



Agenda- Wiswell Parish Council Meeting

Members of Wiswell Parish Council are summoned to attend the Parish Council Meeting on **Wednesday 5th November 2025 at Pendleton Village Hall, commencing at 6.30pm**

Members of the public are welcome to attend

- 1. Apologies for absence**
- 2. Approve the minutes of :**
 - a) Wiswell PC meeting of 03/09/25**
- 3. Declarations of disclosable and pecuniary and other registrable and non-registrable interests.**

Members are reminded of their responsibility to declare any interest as above in respect of matters contained in the agenda
- 4. Public Participation. To receive questions and comments on any agenda item.**

This 30 minute session (time limit of five minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Parish Council. Such questions may be answered after the meeting or become an agenda item at a future Parish Council meeting

Items for Decision / Discussion

- 5. Finance Report**
- 6. Budget considerations for 2026 / 2027**

Councillors are asked to consider spending proposals for the financial year 2026/2027 in planning for setting the precept for the financial year 2026/27
- 7. Planning Matters.**

Update on planning matters
- 8. Arrangements for Remembrance Sunday 9th November 2025**

Confirmation of arrangements including invites, purchase of wreaths etc
- 9. PC insurance renewal.**

Renewal date is 25th November 2025. Consideration to be given to the type of insurance the PC require. Decision to be made on renewal of insurance.
- 10. Council policies and procedures .**

Councillors are asked to:

 - a) Approve adjustments to the Absence from work policy presented at the meeting of the 3rd September 2025. To be viewed in conjunction with the Disciplinary Policy approved by Council on the 16th July 2025
 - b) Approve adjustments to the asset register presented at the meeting of the 3rd September 2025
 - c) Consider the current Complaints Policy (Approved January 2023) ... is it still fit for purpose in 2025?
- 11. Employment matters**

Councillors are asked to consider arrangements for the appointment of a new Clerk.

12. Arrangements for Xmas Carols event 2025

- a) Confirmation of date and responsibilities on the evening
- b) Councillors are asked to approve arrangements for the purchase of an Xmas tree.

Items for information

13. Updates on funding submissions to RVBC

Update on funding for the refurbishment of the war memorial and surrounding area

14. Updates from LALC AGM and LCC Parish Council meeting 1st November 2025

Verbal update from Councillor Houghton.

15. Reports from Councillors

16. Consideration of items for inclusion on future agendas

17. Confirmation of dates of future meetings

The next meeting of Wiswell PC is scheduled for Wednesday 7th January 2026

Acting Clerks to the Council

Steve Houghton

Alan Scholfield



Meeting of the Parish Council - Draft Minutes

Date:	03/09/25		
Place:	Pendleton Village Hall		
Present:	Councillors: S. Houghton (Chair); A. Scholfield (Vice Chair); D. Birtwhistle (Borough Councillor; M.Ramsbottom.		
In attendance :	Greera Stevenson (Clerk)		
Meeting Started	18.30	Meeting Closed	20.00

1. APOLOGIES FOR ABSENCE.

Mike Hill RFO apologies accepted. The Clerk apologised for her late arrival.

2. APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THE 16TH July 2025.

The minutes of the meeting were approved as a correct record.

Approved: Councillor Ramsbottom. Seconded: Councillor Birtwhistle

3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-REGISTRABLE INTERESTS.

There were no declarations of interest

4. PUBLIC PARTICIPATION

There was no public participation at the meeting

5. FINANCE REPORT

Papers were included in the agenda pack in advance of the meeting. Councillor S. Houghton is in negotiation with easy web and their partners regarding uploading data from old to new computer and the installation of appropriate software. There will be an additional cost which will be approved at the next meeting.

Approved: Councillor Scholfield; Seconded Councillor Ramsbottom

6. PLANNING MATTERS

Observation that things appear to have been relatively quiet on the response to planning applications.

