



Members of Wiswell Parish Council are summoned to attend the Parish Council meeting on Tuesday July 5, 2022, at Pendleton Village Hall - Commencing at 6:30pm.

## **Members of the public are welcome to attend.**

### **Agenda**

- 1. Chairman Introduction.**
- 2. For Chair and Vice-Chair to sign the Declarations of Acceptance of Office forms.**
- 3. Apologies for absence.**
- 4. Approve the minutes of the AGM held on 10 May 2022.**
- 5. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**
- 6. Public participation (if any).**

### **ITEMS for DECISION**

- 7. Finance Report:**  
Report of the Clerk (enclosed) to approve the:
  - Accounts to date.
  - Payments as set out in the report.
- 8. Asset Register:**  
Report of the Clerk (enclosed) to approve the Asset Register and Policy.
- 9. Risk Register:**  
Report of the Clerk (enclosed) to approve the Risk Register and Policy.
- 10. Parishioner Consultation:**  
Report of the Clerk (enclosed) to seek members views on the setting up a working group that would consider how best to consult with parishioners to ensure their views can be reflected in the Council's decision-making process.
- 11. Internet Banking:**  
Report by the Clerk (enclosed) seeking authority to change to Internet banking.

## ITEMS for INFORMATION

### 12. Planning Report:

Report of the Clerk (enclosed) to consider planning matters since the previous meeting.

### 13. Local Plan:

Report by Cllr.Houghton (enclosed). To update members on the Local Plan and seek members views on the initial response as set out in the report.

### 14. Lengthsman's Scheme:

Report of the Clerk (enclosed) to update members on the Lengthsman's Scheme.

### 15. LCC Parish and Town Council Charter 2022 – 2024:

Report of the Clerk (enclosed). Member are requested to consider the Charter and, if appropriate, ratify it.

### 16. Jubilee Celebrations:

The Chairman to update members on the recent celebrations.

### 17. Appointed representatives:

Report of the Clerk (enclosed).

### 18. Councillor Reports:

Updates since the last meeting.

### 19. Annual Audit Report:

Members are requested to formally note the Audit Report (enclosed)

**By virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public are excluded from the next agenda item.**

## ITEMS for INFORMATION

### 20. Burial Committee:

Update from Cllr. Scholfield.

### 21. Employment Matters:

Update from Cllr. Scholfield



Mike Hill.

*Clerk and Responsible Financial Officer to Wiswell Barrow Parish Council.*

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# Agenda Item 4



## **Draft MINUTES OF THE ANNUAL PARISH COUNCIL MEETING TUESDAY 10 MAY 2022, PENDLETON VILLAGE HALL 6.30pm**

**Present: Councillors: S. Houghton, J. Pursglove, A Scholfield (Acting Clerk)**

**In attendance: Mrs. Maureen Robinson.**

### **Minute reference 220510**

**1. To elect the Chairman for 2022-2023.**

Councillor S Houghton was elected as Chairman.

**2. To elect the Vice Chairman for 2022-2023.**

Councillor A Scholfield was elected as Vice Chairman.

**3. To approve as a correct record the minutes of the Parish Council Meeting held on 1 March 2022.**

The minutes were approved and signed by the Chairman.

**4. To receive apologies for absence.**

Councillor R Thompson had given his apologies due to RVBC business; these were accepted.

**5. To receive declarations of disclosable pecuniary and other registrable and non-registrable interest.**

There were no declarations of interest.

**6. Co-option of Councillors**

RESOLVED to co-opt Councillor Judith Pursglove who was welcomed by members.

**7. Public participation**

Members welcomed Mrs Maureen Robinson and thanked her for her continuing interest and support. Mrs Robinson confirmed her willingness to continue in an advisory role for Coronation Garden and explained the changes in the administration of the Best Kept Village competition.

**8. Finance Report**

**a) To appoint an internal auditor for 2021-22 and 2022-23.**

RESOLVED to appoint AER Accountants Limited (Alan Rogers) at a fee of £200 per annum.

**b) To approve the financial statements to 31 March 2022.**

RESOLVED to approve the financial statements to 31 March 2022, subject to a satisfactory internal audit report.

**c) AGAR 2021-22 Form 2, Certificate of Exemption.**

RESOLVED to authorise the Chairman to sign the Certificate of Exemption.

**d) AGAR 2021-22 Section 1, Governance Statement**

RESOLVED to authorise the Chairman to sign the Governance Statement subject to a satisfactory internal audit report.

**e) AGAR 2021-22 Section 2, Accounting Statement.**

RESOLVED to authorise the Chairman to sign the Accounting Statement subject to a satisfactory internal audit report.

**f) To approve the 2022-23 Financial Statements to date.**

RESOLVED to approve the financial statements to date.

**g) To approve payments**

RESOLVED to approve the cheque payments and ratify the Direct Debit payments (previously approved overall at the March meeting):

No	Description	Invoice	Cheque	Date	Amount £
1	Cemetery Levy 2021-2022	Email 19 March	100917	10/05/22	74.00
2	NALC Subscription 22/23	2223117	100978	10/05/22	54.78

No	Direct Debit Description	Invoice	Payment Date	Amount £
1	Easywebsites, Web Hosting and Design, set-up	01-491-1	May 2022	600.00
2	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/04/22	31.20
3	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/05/22	31.20
4	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/06/22	31.20
5	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/07/22	31.20
6	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/08/22	31.20
7	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/09/22	31.20
8	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/10/22	31.20
9	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/11/22	31.20
10	Easywebsites, Web Hosting, e-mail, support	01-491-2022	01/12/22	31.20

**9. To consider a change of banking services provider.**

RESOLVED to investigate alternatives to Barclays, including Unity Trust Bank as used by other parish councils.

**10.To approve the appointment of the Clerk and Responsible Financial Officer.**

RESOLVED to appoint Mr Mike Hill from 7 June 2022, working 25 hours per month and subject to review after one year.

**11. To approve meeting dates for 2022-23.**

RESOLVED to hold meetings on 5 July, 6 September, 1 November 2022, 3 January, 7 March and 9 May 2023.

**12.To appoint a representative to Whalley Educational Foundation for 2022-23.**

RESOLVED that Councillor Scholfield should continue as the representative, noting that his original appointment expires on 22 January 2023.

**13.To appoint representatives to Whalley, Wiswell and Barrow Joint Burial Committee.**

RESOLVED that Councillor Scholfield should continue in the interim arrangement of one representative from each of the parish councils, pending the implementation of a new constitution and structure.

**14.To appoint representatives to the RVBC Parish Council Liaison Committee.**

RESOLVED to rotate the attendance at meetings.

**15.To appoint a representative to the Ribble Valley branch of the Lancashire Association of Local Councils.**

RESOLVED to take no action as the branch is not currently functioning.

**16. To receive reports from Councillors.**

Councillors Houghton and Scholfield reported on the plans for a Village Jubilee celebration to be held on Friday 3 June organised jointly between the parish council and residents.

**Signed:**

**Date:**

# Agenda Item 7

**For Decision**



Meeting Date: 05/07/2022

Title: **Finance Report to 15/06/2022**

Submitted by: Clerk and Responsible Financial Officer

**Purpose of the report:**

To update members of the Council's financial position and to seek approval of the accounts to date and agree the payments to be made.

