



## Astley Village Parish Council

### Agenda

To: Members of Astley Village Parish Council.

**YOU ARE HEREBY SUMMONED** to attend the Annual Meeting of the Astley Village Parish Council to be held on **Wednesday 6 May 2026** at 6.30 pm in the Community Centre at which the following business will be transacted.

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#### Summons

**1. Election of the Chair of the Parish Council**

- (a) To elect a Chair for the ensuing year.
- (b) The person elected to make a declaration of acceptance of office.
- (c) The Chair to return thanks for their election.

**2. Appointment of Vice Chair of the Parish Council**

**3. Apologies for Absence**

To receive members' apologies.

**4. Declarations of Interest**

Members and Officers are invited to declare any interests they may have in any of the items included on the agenda for this meeting in accordance with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

**5. Public Engagement**

Members of the public are invited to put questions/make representations to the members of the Parish Council.

**6. Borough/County Councillor Reports**

To consider reports from Chorley North and Astley Ward Borough Councillors and County Councillor (Lancashire County Council).

**7. Minutes**

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 4 March 2026 (Enclosed).

**8. Review of Standing Orders, Financial Regulations and Scheme of Delegation**

To consider a report of the Parish Clerk (Enclosed).

**9. Appointment of Committees and Working Groups, Membership, Terms of**

## **Reference**

To consider a report of the Parish Clerk (Enclosed).

## **10. Appointment of Council Representatives on Outside Bodies**

To appoint Parish Council representatives to the following Outside Bodies

- Chorley Liaison.
- Neighbourhood Area Meeting (NW Parishes and Chorley North).

## **11. Parish Clerk Report**

To consider a report of the Parish Clerk & Responsible Financial Officer providing an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council (Enclosed).

## **12. Statutory Business**

- i. Consider applicants for co-option to the vacant Councillor position.
- ii. To consider any planning issues relevant to the village. (Enclosed).

## **13. Financial Matters**

- i. To consider a report of the Responsible Financial Officer providing the financial position (Enclosed).
- ii. To consider a report of the Responsible Financial Officer recommending payments to be approved (Enclosed).
- iii. To consider a report of the Responsible Financial Officer providing details spend against budget headings (Enclosed).
- iv. To consider the Insurance Policy Schedule and Policy Document for 2026/27 (Enclosed). The Premium for 2024/25 is £518.53 compared to £436.44 in 2023/24.
- v. To consider the Internal Auditors Report for 2023/24.
- vi. To consider the Annual Governance Report 2023/24.
- vii. To consider the Annual Return for the Financial Year 2023/24.

## **14. Spring Newsletter**

The Parish Clerk to report at the meeting.

## **15. Annual Council Work Programme - Scheduled Items**

To review the Annual Council Work Programme - Scheduled Items (Enclosed).

## **16. Environment Reports**

To receive a verbal update at the meeting.

## **17. Reports from Parish Council representatives on Other Bodies**

- Chorley Liaison. To provide a report from the meeting held on 18 March 2026 (relevant papers enclosed).
- Neighbourhood Area Meeting (NW Parishes and Chorley North).

## **18. Correspondence**

The Clerk to report at the meeting.

## 19. Matters for information

Notify the Chair of any item to be brought under this section, prior to the meeting. Only items requiring urgent attention, information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions or spend can be agreed.

## 20. Dates of Future Meetings

To note that the next meeting of the Parish Council will take place on Wednesday 1 July 2026 at 6.30 pm.

### Schedule of Meetings 2025/26

Meetings of the Parish Council will take place on the following dates at 6.30 pm:

- Wednesday 1 July 2026
- Wednesday 2 September 2026
- Wednesday 4 November 2026
- Wednesday 6 January 2027
- Wednesday 3 March 2027 at the rise of the Parish Meeting

Craig Ainsworth  
Clerk to the Parish Council  
5 Clarendon Gardens  
Bromley Cross  
BL7 9GW



28 April 2026



Craig Ainsworth, Parish Clerk & Responsible Financial Officer  
**Astley Village Parish Council**  
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# Astley Village Parish Council

<b>Title</b>	<b>Borough/County Councillor Reports</b>					
<b>Report of</b>	<b>Councillors Alistair Morwood, Adrian Lowe and Jean Sherwood, Borough Councillors - Chorley North and Astley (Chorley Borough Council)</b>					
<b>Date</b>	<b>6 May 2026</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	X
<p><b>Purpose of Report</b></p> <p>To consider a report from the Borough Councillors - Chorley North and Astley (Chorley Borough Council).</p>						
<p><b>Key Issues</b></p> <p>We continue to visit this part of the ward on a regular basis and also engage with residents. We have worked collaboratively with Places for People, Chorley Borough Council officers and Lancashire County Council.</p> <p>Parking on Astley Park continues to be monitored and Lancashire County Council have taken steps to stop the impact of parking in nearby roads.</p> <p>The underpass has had missing brickwork replaced and cleaning of the area has been undertaken.</p> <p>Another skip day has been planned for Saturday 13 June 2026 between 9am -12 noon.</p>						
<p><b>Action required by the Parish Council</b></p> <p>To note the report.</p>						



# Astley Village Parish Council

<b>Title</b>	<b>Borough/County Councillor Reports</b>					
<b>Report of</b>	<b>County Councillor Aidy Riggott (Euxton, Buckshaw &amp; Astley) - Lancashire County Council</b>					
<b>Date</b>	<b>6 May 2026</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	X
<p><b>Purpose of Report</b></p> <p>To consider a report from the County Councillor for Astley Village (Lancashire County Council)</p>						
<p><b>Key Issues</b></p> <p>I am still working in collaboration with Councillor Lowe to resolve the faulty streetlight on Buckshaw Hall Close. It is proving far more complicated than initially expected and between us repeated contact has been made with Lancashire County Council and ENW as well as Places for People. Councillor Lowe has also escalated the matter to the MPs office for further support.</p> <p>I have reported a number of potholes to Lancashire County Council around the village and welcome any support the Parish Council or residents can offer in reporting issues to Lancashire County Council via the Love Clean Streets app.</p> <p>I have finally resolved a long-standing request for a Mobility Crossing / Dropped Kerbs for a resident on Great Meadow. I shared my severe disappointment with Lancashire County Council at how long it took them to resolve this matter and the impact it had on those needing this.</p> <p>Following the response the Parish Council received from County Councillor Goldsworthy at Lancashire County Council, I have written seeking further information but at the moment I have yet to received a reply. I will share this as and when it arrives.</p> <p>Following an earlier referral from Councillors Lowe, Morwood and Sherwood I requested that Lancashire County Council look at parking issues around the junction of Deerfold and Studfold. I have been following this up with Lancashire County Council and have received the following response:</p>						