Action: Clerk to liaise with Councillors Scholfield and Ramsbottom to keep rolling record of planning responses and approvals agreed by RVBC

7. REMEMBRANCE SUNDAY 9TH NOVEMBER 2025

Request for wreath to be laid in memory of animals killed during conflict.

Approved; Councillor Ramsbottom Seconded; Councillor Birtwhistle

Actions: Clerk to issue invites and requests to external groups. Councillor Houghton to liaise with councillor Scholfield regarding publicity for the event.

Councillor Houghton to arrange for flag, PC wreaths, road monitors and bugler

Post script: We have received positive responses from Oakhill and Barrow Schools, The mayor and mayoress, Barrow PC. A rep. from Whalley St. Mary and All Saints will lead the service. A bugler is confirmed and R. Salaman will read the names of those commemorated.

8. CHRISTMAS FESTIVE LIGHTS

RVBC has offered to fund 50% of the cost of new lights. Council will consider this offer for Xmas 2026 if it is still available.

9. INSURANCE RENEWAL

Due for renewal 25th November. To be discussed and confirmed at next meeting.

10. POLICIES AND PROCEDURES

a) Complaints procedure referenced by Clerk at the July meeting to be reviewed at November's meeting. We have a policy in place (approved 2024).

Absence from work policy "lifted" from NALC guidelines approved by full council subject to agreement on the number of months sick pay should be paid for an extended illness(to be considered at November's meeting).

Action: Chair to tweak absence from work policy and present for final approval at next meeting.

b) Standing orders - approved by full council.

Asset Policy and register- policy approved but register of assets to be updated following purchase of items via REPF grant.

Risk Policy and register approved

Actions: Chair to update asset register with support from Councillor

Scholfield.

11. CUNLIFFE LANE TRIANGLE

Some of the wooden poles bordering the triangle are damaged. Subject to finances council will need to consider replacing.

Action: Councillor Scholfield to prepare a

12. UPDATE ON RVBC FUNDING SUBMISSION

Councillor Houghton has provided RVBC with some additional information at their request re: refurbishment of war memorial.

Post script: Contact from Nicola Hopkins RVBC... we have been successful and subject to completion of additional paper work have been awarded £7K.

Action: Councillor Houghton to make contact with heritage stone mason to update his estimate before completing additional paper work

13. UPDATE FROM LALC AREA COMMITTEE

Next Area meeting 24th September. Councillor Houghton to attend LCC meeting / LALC AGM Preston on the 1st Nov.

14. COUNCILLOR REPORTS

Councillor Scholfield reminded the PC about the open days at Whalley Old GS (13th and 14th September). All welcome to attend to view refurbished rooms and learn more about the range of activities taking place at the GS. Ongoing liaison with Lengthsman. Continuing liaison with LCC but having to chase responses

15. CONSIDERATION OF ITEMS NOT ON THE AGENDA

None

16. DATE AND TIME OF NEXT MEETING

Wednesday 5th November.

Agenda Item: 10 a

Wiswell Parish Council: SICKNESS ABSENCE POLICY

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What to do if you are unwell

If you are away from work because of sickness you must:

- Telephone the PC Chair or in his / her absence the vice chair, before your contractual (or normal start time for work) on the first day of absence providing details and how long you expect to be off. If you are unable to call personally, someone else may call for you. It is your responsibility to ensure the Council is notified. You must then telephone again each day (unless otherwise agreed with the PC Chair / vice chair).
- If you are away for seven days or less (including weekends and other non-working days), you must complete a self-certification form and provide it to the council when you are back at work.
- If you are away for more than seven days (including weekends and other non-working days), you must send in a 'fit to work' statement from your doctor and continue to do so as each new certificate is issued to you. This certificate gives details as to whether you are too ill to work or whether you are well enough to work with suitable support from the Council. This gives you and the Council the opportunity to discuss suitable arrangements which will support your return to work. The form also gives more space for the doctor to provide information about your condition and helpful tick boxes to suggest common ways to help you return to work.
- All sickness or injury absence will be entered on your employment record and will be monitored from time-to-time.