**Recommendations:**

1. Approve the Report.
2. Approve the Schedule of Payments.

## Schedule of payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Min. Ref.
1		Cllr. Houghton	Teak oil: Bench in Coronation Gardens	11.04	0.00	11.04	06/07/22	
2		Cllr. Houghton	Thank you to Oakhill School: Use of van	6.00	1.00	5.00	06/07/22	Jub Fund
3		Cllr. Houghton	Thank you to Oakhill School: Loan Tres. Tables	10.00	0.00	10.00	06/07/22	Jub Fund
4		Cllr. Houghton	Thank you gift for use of private garden	28.00	4.67	23.33	06/07/22	Jub Fund
5		Paul Marlow (parishioner)	Jubilee celebration: Purchase of party items	166.89	27.80	139.09	06/07/22	Jub Fund
6		Paul Marlow (parishioner)	Jubilee celebration: Fee for band	250.00	0.00	250.00	06/07/22	Jub Fund
7	1075	AER Accountants	Internal Audit Fees	200.00	0.00	200.00	17/07/22	May 10 8a
7		Clerk	HP printer original ink cartridges	95.99	16.00	79.99	06/07/22	
<b>Totals:</b>				<b>767.92</b>	<b>49.47</b>	<b>718.45</b>		

Note: No receipt for Item 3

# Receipts for the period 1st April 2022 to 31st March 2023.

Bank		Income Streams						
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants	Other Grants	Sundry	Totals
13/06/2022	comd32676	RV in Bloom			60.00	0.00	0.00	60.00
11/04/2022	accy030498	Precept 2022/23	7,024.00					7,024.00
Total:			0.00	0.00	60.00	0.00	0.00	7,084.00



# Payments for the period 1st April 2022 to 31st March 2023

Dates		Staff Costs (Clerk)												(NC) = Not Cashed DD = Direct Debit	
CHQ Stub	Bank Recon.	CHQ No.	Details	Salary	HMRC	Home Use & Expenses	General Admin.	Website	General Costs	Grounds Maint.	Amenity Maint.	Sundry	VAT	Total	
	01/04/22	DD	Easy Websites					26.00					5.20	31.20	
	03/05/22	DD	Easy Websites					26.00					5.20	31.20	
10/05/22	20/05/22	100977	Burial Committee Levy						74.00					74.00	
	01/06/22	DD	Easy Websites					26.00					5.20	31.20	
10/05/22	09/06/22	100978	LALC Subscription						54.78					54.78	
			TOTALS	0.00	0.00	0.00	0.00	78.00	128.78	0.00	0.00	0.00	15.60	222.38	

222.38

# Summary of Receipts and Payments

£  
Balance brought forward at 1st April 2022: 5,514

Add total **receipts** to date: 7,084

Less total **payments** to date: (222)

**Balance:** 12,376

£  
**Barclays Bank Account Balance at 15 June 2022:** 12,375  
*Date of the latest bank statement*

*If these two figures are significantly different an explanation is required.*

**Cheques issued but not banked:**

	CHQ No.	£
Jubilee Celebrations:	100980	166.89
Jubilee Celebrations:	100981	250.00

£  
(417)

11,958

# Comparisons as at 31/03/22

	FINAL ACCOUNTS 2021/22	AGREED BUDGET 2022/23	ACCOUNTS TO DATE 2022/23
<b>INCOME</b>	<b>£</b>	<b>£</b>	<b>£</b>
RVBC Precept:	6,886	6,886	7,024
RVBC Concurrent Grant:	144	150	0
RVBC in Bloom Grant:	0	60	60
RVBC Grants (Finger Posts):	0	0	0
RVBC Jubilee Grant:	500	0	0
Contribution IT Equipment:	105	0	0
Pendle Partnership Grant:	470	0	0
HMRC VAT Refunds:	314	109	0
IT Payment refund:	28	0	0
Barclays Compensation:	50	0	0
Sundry and Other Income:	0	0	0
	<b>8,497</b>	<b>7,205</b>	<b>7,084</b>
<b>EXPENDITURE</b>			
<b>Administration Expenses:</b>	<b>£</b>	<b>£</b>	<b>£</b>
Clerk's salary:	2,353	4,500	0
Clerk's final settlement:	0	1,750	0
Administration Expenses:	238	250	0
Mileage:	18	45	0
Consumables (Ink and Paper etc):	0	120	0
Website design and hosting:	108	140	94
Computer Maintenance and Support:	320	0	0
Microsoft 365 Licence subscription:	0	200	0
SSL Certificate:	80	80	0
Website accessibility:	0	0	0
Other website expenses:	0	240	0
IT set-aside:	0	290	0
Insurances:	218	300	0
Audit:	55	55	0
Room hire:	60	90	0
Training books etc:	50	100	0
	<b>3,500</b>	<b>8,160</b>	<b>94</b>
<b>Recreation Area Expenses:</b>	<b>£</b>	<b>£</b>	<b>£</b>
Parish lengthsman scheme:	500	500	0
Coronation Gardens ground maintenance:	121	400	0
Registration of Coronation Gardens:	0	0	0
Refurbishment Molly's Well:	470	0	0
Finger Posts	45	0	0
New Stone at Wiswell Shay	35	0	0
	<b>1,171</b>	<b>900</b>	<b>0</b>
Sub Total:	4,671	9,060	94
<b>Sundry Expenses:</b>	<b>£</b>	<b>£</b>	<b>£</b>
Burial Committee precept:	0	75	74
LALC subscription:	0	55	55
CPRE subscription:	36	40	0
Best kept village:	20	20	0
Christmas tree:	0	350	0
Remembrance Sunday - wreath:	20	25	0
Noticeboard:	0	0	0
Refurbish Telephone box:	210	200	0
Contingency:	0	500	0
Sundry expenditure:	0	100	0
	<b>286</b>	<b>1,365</b>	<b>129</b>
Sub Total:	4,957	10,425	222
<b>VAT on Expenses to be Reclaimed:</b>	<b>109</b>	<b>150</b>	<b>0</b>
<b>Total Expenditure:</b>	<b>£ 5,066</b>	<b>£ 10,425</b>	<b>£ 222</b>
<b>SUMMARY:</b>	<b>£</b>	<b>£</b>	<b>£</b>
Income:	8,497	7,205	7,084
Expenditure:	(5,066)	(10,425)	(222)
	<b>3,431</b>	<b>(3,220)</b>	<b>6,862</b>
<b>BALANCE:</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance brought forward at 1 April:	2,083	5,514	5,514
Add surplus / less deficit from year:	3,431	(3,220)	6,862
Balance carried forward:	<b>5,514</b>	<b>2,294</b>	<b>12,376</b>

# Agenda Item 8

## For Decision



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<b>Meeting Date:</b>	5 July 2022
<b>Title:</b>	Asset Register
<b>Submitted by:</b>	Clerk and Responsible Financial Officer

### 1 Purpose of the report.

To seek approval of the Draft Asset Register and Policy as attached to this Report as Appendix 1

### 2 Recommendation

Members are recommended to approve and adopt the Asset Register and Policy.