*“We completed a number of visits at varying times of the day on differing days of the week and did not find any vehicles parking dangerously or causing an obstruction.*

*We did note that there has recently been some building works at a property near the junction which has now finished. It could be that vehicles associated with these works, may have increased traffic found at the junction.*

*Should the residents witness any future incidents of inconsiderate or obstructive parking, the police can address this, even when no parking restrictions exist. They will generally only do so if they consider a vehicle driver has parked dangerously or they are causing an obstruction. They can report future incidents of this nature to the police on their non-emergency number, 101. they can also report them through their '[Do It Online](#)' webpage”.*

Finally, it is pleasing to see that (I think) the new roof has been completed at Buckshaw Primary, a matter referred to me by Councillor McAndrew in his capacity as a School Governor, which I was more than happy to press for and which was finally included in a investment programme approved by the last administration at Lancashire County Council, prior to the last County elections.

**Action required by the Parish Council**

To note the report.



## Astley Village Parish Council

### Meeting of the Council

4 March 2026 at 6.32 pm

Present

Councillors Gillian Sharples (Chair) in the Chair, Councillor John McAndrew (Vice-Chair); Councillors Keith Ashton, Elaine Bibby, Neil Forkin Chris Sheldon and Ian Thomas.

#### **327.01 Apologies for Absence**

All Councillors were present.

#### **327.02 Declarations of Interest**

Councillors and officers were invited to declare any interests they had in any of the items on the agenda for the meeting.

Councillor John McAndrew declared a Personal Interest as a Governor at Buckshaw Primary School.

Councillor Ian Thomas declared a Personal Interest as a trustee of The Leyland and District Royal Air Forces Association Branch.

#### **327.03 Public Engagement**

Members of the public are invited to put questions/make representations to the members of the Parish Council. No issues were raised.

#### **327.04 Borough/County Councillor Reports**

Reports from Chorley North and Astley Ward Borough Councillors and County Councillor (Lancashire County Council) (copies of which had been circulated) were considered. Councillors Alistair Morwood, Jean Sherwood and County Councillor Aidy Riggott attended the meeting.

County Councillor Aidy Riggott reported that officers at Lancashire County Council had been monitoring the displaced parking on Hallgate and were considering presenting proposals to the Cabinet on the introduction of traffic regulation orders to

prevent parking on sections of Hallgate and the area surrounding the dropped kerb near the shops.

A response had been received from Lancashire County Council regarding dangerous parking taking place at Long Croft Meadow which would be forwarded to the Parish Council for information.

RESOLVED – (1) That the reports be noted.

(2) That the Parish Clerk be requested to write to Lancashire County Council requesting the introduction of traffic regulation orders (no waiting at any time) on both sides of the bend at Hallgate and Chancery Road to prevent parking in view of the indiscriminate and dangerous parking currently taking place at this location.

### **327.05 Minutes**

RESOLVED - That the minutes of the Parish Council Meeting held on Wednesday 7 January 2026 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

### **326.06 Parish Clerk Report**

The Parish Clerk and Responsible Financial Officer submitted a report (copies of which had been circulated) providing an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.

#### **Introduction of Time Credits Scheme**

A report on the Chorley Together volunteer recognition programme was considered.

Bernie Heggarty, Community Partnerships Manager at Chorley Borough Council attended the meeting to provide further information in relation to the Chorley Together Volunteer Recognition Programme.

It was noted that to take advantage of the Programme, the Parish Council would need to register with Chorley Together (which was free) and the Parish Council would determine at what point volunteers were eligible to receive a Volunteer reward card and take advantage of the rewards through the Volunteer Recognition Programme (valid for 12 months). Rewards and discounts opportunities included free tickets at Chorley Theatre and REEL Cinema; free admission to Astley Hall Chorley and 10% off the bill at Cafe Ambio. Volunteers would also have access to ‘up-skilling’ and training e.g. first aid opportunities.

#### **Finger Post Signs**

Arrangements had been made for the new finger post signs to be installed at the following locations by 31 March 2026:

- Two fingers directing pedestrians to Astley Park via the tarmac path - Finger 1 - and woodland path - Finger 2 - (at The Farthings).
- Two fingers directing pedestrians to Astley Village Centre (via Chancery Road) – Finger 1 and Astley Park – Finger 2 (at Long Copse/ Merefield).
- One Finger directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow (Derian House)
- One Finger directing pedestrians to the Village Centre via shortcut via Buckshaw Hall Close, Broadfields, Great Meadow at the other side of the pond to provide continuation (Derian House).

The Parish Council thanked Councillor Chris Sheldon for his assistance with this project.

### **Work with Lancashire County Council - Speed Enforcement**

Lancashire County Council had clarified that Lancashire County Council don't provide enforcement in relation to speed and that this is the police's role.

### **Gateway Sign Enhancements**

Councillor John McAndrew had visited several 'gateway signs, in the Chorley area. Some of them have mains lighting and are very clear. He has contacted a number of suppliers including The LED Store and Gemma Lighting who could supply lights with timers and light meter overrides. Consideration had been given to using solar panels but the challenge would be fitting them to the existing sign! High-visibility, fluorescent, and reflective paints were available for metal street signs; however, none were appropriate.

### **Christmas Event 2026**

Councillor John McAndrew had discussed with the Headteacher of Buckshaw Primary School, changes to the format of the Christmas event and the school were happy to support the event as follows:

- The event being held round the Christmas Tree on the Village Green. The school day at Buckshaw Primary School for KS2 (juniors) ends at 3.20pm and it was suggested the event starts at 3.30pm. Parents would bring their child across the road from the school to the Village Green.
- There would be carols accompanied by Chorley Silver Cross band. The carols could be reviewed to ensure they were known by the children.
- Two pupils (one from KS1 (Infants) and one from KS2 (juniors)) would be invited to switch on the lights at 3.45 pm. The lights would be switched on manually by the electrician. The school would organise a competition to design a poster to promote the event which could be displayed on the Parish Council Noticeboards and the winners will switch on the lights and receive a book voucher.
- Invitations to attend the event would be sent to all residents via the Winter Newsletter/posters in the Parish Council Noticeboards and the Chair will write to Ravensthorpe, and the local Wards/County Councillors inviting them to attend.
- Refreshments would be served by Parish Councillors in the Community Centre

from around 4pm until 6pm.