Return-to-work meetings

On the first day back at work after a period of sickness absence your manager may want to meet informally. If this is not possible on your first day back, the meeting may take place later. The return-to-work meeting should take place in a private place, and all discussions should be private and confidential. The meeting would normally include

- a welcome back to work;
- outline the purpose of the return-to-work meeting; which is to manage and monitor absence and attendance to identify any problem areas and offer support where appropriate;
- a discussion about the reasons for absence, in a supportive way and to understand whether the council can take any steps to help the employee's attendance;
- explain that the absence will be recorded;
- establish if medical advice has been sought (if appropriate);
- ensure the self-certification form has been completed or a fit note from the doctor has been provided;

- a discussion on absence over the last 52 weeks, the impact on pay and any next steps; and
- a handover of work where appropriate.

Medical appointments

The council recognises that employees will, from time to time, need to attend medical appointments. Please try to arrange medical appointments in your own time or, if this is not possible, at times that will cause the minimum amount of absence from work or inconvenience to the council. The council will allow reasonable time off work [with pay / without pay] for such appointments.

Statutory Sick Pay

If you are ill and unable to attend work, you may be entitled to Statutory Sick Pay (SSP). SSP is currently paid after 4 Qualifying Days absence from work. The Qualifying Days are your normal working days that are in your contract. Tax and National Insurance will be deducted from SSP and if you earn below the lower earnings limit, you will not qualify for SSP.

Council's Sick Pay Occupational Sick Pay

It is the Council's policy to pay you your normal basic rate of pay exclusive of overtime/allowances during periods of sickness absence.

During first year of service - one month's full pay and two months half pay

During second year of service – two month's full pay and two months half pay

During third year of service - three months full pay and three months half pay

After three year's service - four months full pay and four months half pay

Payment is, however, conditional upon you complying with the council's procedure for notifying your manager of the absence, attending an interview with your manager on request to discuss the absence, and completing a self-certification form on return to work or providing a fit-note when requested. We may also ask you to attend an interview/examination with a nominated doctor at the request of the Council.

We may not pay you occupational sick pay where:

- you have failed to comply with the Council's sickness absence notification and evidence requirements;
- you unreasonably refuse to attend a sickness absence meeting with the Council on request;

- you are unable to work because you hurt yourself in dangerous sports / activities or any other occupation you have;
- you have misled the council about your fitness to work;
- you have resigned; or
- where disciplinary proceedings are pending against you.

Medical advice

The Council may want to obtain advice on your fitness for work from occupational health advisers or medical practitioners. Examples of when the Council might refer to occupational health or a medical practitioner include the following:

- to seek a medical report on your illness or injury;
- to establish when you might be able to return to work;
- to understand when you are likely to be fully fit to resume your normal duties;
- to understand what alternative duties you might be fit to undertake if you are unfit to resume your normal duties;
- to understand when you are likely to be fit to undertake any alternative duties;
- to ask for guidance on your condition, for example if there is a possibility that you are disabled or ambiguity as to the exact nature of the condition;
- to ask what reasonable adjustments could be made to working conditions or premises to facilitate a return to work;
- to understand the likely recurrence of the illness or injury once you have returned to work; and
- to discuss any adjustments that could be made to accommodate your disability, if you are disabled.

The Council will pay the cost of the report and you will have the right to see it. The Council will also be provided with a copy of the report and once we have seen it, we will want to meet you to discuss the findings and consider options available to you.

If you choose not to consent to an Occupational Health referral, any decisions in relation to your employment may be made without the benefit of access to medical reports.

Persistent short-term absence

Persistent short-term absence is where an employee is frequently absent from work for relatively short periods due to sickness. We understand most employees will have some short-term sickness absence from time to time. However, if you are frequently and persistently absent from work, this can damage efficiency and productivity, and place an additional burden of work on your colleagues and councillors.