# Appendix 1



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## For Information

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### Asset Policy and Register 2022/2023

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Adopted: X XXX 2022

Chairman: Cllr. S. Houghton

Minute Ref.:

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

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## 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 and Flagpole	661.48	Coronation Gardens	02/07/18	6 (flag) 20 (pole)	1,300	The flagpole was lowered on 31 March 2021 for inspection by Councillors 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.
3	Paving	417.75	Coronation Gardens	16/09/13	10/15	600	The fence was upgraded:16/09/13 and 14/07/14
4	Noticeboard	300.00	Pendleton Road. Opposite Coronation Gardens	2	10	1,250	The NB was: <ul style="list-style-type: none"> <li>- Erected in 2002 (Silver Jubilee) as confirmed on the brass nameplate. It was made by a village resident.</li> <li>- Refurbished in 2020 with a new metal backboard and the introduction of magnetic pins.</li> </ul>
5	Christmas tree lights	710.00	Cllr Scholfield holds most of the lights.	17/09/12	10-15 for white lights	1,000	New lights were purchased in late 2021. The flashing lights may only last one more season.
6	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.
7	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.
8	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
9	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 to the 1930's and it was moved within the village from a location near the Old School
10	HP Office Jet Pro 8710 Printer	53.32	Clerk	08/06/17	4/5	80	
11	Samsung Monitor	123.26	Clerk	13/09/17	4/5	150	
12	HP 260 4GB Computer and keyboard	459.00	Clerk	13/09/17	4/5	500	Keys on keyboard showing signs of fading.
13	Land at Whalley, Wiswell and Barrow Cemetery	1.00	Clitheroe Road Whalley	Circa 1954	N/A	0	The Parish Council is one of three proportional owners along with Whalley and Barrow Parish Councils.
14	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.
<b>Totals:</b>		<b>5,014</b>	<b>Totals:</b>			<b>13,705</b>	

**Note:**

A stock-take of the Council's assets will take place each year.

# Agenda Item 9

**For Decision**



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<b>Meeting Date:</b>	5 July 2022
<b>Title:</b>	Risk Register
<b>Submitted by:</b>	Clerk and Responsible Financial Officer

## 1 Purpose of the report.

To seek approval of the Draft Risk Register and Policy as attached to this Report as Appendix 1.

## 2 Recommendation

Members are recommended to approve and adopt the Risk Register and Policy.

# Appendix 1



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## For Information

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### Risk Management Policy and Register 2022/2023

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Adopted: dd mm 2022

Chairman: Cllr. Stephen Houghton

Minute Ref.: xxx

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

## 1. Background

Risks can be defined as any threat or possibility that an action or event will affect the interests of the Parish Council. Risk management is not a process of avoiding risk but an attempt to identify risk and assess its implications in order to make informed decisions.

While, some risks can never be fully eliminated, it is important to have a plan in place that provides a structured, systematic, and focused approach to managing risk.

The Parish Council is responsible for the management of risk in accordance with this plan. The Clerk is responsible for advising the Parish Council on risk assessment and for conducting their duties in a manner which avoids undue risks to the Council.

Most of the Parish Council's identified risks are covered by insurances taken out, i.e., public liability, employer liability, money, fidelity guarantee, property damage, official's indemnity, and asset insurance.

Risk assessment is a continuous process for the Council and this plan is not exhaustive. The Parish Council may wish to consider other risks not identified. The plan will be reviewed annually, and it should be read in conjunction with the Parish Council's Financial Regulations and Standing Orders.

## 2. Risk Assessment

Once the Council has identified its key risks, the next step is to assess the potential consequences of a risk occurring (Impact) and consider how likely this is (Likelihood). The risk assessment enables the Council to decide which risks it should pay most attention to when considering what measures to take to manage them.

The Council is using a simple numerical score (1 – 3) and multiplying the two scores to arrive at a risk assessment score for each risk of High, Medium, or Low.

<b>LIKELIHOOD</b>	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		<b>IMPACT</b>		

### 3. The Risk Management Register

The Parish Council is expected to carry out as a minimum an annual risk assessment and identify any actions it considers necessary to minimise those risks. The Risk Management Register was adopted at its meeting on 10 September 2018 and re-adopted at its meeting on 25 May 2021.

#	Description of Risk	Impact	Likelihood	Impact	Risk Rating	Mitigation	Responsible
1	Personal injury or damage to the public or their property arising from defects in Council owned assets.	Claims for compensation and costs to the Council in defending claims where appropriate.	1	2	2	<ul style="list-style-type: none"> <li>Covered under the Council's Public Liability Insurance Policy – £10 million.</li> <li>Regular inspection and maintenance and prompt repair of any damage.</li> <li>Periodic review of insurance cover and timely renewal</li> </ul>	Council and Clerk
2	Compensation claims by an employee in respect of injury sustained in carrying out their employment.	Claims for compensation and associated costs.	1	2	2	<ul style="list-style-type: none"> <li>Potential liabilities, including costs, covered by Council's insurance policy - £10 million in respect of employees.</li> <li>Maintain adequate insurance cover in respect of employees.</li> </ul>	Council and Clerk
3	Compensation claims by contracted person in respect of injury sustained in the cause of engagement.	Claims for compensation and associated costs.	2	1	2	<ul style="list-style-type: none"> <li>Ensure contractor has suitable insurance as required by service contract.</li> <li>Lengthsman is required to take out suitable insurance as required by service contract.</li> <li>Lengthsman to complete weekly Risk Management Assessment Forms (RMAF's) as provided under LCC Risk Assessment and Safe Working Practices documentation.</li> <li>Sample inspection of weekly RMAF's to confirm appropriate completion.</li> <li>Occasional site checks to ensure compliance with risk procedures.</li> </ul>	Lengthsman Scheme Administrator Clerk
4	Loss of cheques, cash etc. held on the Council's behalf.	Reduction in Council's financial resources.	1	2	2	<ul style="list-style-type: none"> <li>Such losses are covered by insurance policy.</li> <li>Prompt payment of receipts into bank</li> <li>No petty cash held.</li> </ul>	Council and Clerk Clerk

#	Description of Risk	Impact	Likelihood	Impact	Risk Rating	Mitigation	Responsible
5	Financial loss due to banking error. For example, loss of interest or bank charges levied.	Reduction in Council's financial resources.	1	1	1	<ul style="list-style-type: none"> <li>Scrutiny of bank statements upon receipt.</li> <li>Periodic review of banking arrangements to secure reasonable terms and conditions.</li> </ul>	Clerk
6	Loss of monies due to fraudulent action by Council employee(s).	Reduction in Council's financial resources and reputation.	1	3	3	<ul style="list-style-type: none"> <li>All cheques and invoices signed by two signatories.</li> <li>All expenditure approved by Council.</li> <li>Financial Statements provided to Council.</li> <li>Accounts subject to scrutiny by Internal Auditor, and overview by External Auditor.</li> <li>Apply financial regulations.</li> <li>Regular review of insurance cover.</li> </ul>	<ul style="list-style-type: none"> <li>Council</li> <li>Council</li> <li>Council</li> <li>Auditors</li> <li>Clerk</li> <li>Clerk</li> </ul>
7	Damage to Council property by third party.	Repair / replacement costs to be covered.	2	2	4	<ul style="list-style-type: none"> <li>Council's insurance policy covers items of equipment and street furniture.</li> <li>Regular inspection of all Council assets.</li> </ul>	<ul style="list-style-type: none"> <li>Clerk</li> <li>Clerk/Council</li> </ul>
8	Actions against the Council for libel or slander.	Substantial costs to the Council. Reputational damage to the Council.	1	3	3	<ul style="list-style-type: none"> <li>Financial risk covered by the Council's insurance £250,000.</li> <li>Ensure Members are aware and have training on such matters.</li> <li>Proper conduct of meetings by the Chairman.</li> <li>Professional advice from Clerk.</li> </ul>	<ul style="list-style-type: none"> <li>Members</li> <li>Chairman</li> <li>Clerk</li> </ul>
9	Failure to represent community interest adequately in relation to matters likely to impact significantly on the Parish.	Reduction in local facilities and/or quality of life or missed opportunity to benefit from external funding or advice.	1	3	3	<ul style="list-style-type: none"> <li>Membership of NALC/LALC</li> <li>Threats and opportunities reported to Council meetings.</li> <li>Special meetings called as required.</li> <li>Council to be kept informed</li> </ul>	<ul style="list-style-type: none"> <li>Council and Clerk</li> <li>Council and Clerk</li> <li>Clerk</li> <li>Clerk</li> </ul>
10	Loss of Council paper records or computer files.	Inconvenience in tracing information particularly legal and historical records.	1	3	3	<ul style="list-style-type: none"> <li>All computer files stored in the Cloud</li> <li>Paper records stored at the clerk's house</li> </ul>	Clerk
11	Council assets subject to inclement weather, vandalism, theft, malicious or accidental damage.	Injury to public because of any malfunction.	1	3	3	<ul style="list-style-type: none"> <li>Insurance cover for public liability and replacement value.</li> <li>Regular inspections, especially over the festive period.</li> </ul>	Council and Clerk

