



**Full Council Meeting Summons** Monday 9 June 2025, 7.30 pm start  
Whittle-le-Woods Village Hall

Dear Councillor

You are hereby summoned to attend a meeting of Whittle-le-Woods Parish Council to consider the items detailed on the attached agenda.

If you are unable to attend, please could you submit an apology to the Clerk.

Yours sincerely

*D Platt*

D Platt  
Locum Clerk to the Council  
Issued: 2 June 2025

**Meeting arrangements** Full Council Meeting  
Monday 9 June 2025, 7.30 pm start  
Whittle-le-Woods Village Hall

**Agenda**

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 any dispensation requests submitted.
3. Minutes of previous Council meetings to be approved, or received at a later date
4. Statutory Business
  - 4.1 Councillor vacancy update
  - 4.2 Planning - Consider planning report, approve responses and ratify responses made between meetings or to meet deadlines.

5. Financial items
  - 5.1 Consider and approve expenditures in the circulated report, and any after the agenda, submitted to the meeting
  - 5.2 Receive finance reports circulated
  - 5.3 Receive and approve the Financial Accounts to 31 March 2025
  - 5.4 Receive and approve the Annual Governance Statement (Section 1)
  - 5.5 Receive and approve the Accounting Statements (Section 2)
  - 5.6 Receive an update on the position of the Internal and External Audit processes
  - 5.7 Banking arrangements, review present and recent efforts to secure, apply for a Unity Trust Bank account and specify who will be named on the bank mandate
  - 5.8 Consider a grant request from BVFest
6. Project updates from Councillors

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.
7. Matters for information

Notify the Chair prior to the meeting starts of any item to be raised 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.
8. Exclusion of Press and Public

It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business - pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960<sup>1</sup> and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972<sup>2</sup>.
9. Updates on employment, recruitment, interim measures and urgent actions

*D Platt*

D Platt  
Locum Clerk to the Council  
Issued: 2 June 2025

---

<sup>1</sup> <https://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/section/1>

<sup>2</sup> <https://www.legislation.gov.uk/ukpga/1972/70/schedule/12A>

## Item 4.2 Planning

### APPLICATIONS

App Number	Address and description	
25/00342/DIS	JF Electrical Little Quarry Hill Top Lane. Application to discharge conditions 4 (Boundary Treatment Plan) and 5 (External Facing Materials) attached to planning permission 21/00751/OUTMAJ (Section 73 application to vary condition nos. 7, 8, 9, and 10 (code for sustainable homes) attached to planning permission 12/01134/OUTMAJ (Outline application for means of access for up to 85 new dwellings. All other matters reserved.))	
25/00335/DIS	JF Electrical Little Quarry Hill Top Lane. Application to discharge conditions 11 (highway scheme), 12 (site access and off site highway works), 19 (surface water regulation scheme) and 20 (foul and surface water drainage) attached to planning permission 21/00751/OUTMAJ (Section 73 application to vary condition nos. 7, 8, 9, and 10 (code for sustainable homes) attached to planning permission 12/01134/OUTMAJ (Outline application for means of access for up to 85 new dwellings. All other matters reserved.))	
25/00327/CLPUD	1 Moss Terrace Moss Lane. Application for a certificate of lawfulness for the proposed siting of a mobile home to provide ancillary accommodation	
25/00325/FUL	199 Preston Road. Erection of external weatherproof enclosure in order to accommodate electrical plant and the installation of 1no. dormer to side (north) roof slope for ducting	
25/00202/FUL	Vacant Land Off Hill Top Lane. Erection of a self-build dwelling	
25/00419/TPO	20 Green Way. Application for works to a protected tree, Chorley BC TPO 1 (Whittle-le-woods) 2014. T1 - 2m crown reduction.	
25/00410/FULHH	215 Preston Road. Single storey side extension, front porch extension and conversion of existing garage in order to facilitate provision of habitable accommodation	
25/00407/FUL	Jubilee Service Station 65 Preston Road. Single-storey extension to petrol filling station and recladding of existing walls	
25/00390/TPO	4 Riley Place. Application for works to protected trees, Chorley BC TPO 13 (Whittle-le-woods) 1992. T1 Oak Statutory crown-lift over footpath to 3 meters. T23 Ash Remove deadwood. T35 Oak Remove deadwood. T14 Sycamore Crown-lift to 3meters. T16 Sycamore Crown-lift to 3meters. T25 Oak - Crown lift to 3m. T34 Oak - Crown lift to 3m	
25/00611/VEKA	54 Lady Crosse Drive. Install 1 Window	
CP/25/02703/GASAFE	14 Rock Villa Road. Install a gas-fired boiler	