Therefore, it is essential that frequent absence is dealt with promptly and consistently and in some circumstances, the Council may begin a capability or disciplinary procedure as part of the absence management process. If we do so, we will meet with you to set attendance targets. Following a review meeting we may issue a formal warning if those targets are not met. You will be given written notice in advance of any formal meeting and you can be accompanied by a work colleague or trade union representative. You may appeal against a formal warning. If your absence remains unacceptable after a second formal warning, the council may bring your employment to an end following consultation with you.

If frequent absence is due to an underlying long-term health condition then we will also request, with consent, a medical report either from an Occupational Health Physician or your G.P. or consultant to establish further information about your health and how the council can support your attendance.

When considering the reasons for absence, and deciding on whether a formal meeting is appropriate, the council will not consider any pregnancy related absence. The council will also make adjustments where absences are related to a disability by allowing a higher level of absence before considering whether disciplinary action is appropriate.

The council will consider any alternative employment options before making any decision about ending employment. You will have the right to be accompanied by a work colleague or trade union representative at formal meetings and a right of appeal against a formal warning or dismissal sanction. The monitoring of absence operates on a rolling 52-week period.

Where it appears that there is no acceptable reason for an absence or if you have not followed the correct absence notification procedure, the matter should be treated as a conduct issue and dealt with under the disciplinary procedure.

Long-term absence

As a guide, long term absence is any absence which lasts or is expected to last over 4 weeks. In all cases of long-term absence, it is essential for the Council to maintain contact with you. In cases where the return date is less certain this will take the form of consultation and will include:

- Discussions at the start of the absence and periodically throughout
- Obtaining better information on your health and likely prognosis, ideally through an Occupational Health Physician
- Where appropriate alerting you to the fact that your absence is becoming a problem, and
- Allowing you the opportunity to state your opinion of your condition and giving consideration to that opinion

Where ill-health means that you are unlikely to return to work for a long period of time, the council may need to consider bringing your employment to an end. In these circumstances, the council will:

- Review your absence record to assess whether or not it is sufficient to justify dismissal
- Consult with you
- Obtain up-to-date medical advice
- Advise you in writing as soon as it is established that termination of employment has become a possibility
- [Discuss whether you may be able to access benefits from the Local Government Pension Scheme (where appropriate)]
- Meet with you to discuss the options and consider your views on continuing employment before any decisions are made, allowing you to be accompanied by a work colleague or trade union representative
- Review if there are any alternative jobs that you could do prior to taking any decision on whether or not to dismiss
- Allow a right of appeal against any decision to dismiss you on grounds of long-term ill health
- Following this meeting, inform you of the final decision

Absence as a result of disability

Where you experience sickness absence as a result of a disability it will be treated in line with the provisions contained within the Equality Act 2010 (formerly as part of the Disability Discrimination Act 1995). This will include considering whether any reasonable adjustments can be made.

Data protection

The Council will treat personal data collected during the absence management process in accordance with its data protection policy on processing special categories of personal data. Information about how your data is used and the basis for processing your data will be provided in our employee privacy notice. When relying on legitimate interests as the legal ground for processing your data, you can object to the processing.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: December 2019

Approving committee:

Date of committee meeting:

Policy version reference:

Supersedes: [Name of old policy and reference]

Policy effective from:
Date for next review:

— policy ends here —

Notes

1. Green Book terms

If the council adopts Green Book terms and conditions of employment, employees are entitled to receive sick pay for the following periods: -

During 1st year of service

1 month's full pay and (after completing 4 months service)
2 months half pay

During 2nd year of service

2 months full pay and
2 months half pay

During 3rd year of service

4 months full pay and
4 months half pay

During 4th and 5th year of service

5 months full pay and
5 months half pay

After 5 years' service

6 months full pay and
6 months half pay

The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.

Periods of full pay will include SSP. In periods of half pay, employees receive half pay in addition to SSP provided the total does not exceed normal pay.