- The children would have the opportunity to meet Father Christmas in the small meeting room in the Community Centre (where we hold our meetings) and each child would receive a selection box rather than receiving them at school as at present.
- The day of the event be reviewed perhaps holding the event on a Thursday instead of a Friday.

### **West Way Nature Reserve**

Councillor Elaine Bibby had met with a representative from the Wildlife Trust for Lancashire, Manchester and North Merseyside on Friday 23 January 2026 and the Parish Council considered the following proposals and a quote provided for the Trust for the works identified:

- To add some small bird and owl boxes in the trees.
- Signage for waterborne wildlife - signage for water safety.
- Some repairs to wooden areas (a small area of the bridge, couple of planks on the viewing platform) these have been damaged by small fires (presumably these have been caused by people lighting fires).
- To clear some verges, becoming a little overgrown.
- Possibility of a second waste bin, at the opposite end of the route around the nature area.
- The removal of old fence posts, and metal mesh fencing close to the nature reserve area.

RESOLVED – (1) That the report be noted.

(2) That the following expenditure approved by the Parish Clerk in accordance with Standing Order 16.2 be noted:

- Richard Ryan Lighting, Christmas Tree Lights Final Payment £1,526.01.
- Chorley Leisure, Room Hire (West Way sports Hub) £152.70.
- Poppy Signs, Replacement Plaques £419.89.
- Norton, Anti-Virus Software (Subscription) £69.99.
- White Hill Direct, Four Additional Fingerpost Signs £2,581.20.

(3) That the Parish Clerk be requested to register the Parish Council with Chorley Together to take advantage of the Volunteer Recognition Programme and that volunteers be eligible through the Parish Council to access the rewards for 12 months, after taking part in three monthly litter picks during a 12 month period.

(4) That potential Gateway Sign enhancements be considered by the Village Development Working Group.

(5) That the Christmas Event be held on Thursday 3 December 2026 (time TBC), the Parish Clerk be requested to book Chorley Silver Band and Councillor John McCarron be requested to:

- Confirm the proposed changes to the format of the Christmas event with the Headteacher of Buckshaw Primary School.
- Confirm with Oliver House School that the Astley Village Community Centre would be available from 3:15 pm on Thursday 3 December 2026.

(6) That approval be given to the following proposals and Councillor Elaine Bibby be requested to make arrangements for the works to be undertaken by the Wildlife Trust for Lancashire, Manchester and North Merseyside:

<b>Works</b>	<b>Quote (£)</b>
<p><b>Bird and bat boxes</b></p> <p>X12 standard bird boxes mounted at different locations and elevations  X1 treecreeper nest to encourage known local population  X6 bat boxes to encourage bat colonies</p> <p>Sited appropriately to avoid direct sun, ensuring clear flight paths, set at correct heights and protected from predators</p> <p>Price includes fitting</p>	<b>£279</b>
<p><b>Replace fire-damaged handrails and decking boards</b></p> <p>Replacement of fire damaged timber on culvert handrail  Replacement of fire damaged decking boards on pond dipping platform with like-for-like non-slip decking boards  Damaged timbers to be removed from site for safe disposal</p>	<b>£265</b>
<p><b>Danger water signage</b></p> <p>X3 aluminium water safety signs mounted on posts close to the water  Includes anti vandal coating</p>	<b>£273</b>
<p><b>Clear culverts &amp; dredge litter from pond edges</b></p> <p>Flush out the culverts to remove leaf litter and sediment build up, ensuring water can move between ponds  Dredge litter from the pond edges for safe disposal</p>	<b>£138</b>
<b>TOTAL (excluding VAT)</b>	<b>£955</b>

(7) That £1,000 be moved from the Road Safety budget (03-11) to the West Way Nature Reserve budget (03-7).

### **327.07 Statutory Business**

(i) Co-option to the Parish Council Vacancies

It was noted that there were three vacancies on the Parish Council. These had been advertised on the Parish Council Noticeboards and website.

RESOLVED – The Parish Clerk be requested to invite expressions of interest to enable any applications to be considered at the next meeting of the Parish Council.

(ii) Planning Issues Relevant to the Village

The Parish Clerk submitted a report (copies of which had been circulated) providing details of planning issues relevant to the village. The Parish Council had been consulted on the following planning application received by Chorley Borough Council:

An application for a first-floor side extension above existing attached garage (Reference: 26/00199/FULHH) at 73 Wymundsley Astley Village Chorley PR7 1US.

The deadline for any representations was 24 March 2026.

RESOLVED – That the report be noted.

**327.8 Financial Matters**

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 21 February 2026.

RESOLVED – That the financial position be noted.

(ii) Payments to be Approved

The Responsible Financial Officer submitted a report (copies of which had been circulated) recommending a list of invoices to be paid between 1 March 2026 and 30 April 2026 as follows:

Date	Creditor	Description	Total (£)	Vat (£)	Net (£)
06/03/2026	Employee 4	Reimbursements (January 2026)	42.42	42.42	
06/03/2026	Employee 4	Reimbursements (February 2026)	43.82	43.82	
01/03/2026	Easy Web Sites	Monthly rental	68.64	11.44	57.20
23/03/2026	Zoom	Zoom Subscription (March 2026)	16.79	2.80	13.99
13/03/2026	Employee 4	Salary (March 2026)	428.30		428.30
13/03/2026	HMRC	Tax (March 2026)	107.20		107.20
13/03/2026	HMRC	National Insurance (1 April 25 to 31 March 26)	213.90		213.90

01/04/2026	Easy Web Sites	Monthly rental	68.64	11.44	57.20
23/04/2026	Zoom	Zoom Subscription (April 2026)	16.79	2.80	13.99
13/04/2026	Employee 4	Salary (March 2026)	*428.3		*428.3
15/04/2026	HMRC	Tax (April 2026)	*107.2		*107.2
13/04/2026	HMRC	National Insurance (April 2026)	*0		*0
			<b>1006.50</b>	<b>114.72</b>	<b>891.78</b>

\*Exact figures to be confirmed

RESOLVED – That approval be given to the payments as detailed above.

(iii) Spend Against Budget Headings

The Responsible Financial Officer submitted a report (copies of which had been circulated) inviting the Parish Council to review the spend against budget headings.

