

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 21 September 2023, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

Doc. Ref

1. Apologies
2. Declarations of Interest and Dispensation Considerations
Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.
3. Minutes of Council Meetings
Approve the signing as a correct record, Full Council of 20 July 2023
4. Public Participation
Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.
5. Statutory Business
Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines
6. Financial Items
 - 6.1 Approve Expenditures for this month, and any submitted after the agenda Item 6.1
 - 6.2 Receive reports (income, bank reconciliation, budgets) Item 6.2
 - 6.3 Receive the External Auditor Report year ending 31 March 2023 (this item has not been received up to Agenda issue, so will be brought to meeting if it comes in in time) Item 6.3
7. Policy Review: Equality & Diversity Policy (returned with changes) Item 7
8. Policy Review: Contracts List Item 8
9. Policy Review: Representative Protocol Item 9
10. Matters for information
Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

D. Platt
CLERK

Published: 14/09/23

Full Council meetings 2023 - 19 October, 16 November. 2024 – 18 January, 15 February, 21 March

Newsletter deadlines: 09/11/23 for December issue; 07/02/24 for March issue; 08/05/24 for June issue; 07/09/24 for September issue;

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
<p>Ref. No: 23/00624/DIS Received: Mon 24 Jul 2023 Validated: Mon 24 Jul 2023</p>	<p>Application to discharge conditions 3 (materials), 7 (landscape phasing strategy), 8 (ecology phasing strategy) and 21 (site access and off-site highway works) of planning permission 21/01475/FULMAJ (Erection of 108no. dwellings (Use Class C3) with associated access, landscaping, parking and other works following demolition of existing building) DXC Technology Euxton House Euxton Lane Euxton Chorley PR7 6FE</p>	<p>No observations</p>
<p>Ref. No: 23/00637/FULHH Received: Thu 27 Jul 2023 Validated: Thu 27 Jul 2023</p>	<p>Single storey rear extension (following demolition of existing conservatory) 86 Kingsway Euxton Chorley PR7 6PP</p>	<p>No observations</p>
<p>Ref. No: 23/00652/FUL Received: Mon 31 Jul 2023 Validated: Mon 31 Jul 2023</p>	<p>Erection of a temporary sales cabin with associated car parking and hard and soft landscaping. DXC Technology Euxton House Euxton Lane Euxton Chorley PR7 6FE</p>	<p>No observations</p>
<p>Ref. No: 23/00654/ADV Received: Mon 31 Jul 2023 Validated: Mon 31 Jul 2023</p>	<p>Application for advertisement consent for the display of 6no. 6m high flagpoles, 1no. pole mounted double aspect V-board with 2 no. aluminium boards and 2 no. aluminium strips and 1 no. single sided pole mounted direction sign DXC Technology Euxton House Euxton Lane Euxton Chorley PR7 6FE</p>	<p>No observations</p>
<p>Ref. No: 23/00643/FUL Received: Fri 28 Jul 2023 Validated: Mon 31 Jul 2023</p>	<p>Section 73 application to remove condition no. 3 (removal of permitted development rights) attached to planning permission ref: 96/00861/FUL (Demolition of existing bungalow and erection of dwelling) Harrock View Dawbers Lane Euxton Chorley PR7 6EF</p>	<p>Application to remove conditions which do not allow garages, sheds or other extensions to the house without planning consent. It is not unreasonable to allow developments available to most householders in Euxton to be allowed at this premises.</p>
<p>Ref. No: 23/00686/CLPUD Received: Thu 10 Aug 2023 Validated: Thu 10 Aug 2023</p>	<p>Application for a certificate of lawfulness for a proposed single storey side extension 2 Beaufort Close Buckshaw Village Chorley PR7 7LE</p>	<p>There appears to be a suitable access path for bins at the opposite side of the building, therefore, no objections.</p>