#	Description of Risk	Impact	Likelihood	Impact	Risk Rating	Mitigation	Responsible
12	Precept not submitted on time, or not paid by RVBC or inadequate for purpose.	Reduction in Council's financial resources and inability to deliver services	1	3	3	<ul style="list-style-type: none"> <li>Budget and precept considered each November</li> <li>Regular reviews against budget</li> <li>Reminder sent out by RVBC</li> </ul>	Council and Clerk
13	<ul style="list-style-type: none"> <li>Salaries wrongly calculated and paid.</li> <li>False employees registered for payment</li> <li>Tax and NI deductions incorrect</li> </ul>	Reduction in Council's financial resources and impact on the Council's reputation.	1	3	3	<ul style="list-style-type: none"> <li>All payments by cheque and signed in accordance with Financial Regulations</li> <li>Regular budget comparison by Council</li> <li>Individual payments considered at Council meetings</li> </ul>	Council and Clerk
14	Payments made for goods not received	Reduction in Council's financial resources.	1	2	2	<ul style="list-style-type: none"> <li>Purchases made from reputable known suppliers</li> <li>Generally, only paid after receipt of goods/service</li> </ul>	Clerk
15	Insufficient reserves	Inability to deliver Council services and impact on the Council's reputation.	1	3	3	<ul style="list-style-type: none"> <li>Annual Budget approved with regular reviews.</li> <li>New expenditure only undertaken where reserves allow.</li> <li>Reserves maintained at levels commensurate with expenditure commitments and historical experience</li> </ul>	Council and Clerk
16	Loss of key personnel	Inability to operate and deliver services and impact on the Council's reputation.	2	3	6	<ul style="list-style-type: none"> <li>Ensure Clerk has adequate training, support, and hours to undertake role as to avoid stress or early departure.</li> <li>Ensure regular back up of computer files</li> <li>Ensure sufficient notice periods are provided to allow replacement.</li> <li>Continue membership of NALC for advice.</li> <li>Maintain regular contact with the Clerk.</li> </ul>	<ul style="list-style-type: none"> <li>Council</li> <li>Clerk</li> <li>Council</li> <li>Clerk and Council</li> <li>Council</li> </ul>
17	Failure to comply with procedures for awarding contracts of goods and services	Reduction in Council's financial resources. Inability to deliver services Impact on the Council's reputation	1	3	3	<ul style="list-style-type: none"> <li>Ensure adherence of Standing Orders and Financial Regulations for awarding of contracts</li> <li>Ensure contractors have necessary appropriate risk assessments and insurances in place.</li> <li>Procedures in place and cheques signed in accordance with Financial Regulations</li> </ul>	Council and Clerk



#	Description of Risk	Impact	Likelihood	Impact	Risk Rating	Mitigation	Responsible
18	Asset maintenance.	Loss or damage to asset or injury to third party or property.	1	3	3	<ul style="list-style-type: none"> <li>• Maintain a regime of regular inspection in locations where the asset is located or held.</li> <li>• Insurance cover for public liability and replacement value.</li> <li>• Annual review of the asset register for insurance provision.</li> </ul>	Council and Clerk
20	Council's reputational loss	Council cannot function properly.	1	3	3	<ul style="list-style-type: none"> <li>• Ensure Standing orders, and Financial Regulations are up to date.</li> <li>• Ensure internal audit is adequate.</li> <li>• Ensure tenders and quotes follow procedures.</li> <li>• Ensure Members are adequately trained.</li> <li>• Ensure Clerk is adequately trained.</li> <li>• Develop training programme for Councillors.</li> <li>• Retain membership of NALC and LALC.</li> <li>• Ensure members interests are recorded.</li> </ul>	Council and Clerk
21	Loss of Councillors resulting in meetings being inquorate.	Council cannot function	2	3	6	<ul style="list-style-type: none"> <li>• Ensure Councillor numbers retained at 100% by co-option.</li> <li>• Create waiting list of co-optees</li> <li>• Follow up with Councillors not attending meetings</li> </ul>	Council and Clerk

#### 4. Possible actions to further mitigate potential risks.

The table below sets out additional mitigation measures the Council may consider.

#	Description / Impact	Additional Mitigation	Responsible
10	Loss of Council paper records. Inconvenience in tracing information particularly legal and historical records.	Look to digitize all hardcopy records and correspondence.	Council and Clerk
13	Salaries wrongly calculated and paid. False employees registered for payment. Tax and NI deductions incorrect. Reduction in Council's financial resources and impact on the Council's reputation.	Look to engage separate agent to administer the Council's PAYE scheme.	Council and Clerk
17	Failure to comply with procedures for awarding contracts of goods and services. Reduction in Council's financial resources. Inability to deliver services. Impact on the Council's reputation.	Review and update Standing Orders to reference the Council's Financial Regulations.	Council and Clerk

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# Agenda Item 10

## For Decision



Meeting Date:	5 July 2022
Title:	Parishioner Consultation – Setting up a Working Group
Submitted by:	Clerk and Responsible Financial Officer

### 1 Purpose of the report.

To seek members views on the setting up a working group that would consider how best to consult with parishioners to ensure their views can be reflected in the Council's decision-making process. Feedback on any consultations could form the basis of a 'Parish Plan'. If members were minded to approve the setting up of a working group, such a group would have its own Terms of Reference a draft is attached as Appendix 1.

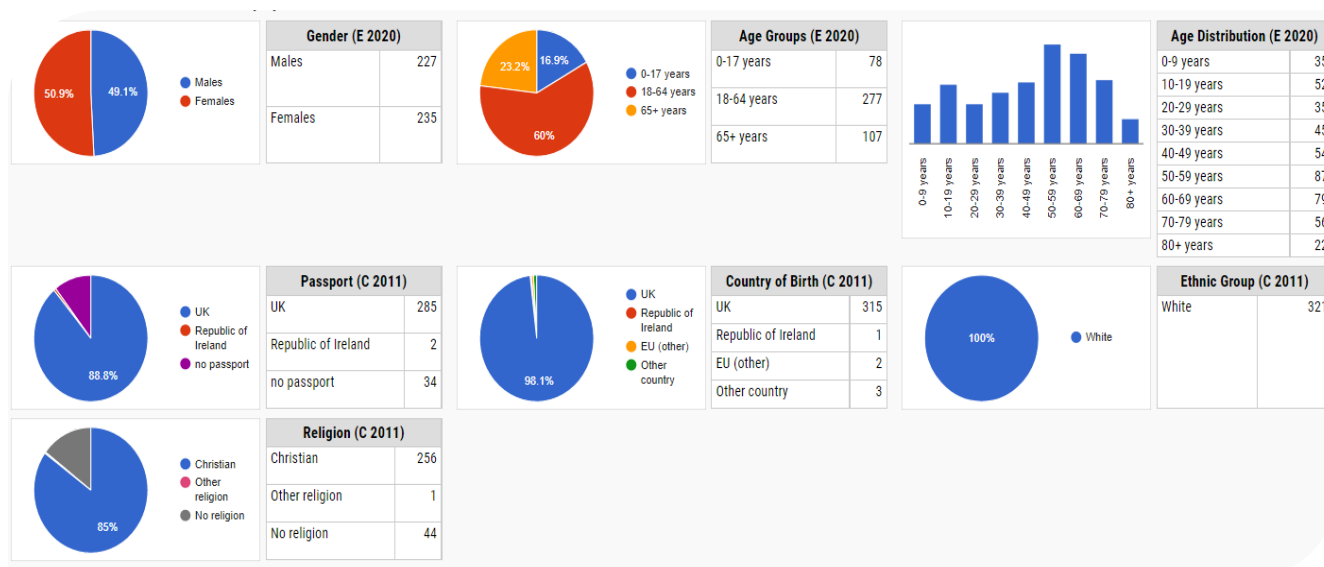
### 2 Introduction.

