



Local Government Act 1972
Whalley Parish Council
Annual Meeting of the Council

Members of the Council, you are summoned to the Annual Meeting of the Parish Council to be held on Thursday 21st May 2026 in the Calder Room, Whalley Old Grammar School at 7.00pm

Signed: *EKHaworth*

Liz Haworth - Clerk & Responsible Finance Officer

Agenda

Agenda items should be submitted to the Clerk seven clear days before the meeting. The Clerk will forward Councillors, all relevant information and supporting documents, 3 clear days before the meeting.

1.	To Elect a Chairman	Page No
	Who will then sign Acceptance of Office of Chairman.	
2.	Attendance & Apologies	
	To record attendance and to receive apologies for absence.	
3.	Vice Chairman	
	To elect a Vice Chairman.	
4.	Representatives on Committees and other Outside Bodies	
	To review and consider committees. To appoint Council representatives on committees and other outside bodies.	2
5.	WPC Policies	
	To review, monitor, and confirm that the Parish Council Policy Review Summary remains current and up to date.	3-5
6.	Parish Council Meetings	
	To agree the dates of the annual calendar of meetings.	6
7.	Clerk & Councillor Training	
	To identify any training needs and approve any required training courses.	
8.	Next Annual Meeting of the Parish Council	
	To agree the date of the next Annual Meeting of the Parish Council as Thursday 20 th May 2027.	

Agenda Item 4.

Representatives on Committees and other Outside Bodies

To review and consider committees. To appoint Council representatives on committees and other outside bodies.

For information, the current appointments are listed below.

Representatives to Committees & *¹Outside Bodies	Councillor(s)
*Adam Cottam Trust (3 members to serve for 4 yrs)	C Allen, C Ball, P Duckworth
Churchyard Committee	C Allen, C Ball (Chairman), M Highton, J Threlfall
*LALC Ribble Valley Area Committee	R Vickers
*Parish Liaison Committee	M Highton (Chairman), J Threlfall
Planning Committee	Full Council, J Threlfall (Chairman)
*Speed Working Party Group	J Threlfall
*QEII Playing Fields Trust	
*Village Hall Committee	J Threlfall
Whalley, Barrow and Wiswell Joint Burial Committee	C Allen, P Duckworth, M Highton (Chairman), J Threlfall, R Vickers
*Whalley Education Foundation ²	C Allen, C Ball (May 2025-2028)

¹ *Not a committee of Whalley Parish Council

² (2 members to serve for 3 yrs)



WHALLEY PARISH COUNCIL

Parish Council Policy Review Summary

Governance & Administration

Policy	Version	Created Date	Last Review Date/Adopted	Amended?	Amendment Details	Next Review Date
Standing Orders	V.1	13/05/2003	15/02/2024	N		May 2027
Code of Conduct	Model Code adopted from RVBC	April 2021	May 2023	N		May 2027
Co-option Policy	V.1	17/04/2025		N		May 2027
Vexatious Complaints Policy	V.1	20/06/2024	20/06/2024	N		May 2027
Publication Scheme		15/01/2019	15/05/2025	N		May 2027

Finance, Audit & Risk

Policy	Version	Created Date	Last Review Date	Amended?	Amendment Details	Next Review Date
Financial Regulations	V.2	16/02/2023	17/04/2025	N		May 2027
Grant Policy	V.1	21/11/2024				June 2026
Risk Management Register			19/03/2026	N		March 2027
Assets Register			19/03/2026	Y	Updated assets	March 2027

Employment & Staffing

Policy	Version	Created Date	Last Review Date	Amended?	Amendment Details	Next Review Date
Dignity at Work Policy	V.1	20/07/2023				September 2027
Anti-Harassment & Bullying Policy	V.1	18/05/2023				September 2027
Disciplinary Policy	V.1	18/05/2023				September 2027
Equality & Diversity Policy	V.1	18/05/2023				September 2027
Grievance Policy	V.1	18/05/2023				September 2027
Performance Improvement Policy	V.1	18/05/2023				September 2027
Sickness Policy	V.1	18/05/2023				September 2027
Staffing Committee Policy	V.1	17/07/2025				September 2027
Training & Development Policy	V.1	16/05/2024				September 2027

Legal, Data Protection & Compliance

Policy	Version	Created Date	Last Review Date	Amended?	Amendment Details	Next Review Date
Data Protection & GDPR Policy	V.1	15/05/2025	15/05/2025			June 2026
CCTV Policy	V.1	18/05/2023	18/05/2023			June 2026
IT Policy	V.1	15/05/2025	15/05/2025			June 2026

Assets, Facilities & Community

Policy	Version	Created Date	Last Review Date	Amended?	Amendment Details	Next Review Date
Memorial Bench Policy	V.1	06/04/2023	6/4/2023			April 2027
Community Noticeboard Policy	V.1	18/04/2024	18/04/2024			April 2027

Agenda Item 5

Parish Council Meetings

To agree the dates of the annual calendar of meetings.
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Proposed dates – Parish Council Meetings 7.30pm preceded by the Planning Committee Meeting at 7pm.

June 18, 2026

July 16, 2026

August 20, 2026

September 17, 2026

October 15, 2026

November 19, 2026

November 26, 2026 Precept Budget Meeting

January 21, 2027

February 18, 2027

March 18, 2027

April 15, 2027

May 6, 2027 Annual Parish Meeting

May 20, 2027 Annual Meeting of the Council

May 20, 2027