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 23/00658/TPO Received: Mon 31 Jul 2023 Validated: Thu 17 Aug 2023	Application for work to a protected tree - Chorley BC TPO 7 (Euxton) 2004: T3 Oak - Crown Reduction. Chorley Business And Technology Centre N3 East Terrace Euxton	Std A1
Ref. No: 23/00700/FULHH Received: Thu 17 Aug 2023 Validated: Thu 17 Aug 2023 Status: Awaiting decision	Two storey rear extension and front porch. 21 Empress Way Euxton Chorley PR7 6QB	No observations
Ref. No: 23/00689/FUL Received: Fri 11 Aug 2023 Validated: Tue 15 Aug 2023 Status: Awaiting decision	The construction of a single detached dwelling, together with detached garage and all associated works, following the demolition of existing buildings. Land To The Rear Of 33 Washington Lane Euxton	<i>Ref. No: 20/01074/OUT Received: Fri 09 Oct 2020 Validated: Wed 18 Nov 2020</i> <i>The current buildings are used as shop and ancillary buildings. The current Government aspiration is to allow change of use of commercial premises to dwellings without planning restrictions. The potential loss of employment from this site (and potential future applications for animal feed sales in green belt land) may be regrettable but there is little hope of objections to this application succeeding.</i> The structures currently in the 'green belt' area of this curtilage are wooden stables. These stables are adjacent to the stables which were previously approved for conversion into a bungalow.
Ref. No: 23/00694/FULHH Received: Tue 15 Aug 2023 Validated: Tue 15 Aug 2023	Erection of car port to south east (side) elevation (retrospective) 1 Greenside Euxton Chorley PR7 6A	

<p>Ref. No: 23/00697/TPO Received: Tue 15 Aug 2023 Validated: Mon 21 Aug 2023</p>	<p>Application for works to protected trees - Chorley BC TPO 8 (Euxton) 1995: T4 Silver Birch - Fell; and G16 x5 Alder. Crown raise over car park to 5.2 metre and over footway to 2.5 and reduce upper canopy by upto 2 metres, removal of dead or crossing limbs. John Reilly Civil Engineering Millennium House Euxton Lane Euxton Chorley PR7 6AE</p>	<p>Std A1, A2 & A2A</p>
<p>Ref. No: 23/00705/MNMA Received: Fri 18 Aug 2023 Validated: Fri 18 Aug 2023</p>	<p>Minor non material amendment to planning permission ref:22/01230/FULMAJ (Construction of 3G synthetic grass pitch in place of existing grass pitch with fencing, erection of extension to pavilion and highway junction improvements) to alter the trigger for the provision of a scheme for the construction of the site access and the off-site works of highway improvement as required by condition no. 17. Euxton Villa Football Club Jim Fowler Memorial Playing Fields Runshaw Hall Lane Euxton Chorley PR7 6HQ</p>	<p>Changes acceptable to the highway authority before access is offered to the public. No observations.</p>
<p>Ref. No: 23/00584/FULHH Received: Mon 10 Jul 2023 Validated: Fri 25 Aug 2023</p>	<p>Conversion of detached garage to habitable accommodation. 17 Whitley Drive Buckshaw Village Chorley PR7 7JY</p>	<p>The application does not appear to contain sanitary accommodation. The application is made for habitable accommodation but also makes reference to office accommodation. There does not appear to be suitable off-street car parking for the proposal with the existing dwelling and the additional living accommodation.</p>
<p>Ref. No: 23/00737/FUL Received: Wed 06 Sep 2023 Validated: Wed 06 Sep 2023</p>	<p>Erection of a security fence and access gates Land Bounded By Ordnance Road And Buckshaw Railway Station Ordnance Road Buckshaw Village</p>	<p>No observations</p>
<p>Ref. No: 23/00728/FUL Received: Fri 01 Sep 2023 Validated: Fri 01 Sep 2023</p>	<p>Change of use of land to form an exercise area and installation of associated equipment including exercise frames, covered area, and the siting of a container for storage of the equipment; and the creation of a vehicle parking area. Chorley RUFC Brookfields Chancery Road Astley Village Chorley PR7 1XP</p>	<p>No observations</p>