**327.9 Spring Newsletter 2026**

The Parish Council discussed the timing and potential articles for the Spring edition of the Parish Council Newsletter and the following articles were suggested:

- Annual Report (Councillor Gillian Sharples).
- Christmas Event 2026, including changes to the format (Councillor John McAndrew).
- Promoting the Monthly Litter Picks, including the incentives offered to volunteers through the Chorley Together Volunteer Recognition Programme (Councillor Keith Ashton).
- The representations made by the Parish Council in relation to indiscriminate and dangerous parking taking place on Hallgate Car Park and Dangerous Parking on Long Croft Meadow including advising residents to provide photographs of inconsiderate/ dangerous parking in the village to Lancashire County Council and Lancashire Police) (Parish Clerk).
- New schemes included in the Village Development Plan (Councillor Chris Sheldon).
- The representations made to Chorley Borough Council in relation to One-Way System/ Road Closure on Chancery Road During Large Events held at Astley Park (Parish Clerk).

RESOLVED - That the following timetable for the production of the Spring edition of the Parish Council Newsletter be agreed:

- Parish Councillors email the Parish Clerk with the articles by Sunday 5 April 2026.
- All articles be sent to the Printers by Monday 13 April 2026.
- Deadline for Councillors to comment on the proof – Wednesday 6 May 2026.
- Newsletter delivered from Friday 22 May 2026.

### **327.10 Policy and Document List Review**

The Parish Clerk invited the Parish Council to review the updated Policy and Document List (copies of which had been circulated).

RESOLVED – That no changes be made to the Policy and Document List.

### **327.11 Review Annual Council Work Programme - Scheduled Items**

The Parish Clerk invited the Parish Council to review the Annual Council Work Programme of Scheduled Items (copies of which had been circulated).

RESOLVED – That no changes be made to the Annual Council Work Programme of Scheduled Items.

### **327.12 Annual Report of the Parish Council 2025/26**

The Chair submitted the Annual Report 2025/26 which had been presented to the Annual Parish Meeting earlier in the evening.

RESOLVED - That the Annual Report be noted.

### **327.13 Reports from Parish Council representatives on Other Bodies**

#### Chorley Liaison

The Chair provided a summary of the business considered at the meeting of the Chorley Liaison held on 21 January 2026. The agenda and relevant papers had been circulated for information.

#### Neighbourhood Area Meeting (NW Parishes and Chorley North)

Following the announcement of the elections, it has been agreed to pause the Neighbourhood Area Meetings, with a decision on their future to be taken after the elections and therefore the next meeting on 17 March 2026 at 6.30pm.had been cancelled,

### **327.14 Correspondence**

Correspondence received had been reported as part of the ‘Parish Clerk Report’ (Minute 327.06).

### **327.15 Date of Next Meeting**

To note that the next meeting of the Parish Council will take place on Wednesday 6 May 2026 at 6:30 pm at the Astley Village Community Centre.

The meeting concluded at 8.10 pm.

Chair



# Astley Village Parish Council

<b>Title</b>	<b>Review of Standing Orders, Financial Regulations and Scheme of Delegation</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>6 May 2026</b>					
<b>Type of Paper</b>	<b>Decision</b>	X	<b>Discussion</b>		<b>Information</b>	

**Purpose of Report**

The Parish Council is invited to consider and review the following documents:

1. The Parish Council's [Standing Orders](#)
2. The [Financial Regulations](#)
3. The [Scheme of Delegation](#)
4. The Terms of Reference of the Personnel Committee

The documents can be viewed by clicking on the above links to the Parish Council website.

**Key Issues**

The Parish Council is required to review these documents annually at the Annual Parish Council Meeting. No changes are proposed.

**Action required by the Parish Council.**

The Parish Council is invited to review the following documents:

- The Parish Council's [Standing Orders](#)
- The [Financial Regulations](#)
- The [Scheme of Delegation](#)
- The Terms of Reference of the Personnel Committee



# Astley Village Parish Council

## PERSONNEL COMMITTEE

### 1. Purpose of the Committee

To ensure:

- **Prompt Action** – any issue needing prompt action can be resolved quickly.
- **Personal** – to adhere to sections of the Data Protection Act; avoid employees feeling nervous appearing in front of full Parish Council; to prevent personal employee data being discussed in public.
- **Efficiency** – ensuring matters are not left for long periods of time until a meeting, items can be discussed and debated at length with all details within the committee and decisions reached or recommendations made to full Parish Council.

### 2. Terms of Reference

The Committee shall have delegated powers to deal with all personnel, employment, and recruitment issues, with reports and recommendations made to full Parish Council if necessary. In cases of emergency that will not wait until the next full Council meeting, the Committee will have full powers to act on behalf of the Council.

Any decision made, or course of action taken by the Committee must be made in the best interest of the Council and Parishioners.

The Committee has the authority to deal with the following:

- Working practices
- Problems reported by staff
- Disciplinary matters
- Complaints & Grievances
- Pay & Conditions
- Advertise for and recruit staff as approved by full Parish Council
- Recommend changes in staffing
- Ensure all current employment legislation is met
- To review and maintain all HR policies/documents
- To review the Parish Council's Social Media Policy
- Any other action as directed by full Parish Council.

The Personnel Committee shall not have authority to:

- Terminate a contract of employment, unless the situation which has arisen is a matter of urgency or serious enough that employment could not continue, such as a Health & Safety violation, serious or gross misconduct, etc. The normal procedure is for the Personnel Committee to take a recommendation to full Parish Council.
- To approve pay increments but does have the authority to discuss and make recommendations to full Parish Council at precept or other suitable times.
- To create employment positions but can make recommendations to full Parish Council for a course of action or future plan.

### **3. Review of the Pay and Conditions of Service of Existing Employees**

Standing Order 14 requires that “in every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 38 must be read in conjunction with this requirement.”

### **4. Annual Appraisals**

A sub group of the Personnel Committee will undertake an annual appraisal for the Parish Clerk and the Parish Clerk will undertake an annual appraisal for the Village Caretaker and any other staff employed by the Parish Council. The Personnel Committee will receive a report outlining the outcome of the annual appraisals undertaken. The Personnel Committee will consider any issues raised.

### **5. Appeals**

In the event of any staff appeals, members of the Personnel Committee will not sit on any appeals panel. Members of such panels will be made up from the remaining members of the Parish Council.

### **6. Membership**

Membership of the Personnel Committee shall be 3 councillors. In accordance with Standing Order 43, either the Chair and/or the Vice-Chair, ex-officio, shall be voting members of every committee. Additional member(s), including lay member(s), with relevant professional experience may be co-opted, but such member(s) will not have voting rights.

Membership of the Personnel Committee shall be decided and appointed annually at the Parish Council’s Annual Meeting, in accordance with the Standing Order 42. If a vacancy occurs, additional members may be elected/co-opted as per the Council’s Standing Orders.

The Chair of the Parish Council will not be a member of the Personnel Committee to enable them to chair and Personnel Appeals Sub-Committee. The Vice-Chair shall be an ex-officio voting members of the Personnel Committee making the total membership of the Committee 4 members.

