

SHEVINGTON



PARISH COUNCIL

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**TO ALL ELECTORS OF SHEVINGTON PARISH**

# **ANNUAL MEETING OF THE PARISH COUNCIL**

**WEDNESDAY 17 MAY 2023  
THE COMMUNITY CENTRE AT VICARAGE LANE FIELDS ~ 7PM**

*Attendees are invited to observe Covid-19 guidelines.*

## **AGENDA**

- 1. Election of Chairman** (enclosed)  
To elect the Chairman for the coming year. Information on the roles and responsibilities of the Chair, Vice Chair, the Council and the Clerk are enclosed for members' information. This is a document prepared and provided by NALC.
- 2. To Receive the Chairman's Declaration of Acceptance of Office**
- 3. To Elect the Vice-Chairman** – to elect the Vice-Chairman for the coming year
- 4. Apologies for Absence** – to receive apologies from Councillors.
- 5. Register of Interests** – *to receive completed Registers of Interests* (circulated in a separate email prior to the meeting)  
Members are invited to complete and return fresh registers of interests, even if there have not been any changes since they last completed one.
- 6. Declaration of Interests** - to receive any declarations of interest (prejudicial or otherwise) with regard to items on the Agenda. Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 28 June 2012 and amended on 25 October 2012. Members are reminded that if they have any personal interests of a prejudicial nature or a disclosable pecuniary interest they must not participate in any discussion or vote on the matter and must leave the room. Any member needing clarification must contact the Clerk.

**7. Training for New Councillors – for approval**

The Lancashire Association of Local Councils provide training for parish councillors in Lancashire, Merseyside and Greater Manchester. One of the courses they run is aimed at new councillors and existing councillors in search of a refresher. The course is called 'A Whistlestop Tour for New Councillors & Clerks' and is run virtually for large numbers of councillors. The next online session is on Monday, 12 June at 7pm. The session lasts 2 hours and the fee is £35 per person, which would be covered by the Council. At the time of preparing this agenda there were 15 spaces available.

The course describes the role of the Parish Council, its powers, responsibilities and purpose. The course will set out in some detail how Councillors should behave, how meetings are conducted, how the Council raises money, the rules surrounding how decisions are taken to spend it, and the need for transparency in conducting its business.

Please let the Clerk know if you wish to be booked into the session.

*Members are invited to approve the expenditure on bookings.*

**8. New Code of Conduct for Members 2023 – for adoption (enclosed)**

The new Code of Conduct for Members adopted by Wigan Council in March has been shared with the Parish Council. It is based on the Local Government Association's Model Code of Conduct and has been personalised for the Parish Council. It is recommended for adoption.

**9. Representatives to Outside Bodies - to appoint Councillors and members of the community to serve as representatives of the Council for the coming year on the outside bodies listed below:**

- **Shevington & District Community Association**

Cllrs John Whiteley and Chris Horridge were the appointed representatives in 2022.

- **Shevington Youth Club**

Cllr John Whiteley was the appointed representative in 2022.

- **Shevington Recreation Ground Trustees**

To re-appoint two councillors as Trustees of the Recreation Ground: Cllrs Jess Higham and Mike Crosby.

To confirm the re-appointment of the Trustees from the community: Mr Jim Maloney,

Mr Shane Currie and Ms Gilly Hodgkinson

- **Shevington Patient Participation Group**

To re-appoint Cllr Mike Grimes.

- **Audit, Governance & Standards Committee**

The Council are entitled to appoint an elected member to represent them on Wigan Council's Standards Committee. In 2021 the Council decided to no longer appoint a representative to this Committee. This was re-affirmed in 2022. As the option to appoint a representative remains open, this decision needs to be reviewed annually.

*Members are invited to review the decision.*

**10. Committees (enclosed)**

To review and approve the constitutions, terms of reference and membership of the Parish Council's two standing committees: Policy & General Purposes and Finance.

At present all councillors are members of all standing committees and the Chairman and Vice Chairman of the Council take on these roles with respect to

the committees. Other parish councils take a different approach with different members serving on different committees and each committee having its own Chairman and vice Chairman, who are not necessarily the Chairman and Vice Chairman of the Council. This provides greater opportunities for other members to have experience of chairing a meeting and also for teamwork.