List of Payments made between 21/07/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/07/2023	RBS Bank	108	0.70		Charges
21/07/2023	RBS Bank	109	1.75		Charges
24/07/2023	Timpson	118	9.00		Keys
27/07/2023	Viking Direct Ltd	119	217.08		Stationery
27/07/2023	TESCO	120	52.90		Hardware/office
30/07/2023	B&Q DIY	121	18.00		Compost
31/07/2023	Southern Electric	122	55.49		Electric S'port Rd
31/07/2023	British Telecom	123	207.80		Telephony
01/08/2023	Plusnet	124	7.49		Mobile
01/08/2023	Chorley Business & Technology	125	444.00		Office
01/08/2023	Easy Websites	126	98.40		Website/emails
01/08/2023	EE Mobile & Broadband	144	93.34		Mobiles
03/08/2023	Dynergy Ltd	145	9.95		Tree cover pegs
03/08/2023	Mesh Direct	146	275.98		Green mesh fence
04/08/2023	Oypla.com	147	83.96		Fence stakes
07/08/2023	Amazon	148	28.97		Brackets
07/08/2023	Sales Direct Online Ltd	149	26.41		Concrete cleaner
08/08/2023	Logger Clobber Ltd	150	21.95		Oil
08/08/2023	Garden Machines (n'thampt) Ltd	151	35.00		Stihl parts
10/08/2023	HM Land Registry	127	6.00		search
10/08/2023	Peoples Pension	128	247.39		Pension
20/08/2023	Water Plus	129	15.57		Water
21/08/2023	RBS Bank	130	6.65		charges
22/08/2023	RBS Bank	131	1.05		charges
24/08/2023	Proludic	132	29.66		parts
24/08/2023	Studholme Bell Ltd	133	223.20		salary services
24/08/2023	Chorley Borough Council	134	6.00		field rent
24/08/2023	Kompan Limited	135	1,972.34		Balshaw area 3
24/08/2023	LALC	136	35.00		Cllr training
24/08/2023	RHF Landscape Supplies	137	1,368.00		Bark 3 play areas
24/08/2023	The National Allotment Society	138	3.00		Society 1 member
24/08/2023	Marmax Recycled Products	139	554.40		MGreen whitton
24/08/2023	C&W Berry Ltd	140	45.04		Hardware
24/08/2023	Various	141	6,687.24		Salaries Aug 23
24/08/2023	HMRC	142	1,523.28		Tax & NI Aug 23
24/08/2023	Eon Electricity	143	316.15		Elec Allotment
29/08/2023	Southern Electric	152	51.97		Electric
01/09/2023	Easy Websites	153	98.40		Website & emails
01/09/2023	EE Mobile & Broadband	154	93.34		Mobiles
01/09/2023	Chorley Business & Technology	155	444.00		Office
04/09/2023	Southern Electric	156	278.06		Electric
05/09/2023	B&D Print Svs Ltd	157	1,079.00		Sept print newsletter
05/09/2023	Origin Amenity Solutions	158	732.32		B'Green products

List of Payments made between 21/07/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/09/2023	Sutcliffe Play	159	521.25		Parts
05/09/2023	Society of Local Council Clerk	160	177.00		Dpty Clerk m'ship
05/09/2023	J P Woodland	161	3,850.00		MGreen trees
07/09/2023	Signet Locks	162	65.23		Allot. Gate lock
12/09/2023	Amazon	163	19.68		Hardware
12/09/2023	Amazon	164	17.97		Wall planners
12/09/2023	Amazon	165	9.68		Diary
12/09/2023	Lock & Key	166	201.38		Gate lock
12/09/2023	Lancashire County Council	167	294.00		signage- skate
12/09/2023	Play & Leisure Ltd	168	184.55		parts
12/09/2023	Water Plus	169	15.57		Water
21/09/2023	RBS Bank	170	3.50		Bank charges
21/09/2023	Midstream (WestLancs) Ltd	171	579.38		Bedding baskets
21/09/2023	HMRC	172	1,502.67		Tax & NI Sept 23

Total Payments 24,947.09

Current Bank A/c

Receipts received between 21/07/2023 and 31/08/2023

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked	21/07/2023	144,403.50						
	Chorley council	144,403.50			1620	220	144,403.50	CIL
Banked	31/07/2023	70.94						
	RBS	70.94			1080	220	70.94	Interest
Banked	01/08/2023	566.17						
	CCLA	566.17			1080	220	566.17	Interest
Banked	01/08/2023	74.13						
	RBS	74.13			1080	220	74.13	Interest
Banked	03/08/2023	59.20						
	GoCardless	59.20			1550	200	59.20	Allot Rent
Banked	08/08/2023	2.80						
	Go Cardless	2.80			1550	200	2.80	Society mem
Banked	17/08/2023	90.00						
	EuxPCCommCnt	90.00			1570	200	90.00	Garden contract
Banked	22/08/2023	120.00						
	Churches Together	120.00			1090	120	120.00	Advert
Total Receipts:		145,386.74	0.00	0.00			145,386.74	

**Bank Reconciliation Statement as at 20/09/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
RBS Current Account	31/08/2023		593.82
RBS High Interest	31/08/2023		62,284.68
RBS Debit Card	31/08/2023		4,000.00
Public Sector Deposit Fund	31/08/2023	64	137,303.96
Unity Trust (Current)	31/08/2023	66	5,850.98
Unity Trust (Saver)	31/08/2023	50	134,530.22
TSB	01/05/2023	50	0.01
Co-op	05/04/2023	19	1.41
			<u>344,565.08</u>