## **7. Procedures**

### Chair

The Chair and Vice-Chair of the Committee will be elected annually by the members of the committee at its first meeting after the Annual Meeting of the council in accordance with Standing Order 43.

### Frequency of Meetings

In accordance with Standing Order 35, the Chair of a Committee or the Chair of the Parish Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting. The Personnel Committee will meet at least one a year (usually in October/November).

The Parish Clerk will issue the agenda to attend meetings of the Personnel Committee and provide the legal public notice of all meetings.

### Quorum

Standing Order 48 states that “except where ordered by the Council in the case of a committee the quorum of a committee or sub-committee shall be one-half of its members” which in the case of the Personnel Committee with a membership of 4 would be 2.

However the Parish Council Meeting have determined that a quorum will be reached with a minimum of 3 Councillors.

### Minutes

All meetings will be minuted by the Parish Clerk, unless the Parish Clerk is the subject of the matter under consideration. Minutes will be published on the Parish Council website and submitted to the full Parish Council Meeting for information. The Chair of the Personnel Committee will present a confidential report to the full Parish Council Meeting setting out and confidential information in support of the decisions/recommendations of the Personnel Committee.

### Confidentiality

All members must preserve confidentiality of discussions held under Part II of any meeting.

### Accountability

The Chair will be responsible for reporting recommendations/actions of the Personnel Committee to the full Parish Council.



# Astley Village Parish Council

<b>Title</b>	<b>Appointment of Committees and Working Groups, Membership, Terms of Reference</b>				
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>				
<b>Date</b>	<b>6 May 2026</b>				
<b>Type of Paper</b>	<b>Decision</b>	<input checked="" type="checkbox"/>	<b>Discussion</b>		<b>Information</b>
<p><b>Purpose of Report</b></p> <p>To consider the Appointment of Committees and Working Groups, Membership, Terms of Reference.</p>					
<p><b>Key Issues</b></p> <p>Standing Committees and Sub-committees may be formed by resolution of the Parish Council at any time and delegated powers may be decided upon at the time the Sub-committee is formed by means of a Minute detailing the Terms of Reference.</p> <p>Historically, the Parish Council has only appointed a <b>Personnel Committee</b> with delegated powers to deal with all personnel, employment, and recruitment issues, with reports and recommendations made to full Parish Council if necessary. In cases of emergency that will not wait until the next full Parish Council Meeting, the Committee has full powers to act on behalf of the Parish Council. The Scheme of Delegation can be viewed by clicking on the following link: <a href="#">Scheme of Delegation</a></p> <p>In accordance with Standing Order 43, it has been agreed that the <b>Vice-Chair will be an ex-officio voting member of the Personnel Committee</b>. For the 2023/24 municipal year it was agreed that the total membership of the Personnel Committee should be four members. Additional member(s), including lay member(s), with relevant professional experience may be co-opted, but such member(s) will not have voting rights. <b>Where possible the Chair of the Parish Council will Chair the Personnel Appeals Panel and therefore should not be a member of the Personnel Committee.</b></p>					

In addition, the Parish Council's Grievance and Disciplinary Procedures require the Parish Council to establish the following Panels:

**Disciplinary/Grievance Panel** – a meeting of the Personnel Committee, chaired by a member of that Personnel Committee who was not involved in the investigation.

**Personnel Appeals Panel** – which has delegated powers to make decisions on the behalf of the Parish Council in the following matters and where possible the Chair of the Parish Council will hear the appeal with two Parish Councillors not involved in the grievance meeting conducted by the Personnel Committee:

- Appeals against decisions made by the Personnel Committee in Grievance, Disciplinary and Capability matters.
- Dealing with Appeals to a final conclusion, only reporting to Parish Council the actions it has taken at the end of the process.

### **Appointment of Working Bodies**

The Parish Council have previously expressed the wish to be able to act between meetings to avoid undue delays in decisions being taken. Following the Parish Council meeting in January 2021, two Working Groups were appointed to progress schemes and the general consensus is that these have worked well. However, these Working Groups do not have delegated powers to make decisions and instead make recommendations to the next Parish Council meeting.

### **General Purposes Working Group**

The General Purposes Working Group is responsible for progressing schemes determined by the Parish Council which have not been delegated to another Committee/Working Group. Membership is determined at the Annual Meeting of the Parish Council, and additional members (including lay members) with relevant professional experience may be invited to meetings of the Working Group where appropriate. The Chair is elected by the members of the Working Group at its first meeting after the Annual Meeting of the Parish Council. The frequency of meetings is determined by the Parish Council/Chair, subject to the number of meetings not exceeding six in any twelve-month period, and meetings are normally held virtually. The Parish Clerk is invited to all meetings.

### **Village Development Working Group**

The Village Development Working Group is responsible for progressing schemes within the Parish Development Plan which have not been delegated to another Committee/Working Group. Membership is determined at the Annual Meeting of the Parish Council, and additional members (including lay members) with relevant professional experience may be invited to meetings of the Working Group where appropriate. The Chair is elected by the members of the Working Group at its first meeting after the Annual Meeting of the Parish Council. The frequency of meetings is determined by the Parish Council/Chair, subject to the number of meetings not exceeding six in any twelve-month period, and meetings are normally held virtually. The Parish Clerk is invited to all meetings.

### **Action required by the Parish Council**

The Parish Council are requested to:

1. Appoint a Personnel Committee, determine the membership, and confirm the Terms of Reference as set out in the [Scheme of Delegation](#), subject to any changes agreed as part of item 8 on the agenda for this meeting.
2. Appoint a General Purposes Working Group and a Village Development Working Group, determine the membership, and confirm the Terms of Reference as set out in the [Scheme of Delegation](#).