If an employee abuses the sickness scheme or is absent on account of sickness due or attributable to deliberate conduct prejudicial to recovery or the employee's own misconduct

or neglect or active participation in professional sport or injury while working in the employee's own time on their own account for private gain or for another employer sick pay may be suspended.

2. Council's Sick Pay

The legal requirement is to pay Statutory Sick Pay (subject to eligibility) and anything additional is for the council to decide. Any additional sick pay is known as 'occupational sick pay' (OSP). The council will need to commit to paying any OSP it decides to offer and take into account the cost of National Insurance and the cost of any temporary staff required to cover the absence.

It would be unusual to bring an employment contract to an end before the occupational sick pay expires.

If a member of staff already has a paid sick leave entitlement, you cannot unilaterally change their entitlement. Councils can change the policy for all new staff joining after a defined date provided this is consistently applied.

3. Return-to-work meetings

Return to work meetings should ideally take place following every absence, with notes taken, agreed and stored on file. They are especially important if the absence has been caused by, or related to incidents at work. Having a written record of a return to work meeting may help the council defend later claims or allegations.

Sometimes it is not practical to have return to work interviews after every absence so councils may decide to do so only after 2 absences in a 2-month period, or where the absence is work-related.

4. Medical appointments

There is no legal requirement to pay time off for medical appointments, except antenatal appointments. Please see the Maternity and Parental leave policies for details.

A council may decide that staff should make up the time (if possible) or take it without pay. If a council decides to offer payment for medical appointments, it is sensible to put some limit on this.

5. Medical advice

Health information is considered to be personal sensitive information under Data Protection legislation and particular care must be taken when processing medical information. The Information Commissioner website (<https://ico.org.uk>) contains guidance.

An Occupational Health report can comment on an individual's health in relation to the employee's role. It will be important to provide the OH physician or nurse a referral form with full details of the employee's job, the concerns you have about their health in relation to their work and be specific about the questions you need answering. Any report should then be discussed with the employee before the council decides on any follow up actions. If the report makes recommendations, these must be carefully considered and discussed with the employee.

6. Health and wellbeing

All employers have duty to provide a safe place of work which includes the physical environment as well as mental health. There are a range of initiatives that can promote health and wellbeing (see Fit for Work: <https://fitforwork.org>). Also, the Health and Safety Executive has useful information on their website including a stress risk assessment (www.hse.gov.uk/stress/risk-assessment.htm).

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

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This document has been written by Worknest HR – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.



For Information

Asset Policy and Register 2025/2026

Adopted: XX

Chairman: Cllr. S. Houghton

Minute Ref.:

Administered by Clerk and Responsible Financial Officer to Wiswell Parish Council.

1. Background

Local Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. The Register is confirmed by the Council at the end of each financial year however as the register is a working document, it will be update and amended as necessary.

2. Purpose of the Asset Register

An asset register is the starting point for any asset control system as it:

- Facilitates the effective physical control over assets.
- Provides the information that enables the Council to make the most cost-effective use of its capital resources.
- Ensures that no asset is overlooked or underutilised and is therefore used most efficiently.
- Pools all the information available about each asset from across the Council and makes it available to every part of the Council.
- Provides a record of the sources of evidence used to support the existence and valuation of assets to be covered by insurance.
- Supports the Annual Governance and Accountability Return entry for capital assets by collecting the information on the cost or value of assets held.

The values indicated in the asset register will inform the 'total fixed assets' section of the AGAR Annual Return.

- Forms a record of assets held for insurance purposes.

The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price as per the asset register.

3. Scope of the Asset Register

3.1 Assets Included

The definition of fixed assets are property, plant and equipment with a useful life of more than one year as used by the Council to deliver its services.

To ensure transparency and reasonableness, the following items are **included** in the Council's asset register, whether purchased, gifted, or otherwise acquired:

- Land and buildings held freehold or on long term lease in the name of the Council.
- Community assets.
- Vehicles, plant, and machinery.
- Assets considered to be portable, attractive or of community significance.
- Other assets estimated or known to have a minimum purchase or resale value of £250.
- Long term investments, shares and loans made by the Council.
- Assets held on trust (e.g., monies held on behalf of the Chairman's charity, if applicable).