<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
24/08/2023	135	Kompan Limited	1,972.34
01/09/2023	153	Easy Websites	98.40
01/09/2023	154	EE Mobile & Broadband	93.34
01/09/2023	155	Chorley Business & Technology	444.00
04/09/2023	156	Southern Electric	278.06
05/09/2023	157	B&D Print Svs Ltd	1,079.00
05/09/2023	158	Origin Amenity Solutions	732.32
05/09/2023	159	Sutcliffe Play	521.25
05/09/2023	160	Society of Local Council Clerk	177.00
05/09/2023	161	J P Woodland	3,850.00
07/09/2023	162	Signet Locks	65.23
12/09/2023	163	Amazon	19.68
12/09/2023	164	Amazon	17.97
12/09/2023	165	Amazon	9.68
12/09/2023	166	Lock & Key	201.38
12/09/2023	167	Lancashire County Council	294.00
12/09/2023	168	Play & Leisure Ltd	184.55
12/09/2023	169	Water Plus	15.57
			<u>10,053.77</u>
			334,511.31

<u>Receipts not Banked/Cleared (Plus)</u>			
22/08/2023			120.00
05/09/2023			1,530.00
12/09/2023			642.00
15/09/2023			200.00
			<u>2,492.00</u>
			337,003.31
		Balance per Cash Book is :-	337,003.31
		Difference Excluding Adjustments is :-	0.00

Adjustments to Reconciliation

17/09/2020	112	TESCO	0.00
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**Bank Reconciliation Statement as at 20/09/2023
for Cashbook 1 - Current Bank A/c**

<u>Amount</u>	<u>Balances</u>
	<u>0.00</u>
Unreconciled Difference is :-	<u>0.00</u>

Detailed Income & Expenditure by Budget Heading 20/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>100 Employees</u>						
4000 Employees	(48,768)	(110,000)	61,232		61,232	
<u>120 Housekeeping</u>						
1090 Income Publicity	679	0	(679)			
4010 Payroll Services	(186)	(1,000)	814		814	
4020 Office Premises	(2,220)	(5,000)	2,780		2,780	
4070 Mileage	(1,269)	(3,000)	1,731		1,731	
4075 Employee Training	(177)	(3,500)	3,323		3,323	
4080 General Office	(2,643)	(5,300)	2,657		2,657	
4090 Communications	(2,614)	(4,300)	1,686		1,686	
4100 Insurance	0	(6,500)	6,500		6,500	
4120 Audit	(373)	(1,500)	1,128		1,128	
4130 Legal Fees/Planning Investig	0	(3,000)	3,000		3,000	
<u>140 Council</u>						
4211 Councillor Training	(35)	(500)	465		465	
<u>160 Grants/S137</u>						
1100 Grants and Donations RCVD	1,709	0	(1,709)			
4250 Grants	(6,083)	(11,795)	5,712		5,712	5,000
4260 Christmas Celebrations	0	(1,500)	1,500		1,500	
<u>180 Special Events/Projects</u>						
4300 Euxton Gala	(3,829)	(4,500)	671		671	
4310 Road Safety/SPIDs	(4,680)	(3,500)	(1,180)		(1,180)	
4340 Community Engagement	0	(2,500)	2,500		2,500	
4350 ECO/Trees/Foot/Cycle	0	(5,000)	5,000		5,000	
4380 Heritage Projects	0	(2,000)	2,000		2,000	
4390 Defibrillator Project	(3,013)	(6,210)	3,197		3,197	
4410 Royal Celebrations	(71)	(10,000)	9,929		9,929	
4420 S	330	0	330		330	
<u>200 Amenity/Utility</u>						
1100 Grants and Donations RCVD	1,084	0	(1,084)			
1550 Income Allotments	3,306	0	(3,306)			
1570 Income RRM	3,780	0	(3,780)			
4500 Utilities	(1,471)	(3,000)	1,529		1,529	
4510 Gardens/Planting/Competitions	(1,271)	(10,000)	8,729		8,729	
4520 Allotments	(2,414)	(15,003)	12,589		12,589	
4530 Millennium Green	(6,318)	(8,000)	1,682		1,682	
4540 All Purpose Committee	0	(2,500)	2,500		2,500	
4560 Multi/All Weather Greenside (n	(1,644)	(24,560)	22,916		22,916	1,644
4570 Amenity/Open Space RRM	(165,834)	(40,000)	(125,834)		(125,834)	156,455