Members will be aware that parish councils have two main roles: community representation and local administration. For both purposes it is desirable that parish council decisions reflect the views of parishioners. Some parish councils have sought residents' views on the level of precept. Others have sought views on what residents consider as being important to them and on planning and development issues.

### 3 Demographics.

See demographics below. Source: UK Office for National Statistics (web)

	Census Data		
Year	2001	2011	Mid 2020 (Estimate)
Population	326	321	462



#### **4 Members are recommended to:**

- 4.1** Agree to consult with parishioners and setup a working group as outlined in the report and Appendix 1.  
or
- 4.2** Defer the consultation with parishioners and the setting up of a working group.

# Appendix 1



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## For Information

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### Parishioner Consultation Working Group - Terms of Reference

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Approved:                      Day Month Year

Chairman:                    Cllr. Stephen Houghton

Minute Ref.:                xxx

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

The Working Group has been constituted by the Parish Council at its meeting held on the dd/mm/yyyy (Minute xx/xx refers).

### **1. Purpose of the Group:**

The Working Group shall consider how best to consult with parishioners to ensure their views can be reflected in the Council's decision-making process.

### **2. Nominated Members of the Working Group:**

Councillors:

### **3. Other Considerations:**

- The Working Group shall take the form of a Task and Finish group with the aim of completing its considerations by the end of September 2022.
- The Working Group shall appoint a chair at its first meeting.
- The Working Group shall meet as necessary.
- Three nominated members of the Working Group need to be present to be quorate.
- The Working Group shall explore options and present these to the Council for a decision.
- The Working Group has no decision-making powers.
- The Working Group shall consult with other councillors, parishioners, and other agencies as appropriate.
- The Working Group shall identify realistic options on how best to consult with parishioners, having regard to the Council's current arrangements, and considering the principles of best value for the Council, the needs of the local community, and residents.
- The Working Group shall report back to the Parish Council as soon as possible after the finish date.

-oOo-

# Agenda Item 11

## For Decision



Meeting Date:	5 July 2022
Title:	Internet Banking
Submitted by:	Clerk and Responsible Financial Officer

### 1 Purpose of the report.

The report seeks authority to switch banks and move to Internet banking.

### 2 Introduction.

Members will be aware that at their meeting on 10 May they agreed to investigate alternative banks including Unity Bank with an aim to move to Internet banking.

Unity Trust Bank plc provides specialist banking services to trade unions, charities and other organisations that operate in the UK's not-for-profit sector. Founded in 1984 its head office is located in Birmingham. It is now used by Barrow Parish Council.

Unity Trust Bank offers Internet banking with the option to set up triple payment authority. Members should note that this is usually a key requirement when moving to Internet banking as it removes the need for cheque signing. Triple Authority would allow the Clerk to instigate a transaction and any two members authorise the transaction.

Other benefits include:

- Being able to assign an internet banking administrator.
- The ability to setup different levels of access with different payment levels.
- The ability to monitor all daily account activity and make future-dated payments.

There is an annual fee of £36 paid quarterly.

### 3 Members are recommended to:

- 3.1 Authorise the Clerk to start the Switching process from Barclays to Unity Trust.  
or
- 3.2 Defer the Switching process to a later date.

# Agenda Item 12

## For Information



Meeting Date:	5 July 2022
Title:	Planning Report
Submitted by:	Clerk and Responsible Financial Officer

### 1 Purpose of the report.

To inform members of the planning applications received by Ribble Valley Borough Council since the last meeting (10 May 2022) that relate to Wiswell.

### 2 Weekly list of applications relating to Wiswell:

Members are reminded that the weekly and decided lists of planning applications are available to view on the RVBC website: [https://www.ribblevalley.gov.uk/weekly\\_lists](https://www.ribblevalley.gov.uk/weekly_lists)

- 17 June:

There was one application.

<b>3/2022/0560</b>	Application for tree works	<b>Development Description:</b>	<b>Grid Reference</b>
<b>DATE VALID:</b> 10/06/2022	<b>Development Address:</b> Bonnie House Moor Lane Wiswell BB7 9DG	Tree works to T84 - Proposed crown lift, removal of ivy and thinning of tree.	374644 437256
<b>Officer:</b>	Alex Shutt 01200 425111		

- 10 June:

There were no applications.

- 27 May:

There were no applications.

- 20 May:

There were no applications.

- 13 May:

There were no applications.

- 6 May:

There were no applications.

### 3 Members are recommended:

To note the contents of the report and set out any actions relating to the planning applications mentioned.



# Agenda Item 13

## For Information



Meeting Date:	5 July 2022
Title:	Local Plan – Draft Initial Response from Wiswell Parish Council
Submitted by:	Cllr S. Houghton

### 1 Purpose of the report.

To update members on the Local Plan and seek members views on the initial response as set out in this report.

### 2 Introduction:

Members will be aware that RVBC are consulting on a new Local Plan for the Ribble Valley. The consultation started on 26 May and runs until 7 July when responses to the Plan must be submitted to RVBC.

Members will also be aware that RVBC invited all parish councils to a 'Parish Forum' on 6 June to discuss the Plan which I attended.

### 3 Initial Response

Following the Parish Forum and after reading the documentation provided my initial response to the Plan is set out below.

#### 3.1 In relation to the vision and strategic objectives:

The Parish is broadly in agreement with the sentiments expressed (vision) and the broad-brush stroke objectives. As with everything the devil will be in the detail, and the Parish await with interest additional information on the implementation on the development strategy.

The Parish would however ask RVBC to consider the following points in respect of Wiswell:

- a. Wiswell would not wish to be identified as an area for expansion or a location for future growth. We have however benefitted from well considered and sensitive plans to reconfigure housing stock within existing curtilage to provide more modern family accommodation.
- b. We ask for infrastructure to be considered when housing developments in neighbouring areas impact on our Parish. Recent growth in housing developments in Whalley and Barrow for example have led to increased traffic flow through our village with all the attendant problems this brings.

- c. We recognise the issue of affordable housing and feel that given the size and demographic of our Parish housing stock of this type is available.

However, potential affordable housing in our Parish has been converted into accommodation and storage space for our local pub. We recognise the need to support our local hostelry but suggest that no further developments of this nature should be permitted without considering the impact on affordable housing stock.

- d. The Parish has been and is still concerned about certain permitted developments in our village (the “dance studio” on Pendleton Road for example). The Parish appreciates that there may be some intricate planning regulations that make such a development possible which we are not aware of. In this regard we request that each Parish should have a nominated point of contact within the planning department and planning enforcement team who we can contact to make enquiries on behalf of our residents who have concerns. The Parish feels this would help foster a better relationship between the planning and planning enforcement teams and help avert major issues before they arise.