#### Item 4.2 Planning

CP/25/02804/NICEIC	49 Hillside Crescent. Circuit alteration or addition in a special location	
25/00533/BR	63 Derek Road. Single story flat roof, rear extension	
25/00441/FULHH	191 Chorley Old Road. Erection of timber decking/platform within rear garden and erection of new boundary fencing (retrospective)	

#### DECISIONS

App Number	Address and description	Decision
25/00327/CLPUD	1 Moss Terrace Moss Lane Whittle-le-woods Chorley PR6 8AB Application for a certificate of lawfulness for the proposed siting of a mobile home to provide ancillary accommodation	Refused
25/00310/TPO	15 Orchard Drive Application to work on a protected tree, Chorley BC TPO 12 (Whittle-le-Woods) 1992. T1 - Fell tree.	Granted
25/00287/TPO	17 Burghfield Drive Buckshaw. Permission in principle application for the erection of one dwelling and associated development	Granted
25/00280/PIP	Cumbria Dawson Lane. Permission in principle application for the erection of one dwelling and associated development	Granted
25/00298/CLPUD	The WAP Dark Lane. Application for a certificate of lawfulness for a proposed single storey rear extension	Granted
25/00213/OUT	Land Adjacent To 46 Cross Keys Drive. Outline application for the erection of a detached dwelling with details of access and layout (scale, appearance and landscaping matters reserved)	Granted
25/00342/DIS	JF Electrical Little Quarry Hill Top Lane. Application to discharge conditions 4 (Boundary Treatment Plan) and 5 (External Facing Materials) attached to planning permission 21/00751/OUTMAJ (Section 73 application to vary condition nos. 7, 8, 9, and 10 (code for sustainable homes) attached to planning permission 12/01134/OUTMAJ (Outline application for means of access for up to 85 new dwellings. All other matters reserved.))	Granted
25/00226/FULHH	193 Chorley Old Road. Erection of outbuilding (Retrospective)	Granted
25/00197/CLPUD	8 Lancers Close Buckshaw. Application for a certificate of lawfulness for a proposed loft conversion including installation of front and rear facing rooflights	Granted
25/00089/FULHH	Samron Copthurst Lane. Roof alterations involving the raising of the ridge and eaves height incorporating front and rear roof dormers, roof lights and the installation of Juliet balconies to the side (south) and front (west) elevations in order to facilitate the provision of first floor living accommodation along with	Granted

## Item 4.2 Planning

	associated window, door and elevational alterations, the installation of a front elevation roof canopy, demolition of the existing single storey outrigger to the side (south) elevation, chimney to the front (west) elevation and driveway extension	
25/00169/FULHH	Hardacre House Hardacre Lane. Erection of outbuilding in rear garden	Granted
25/00164/FULHH	63 Derek Road. Single storey rear extension	Granted
25/00125/CLPUD	158 Chorley Old Road. Application for a certificate of lawfulness for a single storey side/rear extension (following demolition of existing rear projection)	Refused
25/00100/DIS	Land At Hill Top Lane Hill Top Lane. Application to discharge conditions 6 (Dwelling Emission Rate details), 16 (Construction Management Plan), 21 (geoenvironmental report), 22 (geotechnical investigation) and 23 (infilling and development platform method statement) attached to planning permission 21/00751/OUTMAJ (Section 73 application to vary condition nos. 7, 8, 9, and 10 (code for sustainable homes) attached to planning permission 12/01134/OUTMAJ (Outline application for means of access for up to 85 new dwellings. All other matters reserved.))	Granted