Detailed Income & Expenditure by Budget Heading 20/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4581 War Memorial	0	(500)	500		500	
4585 Street Sweeping Machine Fund	0	(4,500)	4,500		4,500	
4590 Yarrow Valley Path	0	(5,000)	5,000		5,000	
<u>220 Other</u>						
1076 Precept	178,200	0	(178,200)			
1080 Bank Interest Received	3,424	0	(3,424)			
1620 Income CIL	144,404	0	(144,404)			
4600 Chapel Brook	0	(20,000)	20,000		20,000	
Grand Totals:- Income	336,585	0	(336,585)			
Expenditure	254,582	323,668	69,086	0	69,086	
Net Income over Expenditure	82,003	(323,668)	(405,671)			
plus Transfer From EMR	163,099					
Movement to/(from) Gen Reserve	245,101					

Equality and Diversity Policy

1. Introduction

- 1.1 Euxton Parish Council is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.
- 1.2 Council values people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.
- 1.3 The Clerk has particular responsibility for implementing and monitoring the Equality and Diversity in Employment Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.
- 1.4 All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Council.
- 1.5 Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in the Council as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with the line manager/Personnel Committee, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Council.

2. Our Commitment as an Employer

- 2.1 To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- 2.2 Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- 2.3 Training, development and progression opportunities are available to all staff.
- 2.4 Equality in the workplace is good management practice and makes sound business sense.
- 2.5 We will review all our employment practices and procedures to ensure fairness.

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3. Our Commitment as a Service Provider

- 3.1 We aim to provide services to which all clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- 3.2 We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
- 3.3 This policy is fully supported by the Council.
- 3.4 This policy will be monitored and reviewed annually.
- 3.5 We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- 3.6 Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

4. Equal Opportunity Policy Statements

AGE

We will:

- ensure that people of all ages are treated with respect and dignity;
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people.

DISABILITY

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities;
- challenge discriminatory assumptions about disabled people; and
- seek to continue to improve access to information by ensuring availability of: loop systems; Braille facilities; alternative formatting; and sign language interpretation.

RACE

We will:

- challenge racism wherever it occurs;
- respond swiftly and sensitively to racist incidents; and
- actively promote race equality in the Council.

GENDER

We will:

- challenge discriminatory assumptions about women and men;
- take positive action to redress the negative effects of discrimination against women and men;

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- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

SEXUAL ORIENTATION

We will:

- ensure that we take account of the needs of lesbians and gay men; and
- promote positive images of lesbians, gay men and bisexuals.

RELIGION OR BELIEF

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible; and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

PREGNANCY OR MATERNITY

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity;
- challenge discriminatory assumptions about the pregnancy or maternity of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

MARRIAGE OR CIVIL PARTNERSHIP

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' marriage or civil partnership.

EX-OFFENDERS

We will:

- prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults).

EQUAL PAY

We will:

- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

Contracts List

Updated 14/09/2023

Area of Work	Last reviewed/length of contract	Next Review
Flower Bed Planting	The contract failed during Covid. Clerk actioned bringing this in house (buying and planting) and this has continued.	If members feel this needs to be reviewed it needs referring to the All Purposes Committee
Newsletter printing	Not contracted – continuous process. Quarterly print run.	If members feel this needs to be reviewed it needs referring to the All Purposes Committee
Grass cutting	Requested new price from Chorley Council due to reduced area due to Bowling and land loss – received. Chorley Council cut all the play areas, Millennium Green, Greenside playing fields, Balshaw Villa Gardens. They increase prices by a published percentage each year which they notify by email.	Leisure Committee. If new contractor comes on market we ask for a quote for all the grass cutting for comparison. Non very recently (last year) but all previous ones are much more expensive than Chorley Councils costs.
Website	Easywebsites for Website & Emails. Indefinite. Mailboxes for Cllrs £3 each, Clerk & Dty Clerk ones are £8, one £3 free with website. APC reviewed 14/07/16 with FB and Twitter.	If members feel this needs to be reviewed it needs referring to the All Purposes Committee
Lancashire Association of Local Councils (LALC)	14/05/15 Council decided to take membership £891 (part year). Apr'16 £904 – to be reviewed. Reviewed and quit notice submitted Sept 2017.	If Council wish to review (consider) membership this can be placed on the agenda.
National Society Allotment & Leisure Gardens “Allotment Society”	Joined mid 2019. £66 per year for professional advice and template documents from NSALG.	If members feel this needs to be reviewed it needs referring to the Allotment Committee

Contracts List reviewed by Council. 21 September 2023
 Referenced to: Financial
 Regulation 11. Contracts.

