (98%)
44 Elections/polls				10,000.00		10,000.00	10,000.00 (100%)
45 Ransnap Brook grant				279.00	279.00		(0%)
46 Land fund				80,000.00		80,000.00	80,000.00 (100%)
47 Grants (unspend)				1,617.00	285.42	1,331.58	1,331.58 (82%)
48 Emergency fund				25,000.00	250.00	24,750.00	24,750.00 (99%)
49 Grant (LCC Orchard)				2,199.00	2,199.10	-0.10	-0.10 (0%)
69 CIL (Community Infrastructure L		37,138.21	37,138.21	107,985.58	6,383.33	101,602.25	138,740.46 (128%)
<b>SUB TOTAL</b>		<b>37,138.21</b>	<b>37,138.21</b>	<b>238,612.58</b>	<b>14,760.80</b>	<b>223,851.78</b>	<b>260,989.99 (109%)</b>

**Income**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9 Precept	190,655.00	190,655.00					(0%)
10 Bank Interest		11,000.43	11,000.43				11,000.43 (N/A)
11 VAT Return	26,365.38	26,365.38					(0%)
20 Council Tax Grant	1,709.00	1,709.00					(0%)
21 Grants other							(N/A)
<b>SUB TOTAL</b>	<b>218,729.38</b>	<b>229,729.81</b>	<b>11,000.43</b>				<b>11,000.43 (5%)</b>

**Salaries**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
<b>SUB TOTAL</b>				<b>146,400.00</b>	<b>130,195.27</b>	<b>16,204.73</b>	<b>16,204.73 (11%)</b>

**Staffing Costs**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17 WFH				312.00	312.00		(0%)
24 Payroll Services				1,250.00	1,488.00	-238.00	-238.00 (-19%)
26 Mileage				3,500.00	2,926.70	573.30	573.30 (16%)
50 Training (staff)				3,000.00	1,683.00	1,317.00	1,317.00 (43%)
60 Pension				3,600.00	3,945.79	-345.79	-345.79 (-9%)
<b>SUB TOTAL</b>				<b>11,662.00</b>	<b>10,355.49</b>	<b>1,306.51</b>	<b>1,306.51 (11%)</b>

**Euxton Parish Council**  
**Summary of Receipts and Payments**

16 April 2026 (2025 - 2026)

All Cost Centres and Codes

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail*

**Summary**

---

<b>NET TOTAL</b>	<b>218,729.38</b>	<b>284,713.79</b>	<b>65,984.41</b>	<b>535,341.58</b>	<b>255,465.73</b>	<b>279,875.85</b>	<b>345,860.26</b>
<b>V.A.T.</b>					18,129.50		
<b>GROSS TOTAL</b>		<b>284,713.79</b>			<b>273,595.23</b>		

**Euxton Parish Council****Item 6.3****CIL 123 LIST**

as@ May 2024

as@ April 26

	£	£
<b>Requests against CIL receipts</b>		
Grants earmarked (Prison APC)	1,500	
Environmental projects (Leisure)	35,000	
Primrose Hill play area refurb (Leisure)	65,000	
Southport Road project (Leisure)	150,000	150,000
St Mary's Clock pledge		7,000
	<hr/> 251,500	<hr/> 157,000

---

**CIL receipts projected****Receipts****Carry Fwd/Remaining**

2026/7

-

145,124

---

-

145,124

### 6.5 Bank signatories

In view of changes of personnel and councillors it is proposed to update the Bank Mandate and carry out actions as follows:

#### Unity Trust Bank

##### **Councillor changes**

Remove Cllr S Walker

Replace with one or more new Councillors

##### **Staffing changes**

Besides adding the Deputy Clerk to the bank mandate (already agreed)

Add on the Responsible Financial Officer

#### Other Banks

TSB Bank

Co-Op Bank

Barclays Bank

These banks have not been used and should now be closed.