3.2 Assets not Included

The following items fall outside the definition for inclusion and are therefore **excluded** from the Council's asset register:

- Land and buildings held on short term lease or rented.
- Land and buildings maintained or serviced but not owned by the Council.
- Assets rented by or loaned to the Council.
- Stock items intended for resale.
- Stationery and other consumable items.
- Boundaries of land owned (e.g., fences, hedges and gates).
- Floor or land surfaces and drainage.
- Plants and trees.
- Assets with a purchase or resale value of less than one hundred pounds (other than items listed as for inclusion on the asset register).
- Repairs.
- Cash, short term investments and other current assets.
- Intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights).
- 'Negative' assets (e.g., provisions, borrowings, creditors and contingent liabilities).

3.3 Disposal of Assets

A section of the Asset Register will contain a schedule of disposals.

4. Asset Valuations

For authorities (such as Wiswell Parish Council) covered by the Joint Panel on Accountability and Governance an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.

Based on available information, assets are valued by one of the following means:

1. The purchase price.
2. The insurance valuation is applied where it is not possible to trace the purchase price of the asset.
3. A nominal value of £1 is applied as a last resort.
4. A nominal value of £1 is used for assets gifted to the Council.

5. Procedure for updating the Asset Register.

The start point is the Asset Register that has been agreed for the end of the previous financial year.

- The financial accounts should be reviewed for all purchases made during the year. A discussion should be held to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated at 3.1 above should be added to the Asset Register, with their values recorded at the purchase price or at £1 if gifted to the Council.
- The financial accounts should also be reviewed for all asset sales made during the year.
- A discussion should be held to identify any assets that have been lost, disposed of, or gifted by the Council.
- Any assets which fall in the category stated at 3.3 above should be removed from the Asset Register and recorded in the schedule of disposals.
- The Asset Register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location, and the date when the loan period ends.
- A 'stock take' of Asset Register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the Asset Register and recorded in the schedule of disposals.
- The Asset Register, schedule of disposals and this policy will be reviewed annually by the Parish Council and approved by the Council at the same time as the approval of the Annual Return.

6. The Asset Register

- Where the purchase value is unknown or is gifted to the Council a nominal figure of £1.00 is used.
- A replacement value is inserted for insurance purposes.
- The **Purchase Cost** figure will be inserted into Box 9 of the AGAR Annual Return and represents the total value of the Council's fixed assets.

#	Asset	Purchase Cost £	Location	Acquired	Asset Life (Years)	Replace Cost £	Comments
1	Flag	61.48	Coronation Garden	02/07/18	6	70	A date on the plaque indicates that the garden has been in place since June 1953. The Parish Council has always taken care of the garden, either directly or through an appointed person. The is identified as a piece of land within a boundary on the Ordnance Survey maps. Formal registration of the land is in progress.
2	Fencing	518	Coronation Garden	01/03/25	7	518	Figure including labour secured through REPF funding
3	Paving	215.75	Coronation Garden	16/09/13 (upgrade)	10/15	350	
4	Paving	202.00	Coronation Garden	14/07/14 (upgrade)	10/15	250	
5	Trough 1	381.67	Coronation garden	01/03/25	20	381.67	Secured through REPF funding
6	Trough 2	148.33	Coronation Garden	01/03/25	20	148.33	Secured though REPF funding
7	Trough 3	165.00	Coronation Garden	01/03/25	20	165.00	Secured through REPF funding
8	Trough 4	291.67	Coronation Garden	01/03/25	20	291.67	Secured though REPF funding
9.	Heritage lamppost	1035.86	Coronation garden	01/03/25	20	1600.00	Secured through REPF funding
10	Ladder Trellis & raised bed	375.00	Coronation garden.	01/03/25	10	400.00	Secured through REPF funding
11	Bird bath	258.33	Coronation garden	01/03/25	20	300.00	Secured through REPF funding