**APRIL MINUTES**

Item 5.1

Date	Scribe Ref	Description	Supplier	Total	Meeting approved	Bank	
	1	Easy Web Sites	Web Site Hosting	£62.04	14/04/2025		Missing statement
	10	Employee 1	Salary	£766.55	14/04/2025	29/04/2025	
	11	Employee 2	Salary	£592.74	14/04/2025	29/04/2025	
	12	Locum Clerk	Salary (minus pension tbc)	£902.32	14/04/2025	29/04/2025	
	5	Scribe	Accounting package	£345.60	14/04/2025	22/04/2025	
	9	Apex	Supply of signage for projects	£24.00	14/04/2025	22/04/2025	
	6	Pitchprep	Maintenance	£390.00	14/04/2025	22/04/2025	
	7	Cllr Chris Briscoe	Bench Replacement	£3,204.00	14/04/2025	22/04/2025	

**MAY MINUTES**

Date	Scribe Ref	Description	Supplier	Total	Meeting approved	Bank	
		Easy Web Sites	Web Site Hosting	£62.04	12/05/2025		Missing statement
		Employee 1	Salary	£1,048.33	12/05/2025		Missing statement
		Employee 2	Salary	£592.74	12/05/2025		Missing statement
		LCC Pensions	Pension contributions	£405.05	12/05/2025	19/05/2025	

**Through the bank since April Meeting - found on statements**

22/05/2025	ALCC	Clerk Union payment	£50.00		22/05/2025	
------------	------	---------------------	--------	--	------------	--

**June Meeting - payments to be presented**

Date	Scribe Ref	Description	Supplier	Total	Meeting approved	Bank
02/06/2025		Chris Briscoe	Signs and Installation E Bell & J Walker, Carwood warning	£300.00	09/06/2025	
09/06/2025		Salary - June 2025	Employee 2	£592.74	09/06/2025	

# Whittle-le-woods Parish Council

## STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	183,376.09	
Cash in Hand	19.10	
Salaries		37,530.57
Audit		495.00
Admin expenses		3,434.65
Insurance		3,087.10
Insurance Excess		
Newsletter		3,293.00
Subscriptions		1,127.87
Training		
Volunteer Services		
Website		
Defibs		
Flood Services		530.50
Flower beds and planters		
General		4,015.00
Hanging baskets		3,367.90
Lamp post baskets		
Maintenance miscellaneous		1,015.00
Repairs/footpaths		
Telephone Box maintenance / Bench Pa		
Debt repayment		5,039.96
Grants		1,270.00
War memorial / Remembrance		
WLW Playing Field Trust		
Noticeboards		
Canal Path Project		
Christmas tree and event		
Festivals / Events		
Tidy Up days		
Wildflower planting and bulbs		
Youth		850.00
Queens Platinum Jubilee		
CIL Funding	9,105.38	34,642.58
Elections		
Interest	2,654.38	
Precept	61,860.00	
Grants Received	800.00	
Planning Objections		
War Memorial Precept		2,500.00
Coronation		

Whittle-le-woods Parish Council  
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Village Hall Insurance		
Electricity		
Christmas Trees	1,630.00	
Carol Sheets		
Band	150.00	
VAT Refund		
Pillar Clock		
PROW/Bio Grant LCC		
SpiD	350.00	
Flag	70.00	
Locum Salary	1,334.72	
Defib	2,590.00	
Book Swap Repairs		
Benches		
Youth Event	850.00	
Benches		
PROW Signs	277.00	
Gift	16.00	
Refreshments	238.41	
Friends of Cuerden Valley	15.00	
Maypole	125.00	
VAT	7,928.95	
	74,419.76	117,774.21
Closing Balances:		
Balances in Bank Account		140,021.64
Cash in Hand		19.10
TOTAL	257,814.95	257,814.95

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Signed \_\_\_\_\_  
Responsible Financial Officer

Date \_\_\_\_\_



# Whittle-le-woods Parish Council

## Net Position by Cost Centre and Code

### Cost Centre Name

Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Salaries					37,530.57	-37,530.57
2	Audit					495.00	-495.00
3	Admin expenses					3,434.65	-3,434.65
4	Insurance					3,087.10	-3,087.10
5	Insurance Excess						
6	Newsletter					3,293.00	-3,293.00
7	Subscriptions					1,127.87	-1,127.87
8	Training						
9	Volunteer Services						
10	Website						
20	Debt repayment					5,039.96	-5,039.96
33	Elections						
34	Interest			2,654.38			2,654.38
35	Precept			61,860.00			61,860.00
36	Grants Received			800.00			800.00
47	VAT Refund						
52	Locum Salary					1,334.72	-1,334.72
				£65,314.38		£55,342.87	9,971.51