# Euxton Parish Council

## **Anti-Fraud and Corruption Policy**

Adopted by Euxton Parish Council  
21 July 2022  
Review: 16 April 2026

### 1. Introduction

- 1.1 Euxton Parish Council is one of the larger Parish Councils within its Borough. It has assets, interests and annual transactions running into many thousands of pounds per annum.
- 1.2 In administering its responsibilities, the Council will operate financial control systems which mitigate against fraud and corruption, whether it is attempted from outside or inside the Council. The Council is committed to an effective antifraud and corruption strategy designed to:-
- Encourage prevention
  - Promote detection
  - Identify a clear pathway for investigation.
- 1.3 The Council expects to lead by example and the propriety and accountability of members and staff at all levels will ensure adherence to all legal requirements, rules, procedures and practices.
- 1.4 The Council also expects those individuals in outside organisations (eg. suppliers, contractors, services providers) with which it comes into contact, to act with integrity and to assist the Council in implementing measures designed to prevent fraud and corruption.
- 1.5 The Council's anti-fraud and corruption strategy is based on a series of comprehensive and interrelated procedures, designed to frustrate any attempted fraudulent or corrupt act.

This covers:

- Culture
  - Prevention
  - Detection and Investigation
  - Training
- 1.6 The Council is subject to a high degree of external scrutiny of its affairs by a variety of bodies and people, including:
- Internal Auditor
  - External Auditor
  - The Public/Council Tax Payer – Annual inspection of the accounts.
  - HM Revenue and Customs

As part of the External Auditor's duty, he or she is required to ensure that the Town Council has in place adequate arrangements for the prevention and detection of fraud and corruption.

### 2. Culture

- 2.1 Euxton Parish Council is determined that the culture and tone of the organisation is one of honesty and opposition to fraud and corruption. There

is an expectation and requirement that the many individuals and organisations associated with the Council will act with integrity, and that Council members and employees at all levels will lead by example in these matters.

- 2.2 The Council's employees are an important element in preventing fraud and corruption, and they are positively encouraged and expected to raise any concerns that they may have on these issues where they are associated with the Council's activities. This they can do in the knowledge that such concerns will be treated in confidence, properly investigated and fairly dealt with. Members of the public are also encouraged to report concerns through the Clerk or via Councillors.
  - 2.3 The Clerk is responsible for implementing the investigation of any allegation of fraud or corruption and will do so through clearly defined procedures. Where appropriate s/he will appoint an independent investigator and will inform the Police at the appropriate and earliest possible stage of the investigation. The Clerk will also:
    - Deal promptly with the matter
    - Record all evidence received
    - Ensure that evidence is sound and adequately supported
    - Ensure security of all evidence collected
    - Contact Auditors
    - Implement Council disciplinary procedures, where appropriate.
  - 2.4 The Clerk is expected to deal swiftly and firmly with those who defraud the Council or who are corrupt and will inform the Police at the earliest possible stage of the proceedings. The Council, including members, will be robust in dealing with financial malpractice.
  - 2.5 There is, of course, a need to ensure that any investigation process is not misused and, therefore, any abuse, such as raising unfounded malicious allegations, will be dealt with as a disciplinary matter and is likely to be viewed as Gross Misconduct.
  - 2.6 No information will be given to the media regarding fraud and corruption investigations until such times as the matter becomes public knowledge, usually through criminal proceedings in the courts.
3. Prevention
    - 3.1 Employees
      - 3.1.1 The Council recognises that a key preventive measure in the fight against fraud and corruption is to take effective steps at the recruitment stage to establish, as far as possible, the previous records of potential employees, in terms of their propriety and integrity. In this regard temporary and contract employees will be treated in the same manner as permanent employees.