# Astley Village Parish Council

<b>Title</b>	<b>Parish Clerk Report</b>					
<b>Report of</b>	<b>Parish Clerk &amp; Responsible Financial Officer</b>					
<b>Date</b>	<b>6 May 2026</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>	X	<b>Information</b>	
<p><b>Purpose of Report</b></p> <p>To provide an update on ongoing projects, work outstanding and activities since the last meeting of the Parish Council.</p>						
<p><b>Key Issues</b></p> <p><b>Chancery Road underpass</b></p> <p>Councillor Adrian Lowe has confirmed that repairs and cleaning of the brickwork at the underpass have taken place.</p> <p><b>Astley Village Garden of Reflection</b></p> <p>The Parish Council is still awaiting a licence agreement from Chorley Borough Council to confirm that the Parish Council will be responsible for maintenance. The agreement is also expected to cover details such as the required height of the plants. In the meantime, the Parish Council is requested to consider selecting a suitable contractor to maintain the area planted by the Parish Council, so that arrangements can be put in place ahead of the agreement being signed.</p> <p>At the Parish Council meeting on 7 January 2026, Parish Councillors were requested to provide photographic evidence of littering at the Astley Village Community Garden of Reflection to support the request for additional litter bins.</p> <p>Evidence to support the request for additional litter bins has been sent to Chris Walmsley, Head of Streetscene and Waste at Chorley Borough Council, who previously confirmed that Chorley Borough Council would only look to install additional bins where there is a demonstrable, persistent need.</p> <p><b>New Parish Council Laptop</b></p> <p>A new laptop has been purchased, as previously agreed by the Parish Council. The cost was £723.02 (including VAT). Provision had been made for a new laptop in the Office/Sundry budget (01-2) for both the 2025/26 and 2026/27 financial years; therefore, £1,000 can be transferred from the 2026/27 budget to reserves.</p>						

## **Parking on Hallgate**

At the last meeting of the Parish Council, I was requested to write to Lancashire County Council requesting the introduction of traffic regulation orders (no waiting at any time) on both sides of the bend at Hallgate and Chancery Road, to prevent parking, in view of the indiscriminate and dangerous parking currently taking place at this location.

An email was sent to County Councillor Mr Warren Goldsworthy (the Cabinet Member for Highways) on 6 March 2026, and the following response has been received:

“Dear Mr Ainsworth,

Thank you for your email dated 6 March 2026, on behalf of Astley Village Parish Council, regarding parking issues on Hallgate, Astley Village. County Councillor Warren Goldsworthy, Cabinet Member for Highways and Transport, has asked us respond on his behalf.

On 11 March 2026 we met with a representative from Chorley Borough Council at Hallgate to discuss the parking issues here. We did notice some potential parking issues while here.

We have agreed to propose the introduction of a few sections of parking restrictions on Hallgate to address the issues you have highlighted. We are still finalising our proposal and corresponding further with Chorley Borough Council, so we cannot share further details with you at this time. However, we do expect to be able to share our proposals soon in the form of an informal consultation with local businesses and the local County Councillor.

Following this, we do need to highlight that the process for securing parking restrictions requires the progression of an accompanying Traffic Regulation Order. This is a lengthy statutory legal process which will require a further formal consultation process. It can take around 26 weeks to complete or longer depending on the level of opposition. Should we decide to proceed with new restrictions on Hallgate, we will post our intentions online at: [Roadworks and traffic regulation orders](#).

We hope you find this information helpful.

Kind regards,

Highways Enquiries Team”

## **Refurbishment of the Footbridge between The Farthings and Long Copse**

Lindsey Blackstock, Open Space Strategy Officer at Chorley Borough Council, has confirmed that she supports the refurbishment of the footbridge between The Farthings and Long Copse. She has referred the request to Streetscene and Property Services at Chorley Borough Council, should they have any input.

Chorley Borough Council has recently been out to tender for similar footbridges in Plock Wood and Yarrow Valley. Landscape Engineering has been awarded the work, based on cost comparisons that supported the appointment of the contractor.

The contractor is currently working on site at Plock Wood in Yarrow Valley and they are also starting work on Westway Active Track mid-May, so they are working in Chorley for the next 6 months. Once this has been completed, Lindsey will arrange a site meeting with Councillor Chris Sheldon and Landscape Engineering to obtain costings for the Farthings/Long Copse bridge. There may be further savings if the contractor is able to purchase materials in greater quantities across the projects.

## Gateway Sign Enhancements

Potential gateway sign enhancements will be considered by the Village Development Working Group.

## Chorley Together Volunteer Recognition Programme

The Parish Council is now registered with Chorley Together to take advantage of the Volunteer Recognition Programme. Volunteers will be eligible, through the Parish Council, to access rewards for 12 months after taking part in three monthly litter picks within a 12-month period. Councillor Keith Ashton has been provided with the unique code to issue to volunteers who meet the criteria agreed by the Parish Council.

## Improvements West Way Nature Reserve

At the last meeting of the Parish Council, approval was given to the following proposals. Councillor Elaine Bibby was requested to make arrangements for the works to be undertaken by the Wildlife Trust for Lancashire, Manchester and North Merseyside, and for £1,000 to be moved from the Road Safety budget (03-11) to the West Way Nature Reserve budget (03-7) to fund the works:

<b>Works</b>	<b>Quote (£)</b>
<b>Bird and bat boxes</b>  X12 standard bird boxes mounted at different locations and elevations X1 treecreeper nest to encourage known local population X6 bat boxes to encourage bat colonies  Sited appropriately to avoid direct sun, ensuring clear flight paths, set at correct heights and protected from predators  Price includes fitting	<b>£279</b>
<b>Replace fire-damaged handrails and decking boards</b>  Replacement of fire damaged timber on culvert handrail Replacement of fire damaged decking boards on pond dipping platform with like-for-like non-slip decking boards Damaged timbers to be removed from site for safe disposal	<b>£265</b>
<b>Danger water signage</b>  X3 aluminium water safety signs mounted on posts close to the water Includes anti vandal coating	<b>£273</b>
<b>Clear culverts &amp; dredge litter from pond edges</b>  Flush out the culverts to remove leaf litter and sediment build up, ensuring water can move between ponds Dredge litter from the pond edges for safe disposal	<b>£138</b>
<b>TOTAL (excluding VAT)</b>	<b>£955</b>

The works commenced on 23 March 2026 and have now been completed.

## **Christmas Event 2026**

At the last meeting of the Parish Council, it was agreed that the Christmas Event would be held on Thursday 3 December 2026 (time TBC). I was requested to book Chorley Silver Band, and Councillor John McAndrew was requested to:

- Confirm the proposed changes to the format of the Christmas Event with the Headteacher of Buckshaw Primary School.
- Confirm with Oliver House School that Astley Village Community Centre will be available from 3.15 pm on Thursday 3 December 2026.