Christmas		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
43	Electricity				15.00		15.00
44	Christmas Trees					1,630.00	-1,630.00
45	Carol Sheets						
46	Band					150.00	-150.00
60	Refreshments					238.41	-238.41
					15.00	£2,018.41	-2,003.41

Community Infrastructure Levy (CIL)		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
32	CIL Funding			9,105.38		34,642.58	-25,537.20
				£9,105.38		£34,642.58	-25,537.20

Flooding		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
12	Flood Services					530.50	-530.50
						£530.50	-530.50

Maintenance		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
11	Defibs						
13	Flower beds and planters						
14	General					4,015.00	-4,015.00
17	Maintenance miscellaneous					1,015.00	-1,015.00
18	Repairs/footpaths						
19	Telephone Box maintenanc						
22	War memorial / Remembr						
62	Maypole					125.00	-125.00
						£5,155.00	-5,155.00

Other Costs		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
21	Grants					1,270.00	-1,270.00
23	WLW Playing Field Trust						
40	War Memorial Precept					2,500.00	-2,500.00
42	Village Hall Insurance						

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

# Whittle-le-woods Parish Council

## Net Position by Cost Centre and Code

**Cost Centre Name**

49 PROW/Bio Grant LCC		
51 Flag	70.00	-70.00
55 Benches		
56 Youth Event	850.00	-850.00
59 Gift	16.00	-16.00
61 Friends of Cuerden Valley	15.00	-15.00
	<b>£4,721.00</b>	<b>-4,721.00</b>

Projects		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
15	Hanging baskets					3,367.90	-3,367.90
16	Lamp post baskets						
24	Noticeboards						
25	Canal Path Project						
26	Christmas tree and event						
27	Festivals / Events						
28	Tidy Up days						
29	Wildflower planting and bu						
30	Youth					850.00	-850.00
31	Queens Platinum Jubilee						
39	Planning Objections						
41	Coronation						
48	Pillar Clock						
50	SpiD					350.00	-350.00
53	Defib					2,590.00	-2,590.00
54	Book Swap Repairs						
57	Benches						
58	PROW Signs					277.00	-277.00
						<b>£7,434.90</b>	<b>-7,434.90</b>
<b>NET TOTAL</b>			<b>£74,419.76</b>	<b>15.00</b>	<b>£109,845.26</b>		<b>-35,410.50</b>

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Whittle-le-Woods Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.whittlelewoods-pc.gov.uk ICILY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2024/25 for

## Whittle-le-Woods Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	248,122	183,395	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	59,660	61,860	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	34,450	12,560	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	26,241	38,865	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	5,040	5,040	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	127,556	73,869	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	183,395	140,041	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	18,339	140,041	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	546,352	546,352	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	7,145	2,450	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Item 5.7

### 5.7 Banking arrangements, review present and recent efforts to secure, apply for a Unity Trust Bank account and specify who will be named on the bank mandate.

#### Background

To open a current and savings account with Unity Trust Bank. This is to simplify the banking process whilst strengthening the security by ensuring no payments can be made by one or two persons alone. The process will require one person (normally the Clerk) to put the payments on to the account then two Councillors to authorise (only Cllrs can authorise).

#### Details for the account

The account will be opened in the name of the Council with:

- Cllr Evans, Cllr B Higham, Cllr P Higham, Cllr W McDonald & Cllr Yates – view and authorise payments.
- Cllr Evans will be able to put payments on to the account also, but if this occurs he will then not be able to authorise that/those payments – this is for emergencies, if/when a Clerk is not available.
- Clerk (temporarily) D Platt – able to put payments on and view the accounts (not authorise payments).
- Bank is set for 2 to authorise. So this requires one person to put payments on and 2 authorisers.

#### Resolution

Council needs to resolve to agree to the banks Declarations listed below:

Declarations - The links in the box below are copied here so you can link to them to read.