- 3.1.2 Employee recruitment will be in accordance with current best practices and, in particular, the Council will obtain written references regarding known honesty and integrity of potential employees before employment offers are made.
- 3.1.3 Employees of the Council are expected to follow any code of conduct introduced by their own professional body or institute, and attain to uphold the Council's code of conduct for employees or guidelines contained in their employment details. The Council has in place disciplinary procedures that cover all employees. The role that all employees are expected to play in the Council's framework for internal control is explained as part of the induction process.
- 3.1.4 Employees must disclose any financial interests in contracts relating to the Council. Employees are also reminded that they may not accept any fees or rewards whatsoever, other than proper remuneration.
- 3.1.5 New employees will be asked to disclose any criminal convictions as part of the recruitment process. Existing employees should also declare any convictions whilst employed by the Council.
- 3.1.6 Employees who are eligible and required to drive a Council vehicle must provide a copy of their driving licence for the Council's records, declare any convictions recorded on it, and notify the Council immediately of any new convictions.

#### 4. Members

4.1 Members are required to operate within the constraints of the following regulations:

- The Council's adopted Code of Conduct.
- Chapter 7 of the Localism Act.
- The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I. 2012/1464).
- Any legislation which revises the above, or is introduced following this policy introduction

#### 5. Internal Control Systems

5.2 The Council has Standing Orders and Financial Regulations in place that set standards for employees when dealing with Council affairs.

5.3 The Clerk has a statutory responsibility to ensure the proper arrangement of the Council's financial affairs, and has developed financial codes of practice and accounting instructions, which underpin financial regulations and outline the system, procedures and responsibilities of employees in relation to the Council's financial activity.

- 5.4 The Council has developed financial systems and procedures which incorporate efficient and effective internal controls. This includes adequate separation of duties to ensure that, as far as possible, financial impropriety is prevented. The Clerk will ensure that such controls, including those in a computerised environment, are properly maintained and effective, including documentation and review of the controls.
- 5.5 An external qualified accountant independently monitors the existence, appropriateness and effectiveness of these internal controls.
6. Detection and Investigation
  - 6.1 The internal control systems within the Council have been designed to provide indicators of any fraudulent activity, although generally they should be sufficient in themselves to deter fraud. It is the responsibility of the Clerk to ensure that arrangements are in place to give reasonable assurances of detection and prevention of fraud. However, it is often the alertness of employees and the public that identifies that fraud or corruption may have been committed or is in progress.
  - 6.2 If fraud and/or corruption is reported then the following responses will occur:
    - 6.2.1 Consistent and confidential treatment of information regarding fraud and corruption
    - 6.2.2 Investigation by an independent and experienced person
    - 6.2.3 When appropriate, submission of a full report to the Police
    - 6.2.4 Implementation of a fraud response investigation plan
    - 6.2.5 Optimum protection of the Council's interest
  - 6.3 Depending on the nature and the anticipated extent of the allegation, the Internal Auditor will normally work closely with the Clerk and other agencies, such as the Police, to ensure that all allegations and evidence are properly investigated and reported upon and, where appropriate, maximum recoveries are made for the Council.
  - 6.4 The Council's disciplinary procedures will be used where the outcome of the investigation indicates improper behaviour of an employee. Where financial impropriety is discovered, the Police **will** be called in. The Crown Prosecution Service determines whether a prosecution will be pursued.
  - 6.5 The External Auditor has the power to independently investigate fraud and corruption, and the Council may use their services for this purpose.
7. Training
  - 7.1 The Council recognises that the continuing success of its anti-fraud and corruption strategy, and its general credibility, will depend largely on the

effectiveness of programmed training and the responsiveness of employees throughout the organisation.

- 7.2 To facilitate this the Council supports the concept of induction training, together with detailed and specific training for employees involved in internal control systems, to ensure that their responsibilities and duties in this respect are regularly highlighted and reinforced. The possibility of disciplinary action against employees who ignore such training and guidance is made clear within this strategy.

## 8. Conclusion

The Council has in place a clear network of systems and procedures to assist in the fight against fraud and corruption. It is determined that this arrangement will keep pace with any future development, in both preventative and detection techniques regarding fraudulent or corrupt activities that may affect its operation or related responsibilities.

## 9. Review

This policy statement will be subject to review to ensure its currency. When required, otherwise in the four year review schedule.