#	Asset	Purchase Cost £	Location	Acquired	Asset Life (Years)	Replace Cost £	Comments
12	Refurb wall	1500.00	Coronation garden	01/03/25	20	1500.00	Repair /Refurbishment of wall surrounding garden including purchase of coping stones.
13	Trough 5	480.00	Old Back Lane	01/03/25	20	500.00	Secured through REPF funding
14	Flagpole	600.00	Coronation Gardens	02/07/18	20	800	The current price of the flagpole is around £430, plus base cover and foundation installation = £600. The flagpole was lowered on 31 March 2021 for inspection by Councilors Scholfield and Thompson. The flag mechanism and the foundation bolts, nuts and caps were found to be in good condition and the pole was raised after cleaning.
15	Noticeboard	1630	Pendleton Road. Opposite Coronation Gardens	01/03/25	15	1630	The NB was erected in 2002 (Silver Jubilee) as confirmed on the brass nameplate. It was made by a village resident so came cheap.
16	Christmas tree lights	710.00	Cllr Scholfield holds most of the lights. Cllr Thompson has some lights fitted to laths.	17/09/12	10-15 for white lights	1,000	The flashing lights have not lasted well and will only last one more season.
17	Benches (6)	1,080.00	Throughout the village	Unknown	10	3,000	There are nine benches in the village, RVBC have records but are not accurate. Pepper Hill is private bench. One is unknown (Wiswell Eaves), the Parish has adopted those in Coronation Garden. Others are a mixed responsibility for maintenance.
18	Planters	1.00	Pendleton Road and throughout the village		5	200	Residents have provided/adopted four planters on Pendleton Road the Parish Council maintain three of them.
19	Plaque	218.45	Whiteacre Lane Fixed to the boundary stone and trough	09/01/17	10	300	Built by Jean and Edmund Sandham. The sign and the trough form a single boundary stone structure

#	Asset	Purchase Cost £	Location	Acquired	Asset Life (Years)	Replace Cost £	Comments
20	Red traditional telephone kiosk	731.67	Coronation Gardens	Unknown	>50	5,000	The Agreement for the sale and purchase of the telephone kiosk from BT to Wiswell PC is dated 18 June 2010. The actual completion was in October 2010 after BT decommissioned and removed their equipment. The original kiosk dates back to the 1930's and it was moved within the village from a location near the Old School
21	HP Office Jet Pro 8710 Printer	53.32	Clerk	08/06/17	4/5	80	
22	Samsung Monitor	123.26	Clerk	13/09/17	4/5	150	
23	Samsung laptop	675.00	Clerk	13/09/17	4/5	700.00	Keys on keyboard showing signs of fading.
24	Land at Whalley, Wiswell and Barrow Cemetery	1.00	Clitheroe Road Whalley	Circa 1954	N/A	0	The Parish Council is third owner of the cemetery with Whalley and Barrow Parish Councils.
25	Tree Guard and plaque	257.38	Top of the field owned by James Thornber off Pendleton Road opposite Chapel Fold.	06/07/15	>50	325	RVBC provided commemorative centenary oak trees for villages in the Ribble Valley. The Wiswell tree is visible from the village and is also very close to the public footpath between Moor Lane and Moorside Lane.
26	Wooden posts	20.40	Cunliffe Lane	11/01/16	Unknown	30	Replacement wooden posts
Totals:		£11,734	Totals:			£19,690	

Notes:

- A 'stock-take' of the assets took place on XX/XX/XX



For Information

Complaints Procedure

Adopted: 03/01/2023

Chairman: Cllr. S Houghton

Minute Ref.: 230103/6

*Administered by Clerk and Responsible Financial Officer
to Wiswell Parish Council.*

Complaints Procedure

1. Introduction

This complaints procedure is designed to deal with complaints made about the Council's action or perceived lack of action, or about the standard of a service, whether the action was taken, or the service provided by the Council itself acting as a body corporate, or by a person or body acting on behalf of the Council.