The proposed changes are as follows:

- Hold the event around the Christmas Tree on the Village Green. The Buckshaw Primary School Day for KS2 (juniors) ends at 3.20 pm, and it was suggested that the event starts at 3.30 pm. Parents would bring their child across the road from the school to the Village Green.
- Include carols accompanied by Chorley Silver Band. The list of carols could be reviewed to ensure they are known by the children.
- Invite two pupils (one from KS1 (infants) and one from KS2 (juniors)) to switch on the lights at 3.45 pm. The electrician will switch the lights on manually. The school will organise a poster-design competition to promote the event; entries could be displayed on the Parish Council noticeboards. The winning pupils will switch on the lights and receive a book voucher.
- Send invitations to all residents via the Winter Newsletter and posters on the Parish Council noticeboards. The Chair will also write to Ravensthorpe and the local ward and county councillors to invite them to attend.
- Serve refreshments in the Community Centre, provided by Parish Councillors, from around 4.00 pm until 6.00 pm.
- Provide an opportunity for children to meet Father Christmas in the small meeting room in the Community Centre (where Parish Council meetings are held). Each child would receive a selection box at the event, rather than receiving one at school as at present.
- Review the day of the event, including whether it should be held on a Thursday rather than a Friday.

Councillor John McAndrew has discussed the proposals (see above) with the Headteacher at Buckshaw Primary School, who appears happy to proceed on this basis.

Chorley Silver Band have confirmed that they are available and the Community Centre has been booked.

The Parish Clerk has approved the following expenditure in accordance with Standing Order 16.2:

- Lenovo, ThinkPad Laptop £723.02
- Post Office Counters Ltd, Stamps £23.55
- ICO, Annual Registration £52.00
- Microsoft, Microsoft 365 Personal £84.99
- Zurich Municipal, Insurance Premium 2025-26 £518.53

### **Action required by the Parish Council**

To note the report and consider the recommendations in the report.



# Astley Village Parish Council

<b>Title</b>	<b>Planning Issues Relevant to the Village</b>					
<b>Report of</b>	<b>Parish Clerk</b>					
<b>Date</b>	<b>6 May 2026</b>					
<b>Type of Paper</b>	<b>Decision</b>		<b>Discussion</b>		<b>Information</b>	X
<p><b>Purpose of Report</b></p> <p>To consider any planning issues relevant to the village.</p>						
<p><b>Key Issues</b></p> <p>The Parish Council has been consulted on the following planning applications received by Chorley Borough Council since the last Parish Council Meeting:</p> <ul style="list-style-type: none"> <li>• An application for the installation of a 0.8m high fence on top of existing 1m high stone boundary wall at the front of the property (total boundary height of 1.8m along an 18m section). The purpose of the proposed change is to increase privacy, security and reduce traffic noise, whilst also preventing the existing hedge having adverse impact on visibility splay, improving safety for both pedestrians and vehicles. The proposed height is consistent with neighbouring properties and character of the area. The fence colour has been selected to blend with existing boundary features (Reference: 26/00261/FULHH) at Hillside, Southport Road, Chorley, PR7 1NT</li> </ul> <p>The deadline for any representations was 20 April 2026.</p> <ul style="list-style-type: none"> <li>• An application for single storey side and rear extension with associated alterations following demolition of existing rear conservatory (Reference: 26/00297/FULHH) at 38 Harperley, Astley Village, Chorley, PR7 1XB</li> </ul> <p>The deadline for any representations is 5 May 2026.</p>						
<p><b>Action required by the Parish Council</b></p> <p>To note the report.</p>						

**AGENDA ITEM 13(i)****FINANCIAL POSITION - SUMMARY 6 MAY 2026**

£

**Receipts and Expenditure Account****Receipts**

Precepts	20323.00
Grant	3877.00
Refunds	0.00
Other	0.00
Bank Interest (Barclays)	0.00
Dividend (Unify Credit Union)	0.00
Advertisements	0.00
VAT on Receipts/Recovered	2144.21
<b>Total Receipts</b>	<b>26344.21</b>

**Expenditure Total****2604.55****Income & Expenditure Reconciliation**

Balance Brought Forward at 1 April 2026		66490.96
Add: total receipts to date	+	26344.21
Less: total expenditure to date	-	2604.55
		<b>90230.62</b>

**Bank Reconciliation**

Community Account	23/04/26	+	5000.00
Business Premium Account	23/04/26	+	52320.71
Unify Credit Union deposit	01/04/26		10139.79
Less unrepresented cheques/ET/SO		-	-22770.12
Plus uncleared credits		+	
			<b>90230.62</b>

Unrepresented cheques/SO/Payments	
Zoom (April)	16.79
May/ June	1328.10
Microsoft 365	
Subscription	84.99
Chorley Council	-24200.00
	<b>-22770.12</b>

Uncleared Incomes
<b>0.00</b>

**AGENDA ITEM 13(ii)**

**PAYMENTS TO BE APPROVED**

May/ June 2026

Date	Creditor	Description	Cheque No	Total	Vat	Net
08/05/2026	Employee 4	Reimbursements (March 2026)	42.42		42.42	42.42
08/05/2026	Employee 4	Reimbursements (April 2026)	43.82		43.82	43.82
01/05/2026	Easy Web Sites	Monthly rental	68.64	11.44	57.20	68.64
23/05/2026	Zoom	Zoom Subscription (May 2026)	16.79	2.80	13.99	16.79
15/05/2026	Employee 4	Salary (May 2026)	428.30		428.30	428.30
15/05/2026	HMRC	Tax (May 2026)	107.20		107.20	107.20
15/05/2026	HMRC	National Insurance May 2026)	0.00		0.00	0.00
01/06/2026	Easy Web Sites	Monthly rental	68.64	11.44	57.20	68.64
23/06/2026	Zoom	Zoom Subscription (June 2026)	16.79	2.80	13.99	16.79
15/06/2026	Employee 4	Salary (June 2026)	428.50		428.50	428.50
15/06/2026	HMRC	Tax (Junel 2026)	107.00		107.00	107.00
15/06/2026	HMRC	National Insurance (May 2026)	0		0	0
			<b>1,328.10</b>	<b>28.48</b>	<b>1,299.62</b>	<b>1,328.10</b>

