

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

Minutes

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																							
	Cllr Martin Highton was elected Chairman of the Parish Council following a unanimous vote. Cllr Highton signed the Declaration of Acceptance of Office as Chairman.	2500/26																						
2.	Attendance & Apologies																							
	Present: Cllr Ball, Cllr Duckworth, Cllr Highton (Chairman), Cllr Shaw, Cllr Smith, Cllr Threlfall, Cllr Vickers. Apologies: Cllr Allen, Cllr Mirfin.	2501/26																						
3.	Vice Chairman																							
	Cllr John Threlfall was elected Vice Chairman of the Parish Council following a unanimous vote.	2502/26																						
4.	Representatives on Committees and other Outside Bodies																							
	It was resolved to appoint the following Councillors as the Parish Council representatives on the below committees and other outside bodies.	2503/26																						
	<table border="1"> <thead> <tr> <th>Representatives to Committees & *1Outside Bodies</th> <th>Councillor(s)</th> </tr> </thead> <tbody> <tr> <td>*Adam Cottam Trust²</td> <td>C Allen, C Ball, P Duckworth (May 2025-2028)</td> </tr> <tr> <td>Churchyard Committee</td> <td>C Allen, C Ball (Chairman), M Highton, J Threlfall</td> </tr> <tr> <td>*LALC Ribble Valley Area Committee</td> <td>R Vickers</td> </tr> <tr> <td>*Parish Liaison Committee</td> <td>M Highton (Chairman), J Threlfall</td> </tr> <tr> <td>Planning Committee</td> <td>Full Council, J Threlfall (Chairman)</td> </tr> <tr> <td>*QEII Playing Fields Trust</td> <td>Parish Council Sole Corporate Trustee</td> </tr> <tr> <td>*Village Hall Committee</td> <td>J Threlfall</td> </tr> <tr> <td>Whalley, Barrow and Wiswell Joint Burial Committee</td> <td>C Allen, P Duckworth, M Highton (Chairman), J Threlfall, R Vickers</td> </tr> <tr> <td>*Whalley Education Foundation³</td> <td>C Allen, C Ball (May 2025-2028)</td> </tr> <tr> <td>*Whalley Sports Community Park 2015 CIO Charity No 1161880</td> <td>J Smith, M Highton, R Vickers</td> </tr> </tbody> </table>	Representatives to Committees & *1Outside Bodies	Councillor(s)	*Adam Cottam Trust ²	C Allen, C Ball, P Duckworth (May 2025-2028)	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)	*QEII Playing Fields Trust	Parish Council Sole Corporate Trustee	*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 ³	C Allen, C Ball (May 2025-2028)	*Whalley Sports Community Park 2015 CIO Charity No 1161880	J Smith, M Highton, R Vickers	
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¹ *Not a committee of Whalley Parish Council

² (3 members to serve for 4 yrs – (2025-2028)

³ (2 members to serve for 3 yrs)

5.	WPC Policies	
	It was resolved to review, monitor, and confirm that the Parish Council Policy Review Summary remains current and up to date.	2504/26
6.	Parish Council Meetings	
	<p>The annual calendar of meetings was agreed as follows:</p> <p>Planning Committee Meetings – 7.00pm</p> <p>Parish Council Meetings – 7.30pm</p> <ul style="list-style-type: none"> • 18 June 2026 • 16 July 2026 • 20 August 2026 • 17 September 2026 • 15 October 2026 • 19 November 2026 • 26 November 2026 – Precept Budget Meeting • 21 January 2027 • 18 February 2027 • 18 March 2027 • 15 April 2027 • 29 April 2027 – Annual Parish Meeting • 20 May 2027 – Annual Meeting of the Council • 20 May 2027 – Parish Council Meeting 	2505/26
7.	Clerk & Councillor Training	
	Councillors were reminded that a range of training courses are available throughout the year and are encouraged to make use of them where appropriate. Cllr Duckworth will attend the Code of Conduct Training in June 2026 and will report back to the Council following the session.	2506/26
8.	Next Annual Meeting of the Parish Council	
	The date of the next Annual Meeting of the Parish Council is Thursday 20 th May 2027.	2507/26

Meeting Closed at 7.20pm

Draft Minutes Subject to Confirmation