- Terms and conditions for the bank's accounts. This can be found and read here: [U636 0823-Unity-Trust-Bank Ts and Cs.pdf](#)
- FSCS information sheet. This can be found and read here: [U694 0923 FSCS Information Sheet and Exclusions List 2023](#)

## 6. Your resolution and declaration

**Financial Services Compensation Screen (FSCS)**

☒ I have read and understood the [FSCS information sheet](#)

**Your resolution**

☒ We wish to open an account with Unity Trust Bank plc ("Unity") and have read the account opening [Terms and Conditions](#).

☒ We accept Unity's [Terms and Conditions](#) and appoint them as our Bankers.

☒ We acknowledge that Unity's [Terms and Conditions](#) may vary from time to time and we agree to be bound by them.

☒ We will provide Unity with instructions and changes in line with the mandate.

☒ Unity should rely on this Mandate until we send future amends.

☒ We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's Rules, our Trust Deeds or our registration documents. We will inform Unity of any changes to these in writing.

☒ We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.

☒ Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.

☒ I agree to the resolution

**Your telephone and internet banking declaration**

☒ I/We agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.

☒ I/We agree to use the Internet Banking Service in accordance with the [Terms and Conditions](#).

☒ The individuals named on this application form will be our authorised Telephone Banking and Internet Banking service users.

☒ The trustees of unincorporated entities acknowledge that they will be jointly and severally liable for any of the Trust's liabilities incurred by individuals authorised to give instructions.

☒ Responsibility for all transactions performed on our internet banking service lies with the final authorising user.

☒ I agree to the declaration

**Your declaration**

☒ I/We acknowledge your right not to grant or to suspend operation of this account until we have given Unity Trust Bank any requested documentation or information.

☒ I/We authorise the bank to make any enquiries that it considers necessary to confirm the details in this form. The information we have provided is true to the best of our knowledge.

☒ We confirm that we have read the [Terms and Conditions](#) for the bank's accounts and agree to and acknowledge that we will be bound by them.

☒ I agree to the declaration

5.8 Consider a grant request from BVFest

**From:** BVFEST <[treasurer@bv-fest.org](mailto:treasurer@bv-fest.org)>

**Sent:** 15 May 2025 19:25

**To:** [clerk@whittlelewoods-pc.gov.uk](mailto:clerk@whittlelewoods-pc.gov.uk)

**Subject:** BVFEST

**Subject: Grant Request for BVFEST Community Event**

Dear Whittle-le-Woods Parish Council

I hope this message finds you well.

I am writing to formally request a grant from Whittle-le-Woods Parish Council in support of BVFEST, a local community festival we are organising to take place on Sunday 29th June from 12 till 6pm at several venues across the village. The event is being organised by volunteers for the benefit of the community and showcasing local businesses, community groups and local talent.

The event aims to celebrate our community with live music, local food vendors, family activities, and more—all designed to bring people together in a fun, positive, and inclusive environment.

We are seeking financial support to help cover essential costs such as equipment hire, security, insurance, and facilities. Any contribution from the Parish Council would go directly toward ensuring the event is safe, well-managed, and accessible to all members of our community. A copy of our projected costs are below.

We are committed to keeping this a not-for-profit, community-led event, and we're also engaging volunteers and local businesses to help make it a success. We would be delighted to acknowledge the Parish Council's support in our promotional materials and at the event itself.

Please let us know if a formal application form or additional information is required. Thank you very much for considering our request—we would be incredibly grateful for your support.

Many Regards

Tracy King

BVFEST, Treasurer and Organiser



## Item 5.8

Item	Cost
PL Insurance	£56.00
Advertising (Green Man Marketing) - Local booklet	£327.60
Raffle tickets	£91.20
Singer & Duo - Luke B Sings & Age Gap	£320.00
First aid tent (Chorleys Angels)	£200.00
Paul K Sound & Vision - add generator	£800.00
Singer - Georgia Johnston	£70.00
Premises Licence	£100.00
Chorley Guardian legal notice	£339.12
Portaloos	£240.00
SIA Security - TBC	£480.00
Top 3 raffle prizes	£1,000.00
Security barriers - TBC	
<i>Total</i>	£4,023.92