**BUDGET REPORT – 6 MAY 2026**  
**Financial Year 2026/27 (1 April 2026 to 31 March 2027)**

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
<b>01 - ADMINISTRATION</b>	01-1	Room Hire/ Zoom Subscription	400.00	41.97		358.03
	01-2	Office/Sundry (including new Laptop)	500.00	138.24		361.76
	01-3	Insurance	550.00	518.53		31.47
	01-4	Auditors/Accounts	400.00	0.00		400.00
	01-5	Election/By-Election/Polls	7000.00	0.00		7000.00
	01-6	Employee Costs (Salary, Training etc.)	7000.00	1606.50		5393.50
	01-7	Employee Contingency	1000.00	0.00		1000.00
	01-8	IT/Website	1000.00	256.59		743.41
<b>02 - COUNCIL</b>	02-1	Newsletter/Publications	1900.00	0.00		1900.00
	02-2	Village Caretaker	-	0.00		0.00
	02-3	Councillor Training	500.00	0.00		500.00
	02-4	Grant Awards/Local Projects and Groups	2500.00	0.00		2500.00
<b>03 - VILLAGE DEVELOPMENT PLAN</b>	03-1	Christmas Tree Lights/ Christmas Event	1000.00	0.00		1000.00
	03-2	Improvements to the Village Centre (including additional seating and litter bins)	5750.00	0.00		5750.00
	03-3	The refurbishment of the footbridge between The Farthings and Long Copse	5000.00	0.00		5000.00
	03-4	Planter Scheme (including maintenance)	1000.00	0.00		1000.00
	03-5	Tree Planting and Maintenance	500.00	0.00		500.00
	03-6	Wildflower Meadows/Corridors	250.00	0.00		250.00
	03-7	West Way Nature Reserve maintenance/future improvements	1500.00	0.00		1500.00
	03-8	Astley Village Community Garden of Reflection (additional planting and future maintenance)	1850.00	0.00		1850.00
	03-9	Chancery Road Underpass Improvements	2000.00	0.00		2000.00
	03-10	Refurbishment of existing Gateway Signs	500.00	0.00		500.00
	03-11	Road Safety (Maintenance of SPIDs and Speed Enforcement via Lancashire County Council)	4000.00	0.00		4000.00
	03-12			0.00		0.00
	03-13	Paths to provide access from Great Meadow to the play area at West Way Sports Hub	15000.00	0.00		15000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council (including updating the Village map board)	2500.00	0.00		2500.00
<b>04 - GENERAL RESERVE</b>	04	General Reserve	19181.62	0.00		19181.62
		Balance held in the Unify Credit Union deposit Account	10139.79			10139.79
Balance Carried Forward from 2026/27	66,409.96					
<b>TOTALS</b>			<b>92921.41</b>	<b>2561.83</b>		<b>90359.58</b>

Mr Craig Ainsworth  
Astley Village Parish Council  
5 Clarendon Gardens  
Bromley Cross  
Bolton  
BL7 9GW

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720445753
Insured	Astley Village Parish Council
Business	Parish / Town Council
Period of Insurance	
From	01 <sup>st</sup> June 2026
To	31 <sup>st</sup> May 2027
and any other period for which cover has been agreed.	
Renewal Premium	£ 518.53

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	169118588
Long Term Agreement:	Not Applicable
Preparation Date	06 <sup>th</sup> April 2026
Prepared by	Mr Alex Kirby
Policy Form Reference	MLAACH10

### Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

## Important information

### Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

## Lines of Cover applying

### Part C – All risks

#### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

#### Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Street Furniture	£29,779.90	£250
Solar Sped Sign	£8,103.38	£250
Office Equipment including Laptop	£1,620.68	£250

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

**Part D – Money**

	<b>Limit any one loss</b>
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any <b>member</b> or <b>employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any <b>member</b> or <b>employee</b>	£500
(c) in the <b>premises</b>	
(i) in the custody of or under the actual supervision of any <b>member</b> or <b>employee</b>	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

**Operative Endorsements:**

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

**Part E – Public liability**

**Limit of Indemnity:** £12,000,000

**Operative Endorsements: None**

**Part G – Employers liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

None

**Part H – Libel and slander**

**Sum Insured**

£500,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower

**Operative Endorsements**

None

**Part N – Fidelity guarantee**

**Persons Guaranteed:**  
 All members and employees

**Sum Guaranteed**  
 £250,000

**Excess:** £100 each and every loss

**Operative Endorsements:**

None

**Part O – Personal accident**

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of <b>business</b>
B	<b>member</b>	Engaged in the <b>business</b> including undertaking Journeys and whilst commuting directly between place of residence and usual place of <b>business</b>
C	<b>volunteer</b>	Engaged in the <b>business</b> including undertaking Journeys and whilst commuting directly between place of residence and usual place of <b>business</b>
D	key personnel as follows:	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	£50,000.00	£50,000.00	£Nil	£Nil
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£50,000.00	£50,000.00	£Nil	£Nil
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£50,000.00	£50,000.00	£Nil	£Nil
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£50,000.00	£50,000.00	£Nil	£Nil
5. Permanent Partial Disablement	See section	See section	See section	See section

	2.16	2.16	2.16	2.16
6. Paraplegia	£75,000	£75,000	£Nil	£Nil
7. Quadriplegia	£125,000	£125,000	£Nil	£Nil
8. Temporary Total Disablement	£200.00 per week	£200.00 per week	£Nil	£Nil
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
<b>Operative endorsements</b>				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the <b>insurer</b> will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			

**Part P – Legal expenses****Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Inoperative
5. Debt Recovery	Inoperative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

**Limit of Indemnity:** £100,000

**Operative Endorsements: None**

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing [Customers.team@uk.zurich.com](mailto:Customers.team@uk.zurich.com). Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

### 3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

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# Astley Village Parish Council

## Annual Council Work Programme - Scheduled Items

For consideration by the Full Parish Council (unless otherwise specified)

Item	Meeting	
Review of Village Development Plan	January	1
Budget Headings and Precept for the Following Year	January	1
Review Asset Register	January	1
Appoint Internal Auditor	January	1
Consider Neighbourhood Priorities	January	1
Spring Newsletter	January	1
Christmas Event	January	1
Spring Newsletter	March	2
Policy and Document List Review	March	2
Review Annual Council Work Programme - Scheduled Items	March	2
Annual Report of the Parish Council (prepared by the Chair/Parish Clerk)	March	2
Election of the Chair and Appointment of Vice Chair of the Parish Council	May	3
Review of Standing Orders, Financial Regulations and Scheme of Delegation	May	3
Appointment of Committees and Working Groups, Membership, Terms of Reference	May	3
Appointment of Council Representatives on Outside Bodies	May	3
Insurance Policy Schedule and Policy Document	May	3
Internal Auditors Report	May	3
Annual Governance Report	May	3
Annual Return for the Previous Financial Year	May	3
Spring Newsletter	May	3
Review of Village Development Plan	July	4
Chorley Flower Show	July	4
Christmas Event planning	July	4
Review Internal Audit Plan	September	5
Review of Effectiveness of the System of Internal Audit	September	5
Review Financial Risk Assessment	September	5
External Auditor Report	September	5
Winter Newsletter	September	5
Chorley Flower Show	September	5
Christmas Event	September	5
Winter Newsletter	November	6
Christmas Event	November	6
Schedule of Meetings	November	6
Review of the Pay and Conditions of Service of Existing Employees (by the Personnel Committee prior to precept setting)	October/ November	