We accept that we need to know more about the constraints that planning, and planning enforcement are working under so that the expectations of residents in terms of what can actually be done to stop an undesirable development are realistic and well informed.

- e. We are keen to retain our village heritage and would welcome an update on the Wiswell Conservation area guidance (is the guidance still fit for purpose in the rapidly changing world of planning regulations)?
- f. We welcome the focus on sustainable and eco-friendly developments. However, in common with many rural areas the infrastructure to support electric vehicles is problematic (lack of driveways and garages etc. in many older village properties). We are aware that several residents would have purchased electric vehicles but have been unable to do so. We welcome discussion as to how this issue might be best addressed. Likewise, advice on home installation or alternative domestic energy sources would be helpful.

#### **4 Members are recommended:**

To note the contents of the report, make comments as necessary and authorise the Clerk to submit a final version of the document to RVBC before the 7 July.

# Agenda Item 14

## For Information



Meeting Date:	5 July 2022
Title:	Lengthsman Scheme
Submitted by:	Clerk and Responsible Financial Officer

### 1 Purpose of the report.

To update members on the Lengthsman Scheme.

### 2 Background:

Members are reminded that the modern “Lengthsman” scheme is the re-incarnation of an old concept where a locally employed person would carry out highway maintenance tasks identified by the local community as being important.

Members are also reminded that an element of the cost of the Lengthsman scheme is met by RVBC in the form of the Concurrent Function Grant Scheme.

*Note: Concurrent functions are services provided in some parts of the borough by the borough or county council and in others by a parish or town council.*

RVBC’s concurrent functions grant scheme was approved by Policy and Finance Committee in November 2008 and supports parish and town councils with net revenue expenditure on the following concurrent functions:

- Burial grounds
- Bus shelters
- Footpaths
- Footway lighting
- Litter collection
- Dog waste bins
- Parks and play areas
- **Parish lengthsman (from 2017)**

RVBC reimburses parish councils with 25% of expenditure that is net of other methods of support, VAT, and any administration costs.

### 3 Current Financial Status:

The table below sets out the current financial status of the scheme.

Financials	£
Parish contribution	500.00
Uplift of 20% via AONB funding	100.00
Balance as of 1 April 2021 carried forward	267.50
<b>Total funds</b>	<b>867.50</b>
28.75 hours of work to 31 March 2022	(345.00)
<b>Balance as of 31 March 2022</b>	<b>522.50</b>

### 4 Other Considerations:

- From 1 April 2022 the Lengthsman's hourly rate was raised to £16/hour.  
Angela Whitwell Scheme Administrator (Sabden) informs me that Philip (Lengthsman) has been contracted for some 16 years and in that time has only had one increase to his hourly pay rate and has been working on his current rate for at least 8 years.  
Angela also informs me that having taken advice from the countryside service and AONB team and having spoken with other parishes throughout Lancashire who contract Lengthsman, rates vary between £15/hr to £20/hr with the common level being £18/hr.
- If the level of work from Wiswell remains as last year (30 hours) this will equate to £480 and will only leave a balance of around £43 for any materials that may be used.

### 5 Members are recommended:

To note the contents of the report and look to review the scheme contribution in September.

# Agenda Item 15

## For Information



Meeting Date:	5 July 2022
Title:	LCC Parish and Town Council Charter 2022 - 2024
Submitted by:	Clerk and Responsible Financial Officer

### **1 Purpose of the report.**

Members are requested to consider the Charter (Appendix 1) and if appropriate ratify it.

### **2 Introduction**

Appendix 1 to this report sets out a revised and updated Parish and Town Council Charter, which sets out the relationship between Lancashire County Council and Parish and Town Councils in Lancashire. The Charter was revised in conjunction with parish and town councils and endorsed at the Parish and Town Council Conference in March 2022.

### **3 Members are recommended:**

To consider the Charter and if appropriate ratify it.



# Better Working Between Lancashire County Council and Parish and Town Councils

**Parish & Town Council Charter 2022-2024**

Communication • Consultation • Contacts

## **Foreword**

Parish and Town Councils are an important part of local government and have a vital role in acting on behalf of the communities they represent. Lancashire County Council is committed to working with Parish and Town Councils across the County to connect with local communities, understand their needs and respond to their priorities. In turn, the local councils recognise the strategic role of Lancashire County Council and the equitable distribution of services.

This revised Charter has been developed in partnership with representatives of Parish and Town Councils in Lancashire and sets out how we will work together. I very much welcome this revised Charter and look forward to continuing to work closely with our local Councils over the coming period.

### **County Councillor Peter Buckley**

Cabinet member for community and cultural services

February 2022



## Introduction

We aim for Lancashire to be the best place to live, work, visit and prosper.

We want Lancashire to be the county people choose to create a home, raise their children, develop a career and grow old in. We are committed to developing and celebrating our diverse communities, heritage and landscape to create a strong sense of place that we can all be proud of.

This is reflected in our Corporate Priorities of Delivering better services; Protecting our environment; Supporting economic growth; and Caring for the vulnerable. It is further underpinned by our values of being Supportive, Innovative, Respectful and Collaborative.

## Working across the three levels of local government in Lancashire

In Lancashire there are three levels of local government, namely the County Council, 12 District Councils and 212 Parished areas (represented by over 180 Parish Councils, 19 Town Councils and 1 Neighbourhood Council). Only half of Lancashire's residents are currently represented by a Parish or Town Council, with the remainder living in an Unparished area.

Generally, the County Council is responsible for the more strategic functions and services such as education and social care whereas the Districts Councils provide services such as household waste collection, environmental health and housing. Whilst some functions are shared between County and District, the County Council has the strategic role of achieving equitable, efficient and cost-effective distribution of services.

The Local Government Association has provided a useful overview of the different responsibilities between County and District Councils, and Unitary Councils such as our neighbours in Blackpool and Blackburn with Darwen. This report can be accessed [here](#). The Government have also produced a guide to help understand how councils work, which can be viewed [here](#).

Parish and Town Councils in Lancashire are very diverse in their geographical locations, size, budget, aspirations and socio-demographic factors. In their role as democratically accountable bodies, Parish and Town Councils offer a means of directly shaping the important decisions which affect their locality. They offer a means of decentralising the provision of certain services and of revitalising local communities. Parish and Town Councils offer local knowledge and intelligence, links to community groups and other grass-roots organisations.

The map at Appendix A illustrates the complex structure of local government in Lancashire showing Parished and Unparished areas within each of the 12 Districts.



## About this Charter

This Charter sets out the relationship between Lancashire County Council and Parish and Town Councils in Lancashire. We aim to work effectively together for the benefit of local people, whilst recognising our respective responsibilities as autonomous democratically elected, statutory bodies.

The Charter is the result of experience and local consultation about establishing better ways of working and to confirm existing good practice. The document is not a service level agreement, nor does it specify key performance indicators or list target response times as these will vary from service to service and the severity of the issue raised. It is intended as a high-level framework for better working between Lancashire County Council and the Parish and Town Councils across Lancashire.

The relationship between individual Districts and the Parish and Town Councils that are located within their geographical boundary do not form part of this Charter, nor does the relationship between the County Council and each of the 12 District Councils. That is the subject of separate District liaison meetings and Lancashire Leaders' meetings which are outside the scope of this document.

## How we will work better together:

### 1. Improving communication

Effective communication is the basis for any successful working relationship.