REPRESENTATIVE PROTOCOL

Guidelines for Councillors representing the council on another body and/or within the village

Scope

It is of paramount importance that Councillors represent both the Council and themselves in the correct manner to ensure that both are not mis-quoted or misrepresented and views belonging to one or the other are not confused in conversations or meetings.

Situations

Councillors may be requested, or volunteer to be, a Council representative on another body. This could include attending a group as the Council's representative or, attending a meeting of another authority as the Council's representative to pass on information or ask a question.

Also, as most Councillors live and/or work in the village, they may often be stopped by residents who have information, ideas, or problems which they wish to be resolved or assistance with.

A Councillor as a Representative

Euxton presently has a number of groups with Councillor representatives attend on its behalf, including:

Chorley Liaison meeting
 Planning Committee
 Neighbourhood Working meetings
 and others

Whilst attending these groups, Councillors attending as the Euxton Parish Council representative, should **only** put forward the views agreed by the Council, and **not** their own personal views. In principle, all Councillors should abide by the democratic decisions of the Council once made.

If you are attending a meeting as the Euxton Parish Council representative but feel you have a view, questions or objection which you would like to express as an individual or is a view held by another group or committee then this must be clearly communicated to the meeting you are attending (see examples 1 & 2 below).

No member of the Council should misrepresent or do something 'in the name of the Council', which they have not been authorised to do so by the Council.

A Councillor as a Resident

Councillors may sometimes be stopped by residents, when they are out and about, who have information or ideas for them to listen to or problems which they wish to be resolved or passed on. It is important that these queries are noted for either; passing on, handing over or raising with the Council (see examples 3 & 4 below).

No member of the Council should promise or agree to do anything, which they have not been authorised to do by the Council or do something 'in the name of the Council', which they have not been authorised to do by the Council.

Examples

1. The Parish Council decided it supported a particular planning application. You have decided to attend the Planning Committee at Chorley Council because you, personally, don't like the planning application in question and have a strong objection towards its design and position.

If you speak at Committee and introduce yourself as 'Parish Councillor for Euxton' then you may only offer its' view which was decided at a Council meeting.

If you wished to express your personal view at this meeting about the application, then you should **not** introduce yourself as an Euxton Parish Councillor and make it very clear to the meeting that you are expressing your 'Personal View'.

If you do not make yourself clear about whose views you are expressing at the meeting then the Parish Council could be mis-quoted as not liking or objecting to the application, when this was not the case.

2. You have been asked to attend a community meeting as the Council's representative, to gather information of what is happening and to see if any items will affect Euxton. You are only attending the meeting as a representative of Euxton Parish Council and otherwise you would not be invited to this meeting.

The meeting goes off track and begins discussing an item which is not at all relevant 'to Euxton' but that you are interested in and have knowledge about. If you engage in conversation regarding issues, opinions or objections you should make the meeting clearly aware that this is your own personal view and not the views of the Parish Council - remembering that you are only there because of the Parish Council.

3. A resident has noticed a pot hole in their road and does not know who or how to report it, so, knowing you are a Parish Councillor, has asked for your help.

If you know who the problem belongs to ie; Borough Council, County Council or another, tell the resident. If not, tell them you will report to the Clerk to investigate.

In the case of a pot hole, and you know it is a County issue, you could take a look, even take a photo and note of the exact position and severity of the hole and then report straight on to the correct authority (ie LCC) using their reporting systems; or pass information on to any of the local Borough or County Councillors to take forward; or pass information to the Clerk to report on; or pass on to the resident the information so they could report the fault themselves.

4. A resident approaches you because they know you are a Parish Councillor. They ask you to consider their idea which they feel would make things better for their age group. You go to take a look at an area of land where they are suggesting changes and discuss the project with a land owner. You agree with the resident that the Council thinks this is a good idea and promise that the Council will carry out this project. These actions described are wrong in a number of ways.

- You should never be seen to be acting on behalf of the Council, by getting involved in discussions which the Council is not aware of ie, with a land owner.
- You as an individual should not be giving the Council's 'endorsement' or 'agreement' to anything without its express permission or knowledge.
- You should not be agreeing to carry out any works, however small, on behalf of the Council.

A recommended course of action for you, to an approach of this kind, would be to listen to the idea and logic of the suggestion, note down particulars or positions and then raise this at a Parish Council meeting for it to consider as a future project.