Any complaint can only be processed by the Council at a properly convened meeting of either the full Council or of a committee tasked with investigating the matter.

Any complaint that involves one of the Council's employees will be dealt with in the first instance via this complaint's procedure, and if any further action is required, then in accordance with the Council's internal employment processes.

Please note that other bodies have responsibility for certain types of complaints:

The table below sets out the type of 'other complaints' and who to contact.

Type of other complaint	Who to contact
Individual member's conduct alleged to breach the Code of Conduct adopted by the Council.	Ribble Valley Borough Council's (RVBC) Monitoring Officer should be contacted.
Alleged financial irregularity.	Local electors have a statutory right to object to a Council's audit of accounts (Audit Commission Act 1998 s.16). Financial irregularities are handled by the Council's own auditor or the Audit Commission.
Alleged criminal activity.	The Police

The Procedure:

2. Before a properly convened meeting.

- 2.1 Any complaint about the Council's procedures or administration should be made in writing to the Clerk to the Council at 14 Longridge Road, Chipping, Preston, Lancashire, PR3 2QD.
- 2.2 If the complainant does not wish to make the complaint via the Clerk to the Council, it should be addressed to the Chairman of the Council at 12 Old Back Lane, Wiswell, Lancashire, BB7 9BS.
- 2.3 The Clerk to the Council or Chairman will acknowledge receipt of the complaint and advise when the matter will be considered by either the Council or a nominated Committee working on behalf of the Council.
- 2.4 Please note that any complaint will be treated as confidential, and that the Council is obliged to always comply with its duties under the Data Protection Act 1998 to safeguard against the unlawful disclosure of personal data.
- 2.5 The complainant will be invited to attend the meeting at which the complaint will be considered and be offered the opportunity to be accompanied by a representative, if required.

Complaints Procedure

- 2.6 Seven working days prior to the meeting, the complainant is required to provide the Council with copies of any documentation or other items on which the complaint is based.
- 2.7 The Council will provide the complainant with copies of documents it wishes to rely on at the meeting, allowing time for the complainant to read the material before the meeting.

3. At the meeting.

- 3.1 The Council shall exclude the public and press whilst discussion of the matter takes place. Any decision on a complaint shall subsequently be announced at a meeting in public, whilst considering any duties to safeguard personal data as under (2.4) above.
- 3.2 The Chairman will introduce everyone at the meeting and explain the procedure to be followed.
- 3.3 The complainant will be asked to outline the grounds for the complaint, and thereafter, questions may be asked by the Clerk and members of the Council.
- 3.4 The Clerk to the Council will then have an opportunity to explain the Council's position and questions may be asked by the complainant and then members.
- 3.5 The complainant will be offered the opportunity to summarise their position.
- 3.6 The Clerk will be offered the opportunity to summarise the position on behalf of the Council.
- 3.7 The Clerk and complainant will both be asked to leave the room whilst members decide whether the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.
- 3.8 The complainant will be given the opportunity to await the outcome but if a decision is unlikely to be finalised quickly, will be advised when a decision is likely to be made and communicated to them.

4. After the meeting.

- 4.1 Any decision will be confirmed to the complainant within seven working days, together with details of any further action to be taken.
- 4.2 The result of the proceedings will be reported at the next Council meeting after the appeal period has passed, ensuring that agreed confidential issues are appropriately respected.

5. Appeals.

Should the complainant not agree with the decision they are entitled to appeal the decision within fourteen days of receipt of the result of the proceedings. The Councillors nominated to handle the appeal should, within twenty-one days of receiving the appeal, examine the way in which the Council dealt with the complaint. If procedures were correctly handled by the Council, then the appellant should be notified that the appeal has not been successful. If the complaint was not handled correctly, it must be referred again for consideration. The appellant should be notified of the result of the appeals process within fourteen days.