Lancashire County Council will:

- Nominate a County Councillor to serve as Parish and Town Council Champion, and an appointed County Council Cabinet Member. These elected members will lead on ways to sustain and improve effective partnership working and will have officer support from members of the Partnerships Development Team.
- Maintain an up-to-date list of Parish & Town Council Clerk contact details (contact name, email, phone & postal address).
- Provide clear details for Parish and Town Councils on how to report specific issues and service requests. (eg. [Report It](#) for highways issues).
- Respond to service requests and queries promptly in line with agreed corporate customer service standards, providing acknowledgement and regular updates as required. (eg. [response times for pothole repairs](#)).
- Encourage and support County Councillors to work closely with their local Parish / Town Council(s) and to be a link between the County Council and local council.
- Operate a dedicated email address ([parishcouncils@lancashire.gov.uk](mailto:parishcouncils@lancashire.gov.uk)) which will be monitored by officers, for queries about general matters that Parish and Town Councils may wish to raise, such as co-ordinating responses to Neighbourhood Plan consultations.

- Share relevant information directly with Parish and Town councils in a timely way by email on appropriate issues (eg. [Public Rights of Way](#)).
- Produce and issue two newsletters per year for Parish and Town Councils under the guidance of the Parish and Town Council Champion.
- Provide up to date communications on corporate and community matters via the Lancashire County Council Parish and Town Council website pages and via social media channels.
- Host an annual conference which will address themes determined collaboratively with Parish and Town Council representatives and Lancashire County Council. This will be attended by the Cabinet member and Parish and Town Council Champion and senior officers, who will offer the opportunity for direct discussions with representatives from local councils.
- Offer signposting to grant funding opportunities and other relevant service offers e.g. utility companies. This includes supporting access to the communities grant portal which can be accessed at [Lancashire County Council 4 Community](#).
- Make best use of the information technology available to promote quick and efficient communication.
- Hold all contact details in compliance with all relevant legislation and corporate policies (e.g. Information Governance policy, GDPR and Data Protection) as set out in the [LCC corporate privacy notice](#).

Parish & Town Councils will:

- Provide up-to-date contact details (contact name, corporate email, phone & postal address) and appropriate GDPR authorisation for the principal contact (usually the Clerk).
- Encourage Clerks to have access to a computer and dedicated email account.
- Assist and encourage Parish Councillors to have access to and use of electronic communication.
- Make best use of the available information technology to deliver communication with Lancashire County Council.
- Disseminate information and updates sent to the main contact to Parish and Town Councillors and across the local community as appropriate.
- Use a variety of appropriate methods to communicate and consult with their communities.
- Act as a conduit between the local community and Lancashire County Council enabling issues to be raised and responded to quickly.
- Report specific local issues to the relevant department(s) at Lancashire County Council in a timely manner using the contact details list in Appendix B.
- Use the dedicated email address ([parishcouncils@lancashire.gov.uk](mailto:parishcouncils@lancashire.gov.uk)) for queries about general matters that Parish and Town Councils may wish to raise.

- Keep their local County Councillor(s) informed about key parish/town issues and decisions and invite them to meetings.
- Provide their local County Councillor(s) with agendas and minutes of meetings (if requested).
- Use and locally promote the County Council's Customer Service Centre and website to resolve 'day-to-day' issues.

## 2. Consulting with others

It is essential that Lancashire County Council and Parish and Town Councils work together when making decisions to shape services and policies that affect our communities.

Lancashire County Council will:

- Engage with Parish and Town Councils on all issues that are likely to affect their area.
- Consult with Parish and Town Councils on issues and services that impact their residents and allowing sufficient time for an effective response.
- Work with the Lancashire Association of Local Councils ([www.lalc.org.uk](http://www.lalc.org.uk)) and the Society of Local Council Clerks ([www.slcc.co.uk](http://www.slcc.co.uk)) as representative organisations.
- Provide feedback to Parish and Town Councils on the outcomes of consultation in which they have been invited to participate.
- Whenever possible give at least six weeks to respond to formal consultations or set deadlines that consider parish meeting cycles.
- Make sure our service managers know of the need to consult Parish and Town Councils.

Parish & Town Councils will:

- Take responsibility for engaging with their local community on matters relevant to their area, involving as many people in the local community wherever possible in consultation responses.
- Wherever possible respond within consultation deadlines set by Lancashire County Council unless otherwise agreed.
- Recognise that the County Council frequently has limitations and constraints when working on consultations, most notably timescales that cannot be influenced.
- Consult the County Council and other Parish and Town Councils about decisions which affect those councils.
- Work with local District Councillor(s) and Councils where appropriate.
- Provide local knowledge of issues/concerns of the communities they serve.
- Recognise the strategic role of Lancashire County Council in tackling issues that look beyond individual Parish and Town Council boundaries.

### **3. Providing access to services**

Parish and Town Councils are close to their communities and are best placed to understand their needs. Many are able to provide and operate some services and this can be developed through closer working. This will vary between Parish and Town Councils depending on capability, size, budget and demography but could include services such as public rights of way maintenance and Parish lengthsman services.

Lancashire County Council will:

- Recognise the key role of Parish and Town Councils in representing local communities and understanding and responding to local needs.
- Work with Lancashire Association of Local Councils to develop a toolkit and training for newly elected Parish and Town Councillors.
- Where appropriate, work with Parish and Town Councils on options for delegating services to individual local councils.
- Develop closer working relationships with District Councils at both an Officer and Councillor level and via the Lancashire Leaders' meetings.
- Work with Parish and Town Councils to support the health and wellbeing of their communities through health promotion, information sharing and environmental improvement schemes.

Parish & Town Councils will:

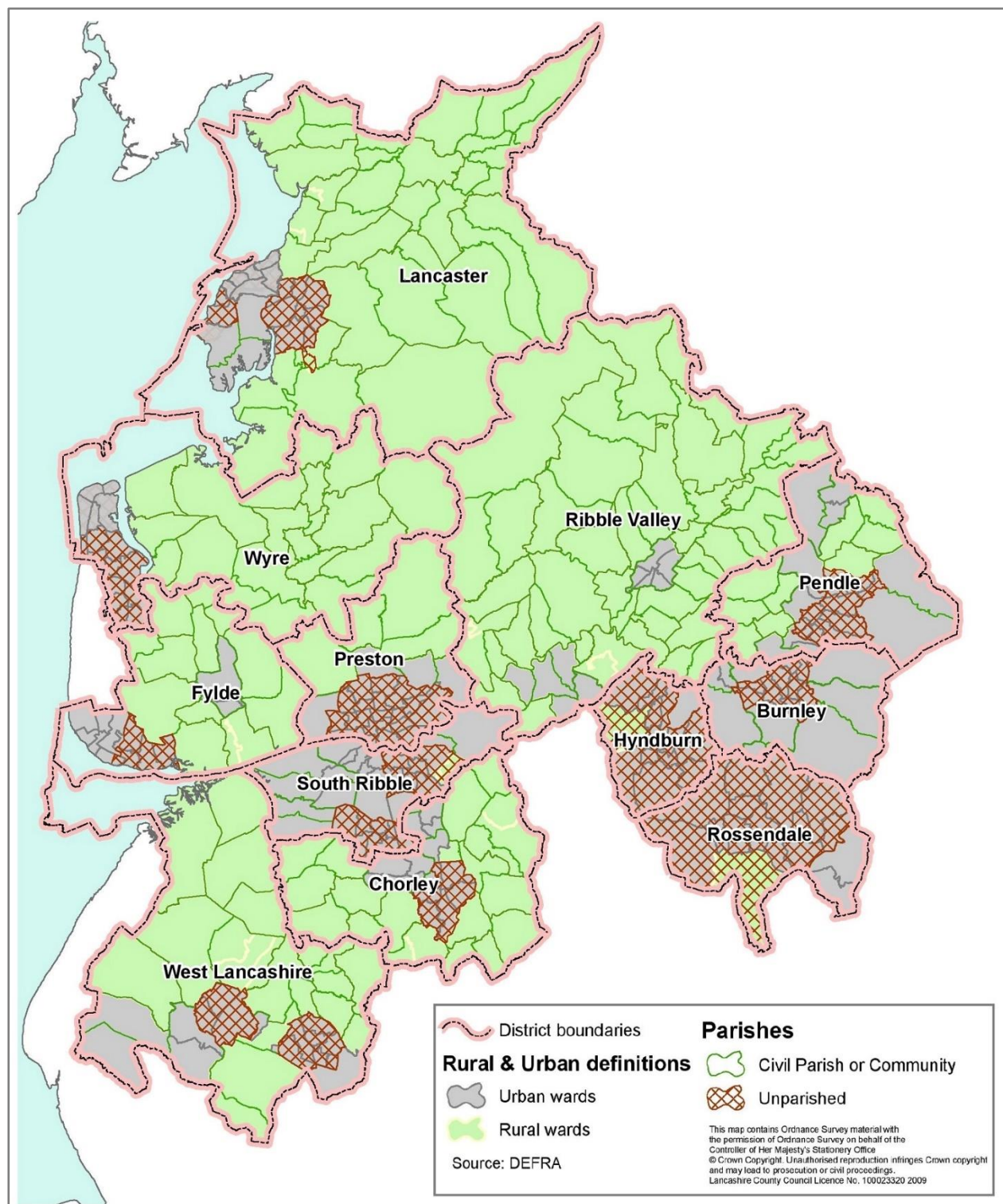
- Work with Lancashire County Council on options for delivering delegated services where appropriate.
- Identify training opportunities and needs regarding County Council services.
- Support grant funded projects to deliver improved services to their communities.
- Encourage cross-Parish Council working and collaboration possibly via local area committees.
- Promote and encourage their communities to support public health messages and environmental improvement initiatives.

### **4. Implementation, monitoring and review**

Implementation of the Charter will be regularly monitored, and updates provided at the annual Parish and Town Council Conference. The Charter will be reviewed in 2024.

## Appendix A

### Parished and Unparished areas and Urban & Rural definitions





## Appendix B

### How to contact LCC

#### **Contact Us webpage:**

<https://www.lancashire.gov.uk/council/get-involved/contact/>

#### **Parish and Town Council webpage:**

<https://www.lancashire.gov.uk/parish-and-town-councils/>

#### **Highways matters:**

Report IT webpage: <https://www.lancashire.gov.uk/roads-parking-and-travel/report-it/>

Team mailbox: [highwaysdistrictlead@lancashire.gov.uk](mailto:highwaysdistrictlead@lancashire.gov.uk)

#### **Send a compliment or comment or make a complaint to the Council:**

<https://www.lancashire.gov.uk/council/get-involved/compliments-comments-complaints/>

#### **List of County Councillors:**

<https://council.lancashire.gov.uk/mgMemberIndex.aspx>

#### **Parish and Town Council general enquiries email:**

[parishcouncils@lancashire.gov.uk](mailto:parishcouncils@lancashire.gov.uk)

### Useful LCC Phone Numbers

#### **General Enquiries (Mon-Fri, 8am-5pm):**

Email [enquiries@lancashire.gov.uk](mailto:enquiries@lancashire.gov.uk)

Telephone 0300 123 6701 Fax 01772 536 199

Lancashire County Council, PO Box 78 County Hall, Fishergate, Preston, PR1 8XJ

#### **Out of hours emergency contact details:**

Social care 0300 123 6722

Highways 101 (For LCC highways and police non-emergency calls)

#### **Libraries:**

Library service automated renewal line 0300 123 6704

Libraries 0300 123 6703

#### **Schools:**

School admissions and appeals 0300 123 6707

School transport 0300 123 6738

#### **Highways, NoWcard and Blue Badges:**

Highways 0300 123 6780

NoWcard 0300 123 6737

Blue Badges 0300 123 6736

### **Waste and Recycling:**

Waste helpline 0300 123 6781

### **Births, deaths and marriages:**

Registrars and certification service 0300 123 6705

### **Social care:**

Social care 0300 123 6720 (8am-8pm)

Safeguarding adults 0300 123 6721

SEND information and advice 0300 123 6706

SMS text 07860 031294

### **Partner Organisations Emergency Phone Numbers**

#### **Gas leaks and major electricity hazards (e.g. overhead cables, pylons)**

Gas: National Grid UK & Cadent 0800 111 999

Electricity: National Grid UK 0800 40 40 90

#### **Personal gas & electricity issues (e.g. interruption of supply):**

Contact your own supplier/s (British Gas, Electricity North West etc)

Powercut reporting 105

#### **Water (e.g. bursts/leaks, flooding involving sewers, loss of supply):**

United Utilities plc 0345 672 3723

Yorkshire Water plc 0345 124 2424

#### **Environment Agency (e.g. pollution, flooding involving rivers/sea):**

Working hours (Mon-Fri, 8am-6pm) 03708 506506

Out of hours 101 for police support & EA attendance

### **District Council Contact Details**

Burnley Borough Council	01282 425011	<a href="http://www.burnley.gov.uk">www.burnley.gov.uk</a>
Chorley Borough Council	01257 515151	<a href="http://www.chorley.gov.uk">www.chorley.gov.uk</a>
Fylde Borough Council	01253 658658	<a href="http://www.fylde.gov.uk">www.fylde.gov.uk</a>
Hyndburn Borough Council	01254 388111	<a href="http://www.hyndburnbc.gov.uk">www.hyndburnbc.gov.uk</a>
Lancaster City Council	01524 582000	<a href="http://www.lancaster.gov.uk">www.lancaster.gov.uk</a>
Pendle Borough Council	01282 661661	<a href="http://www.pendle.gov.uk">www.pendle.gov.uk</a>
Preston City Council	01772 906900	<a href="http://www.preston.gov.uk">www.preston.gov.uk</a>
Ribble Valley Borough Council	01200 425111	<a href="http://www.ribblevalley.gov.uk">www.ribblevalley.gov.uk</a>
Rossendale Borough Council	01706 217777	<a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a>
South Ribble Borough Council	01772 625625	<a href="http://www.southribble.gov.uk">www.southribble.gov.uk</a>
West Lancs Borough Council	01695 577177	<a href="http://www.westlancs.gov.uk">www.westlancs.gov.uk</a>
Wyre Borough Council	01253 891000	<a href="http://www.wyre.gov.uk">www.wyre.gov.uk</a>

# Agenda Item 17

## For Information



Meeting Date:	5 July 2022
Title:	Appointed Representatives
Submitted by:	Clerk and Responsible Financial Officer

### 1 Purpose of the report.

Members are reminded of the appointed representatives as set out in the table below.

Body / Committee	Representative / Comments
Whalley Educational Foundation	<b>Councillor Scholfield.</b> Note that this appointment expires on 22 January 2023
Whalley, Wiswell and Barrow Joint Burial Committee	<b>Councillor Scholfield.</b> Will continue in an interim arrangement of one representative from each parish council pending the implementation of a new constitution and structure.
RVBC Parish Council Liaison Committee	<b>Representative to be rotated</b>
Ribble Valley Branch of LALC	No representative as the branch is not currently functioning.

### 2 Members are recommended:

To note the report.



ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

Alan Rogers E REQUIRED

Date

DD/MM/YYYY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).