*Members are invited to consider whether to keep or change the status quo.*

**11. Appointment of Co-opted Committee Members** (enclosed)

To re-appoint the following Co-opted Committee Members of the Policy & General Purposes Committee: Mr Brian Lomas, Mrs Eileen Longmore, Mr David Crook and Mr Charlie Neve.

The election of Mrs Janet Brown as a parish councillor has created a vacancy. The Council has two options: to co-opt a new committee member or to reduce the number of co-opted committee members. The Equal Opportunities Policy and the Committee Member Co-option Procedure are enclosed.

*Members are invited to agree the best way forward.*

**12. Bank Signatories – for approval**

Cllrs Ira Whiteley and John Ball are currently approved signatories to the Council's bank accounts. As they are no longer parish councillors, they may no longer, by law, continue in this role. Cllr Mike Grimes is in the process of being installed as a signatory and may replace one of the two outgoing councillors, but another councillor will need to be appointed as a signatory to replace the other outgoing councillor.

*Members are invited to approve a new bank signatory.*

**13. Councillors' Attendances at Meetings 2022/23** (enclosed)

To receive the record of members' attendances at meetings during the 2022-23 municipal year and approve it for publication.

**14. Deeds & Instruments**

Deeds and instruments held by the Council may be inspected by submitting a request in writing to the Clerk.

**15. Matters Introduced by Members of the Public** - an opportunity for members of the public to ask questions or make observations.

**16. District Councillors' Reports – for information only**

To receive reports from District Councillors.

**17. Minutes of the Last Ordinary Meeting of the Council (26 April 2023)**

- to consider, agree and approve the signature of the previously circulated Minutes by the Chairman as a correct record of the meeting. (enclosed)

**18. Chairman's Report - for information only.**

**19. Reports from Councillors - for information only**

To receive short reports from councillors about matters that are the legitimate business of the Council (Councillors are asked to advise the Clerk in advance of any reports – including the subject matter - they wish to make)

**20. Reports from Representatives – for information only**

- **Shevington & District Community Association**
- **Crooke Village Residents' Association**
- **Shevington Youth Club**
- **Shevington Recreation Ground Trustees**
- **'in Bloom' Groups**
- **Patient Participation Group**
- **Vicarage Lane Fields Developments**
- **Vicarage Lane Allotments**
- **Forest Fold Allotments Tenants Association**

- **Vicarage Lane Allotments Association**
- **Shevington Fete**
- **Friends of Shevington Memorial Park**

**21. Parish Council Websites – for information & agreement**

The Parish Council websites working group met several weeks ago to discuss progress and the way forward with the two websites. Both Cllr John Whiteley and the Clerk have been added to the personnel who have access to the new site and have been provided with a training video. Cllr Whiteley, who manages the old website, has agreed to learn how to work the new site and to gradually transfer information from the old site to the new one. He has been working hard to do this and thinks he is now conversant with both sites. He considers that it might take a year to get to a stage where one could be switched off at no loss to the Parish Council.

*Members are invited to note this information and agree the best way forward.*

**22. Fete Stall Rota – for agreement**

The Parish Council have booked an information stall at Shevington Community Fete on Saturday, 17 June. The opening hours of the Fete are 11am to 4pm. Parish councillors and co-opted committee members are invited to join the stall rota for part of that time. It is appreciated that many members will be involved in other activities on the day, but this is a very good opportunity for community engagement and members are invited to consider contributing some of their time to this stall.

**23. Trophy for Shevington Annual Show – for approval and agreement**

Cllr Bill McKnight was delegated by the Parish Council at its meeting in April to select a suitable trophy for presentation at the Annual Show.

*Members are invited to consider his selections and approve a trophy for presentation. Members are also invited to agree the inscription on the trophy.*

**24. Blinds for VLF Community Centre Meeting Room – for approval (enclosed)**

Now that evenings are lighter it will become difficult on sunny afternoons and evenings for anything on the large screen to be seen by those in the meeting room who are watching it. To enable a good experience for anyone using this facility blackout blinds are needed on the windows. A quotation for such blinds has been obtained from a local supplier. It is enclosed. As the introduction of such blinds will benefit all users of the meeting room (including the Parish Council), members are invited to consider covering the cost of the blinds. There are sufficient funds in the VLF reserve to cover the cost.

*Members are invited to approve the expenditure.*

**25. Review of Standing Orders – for review and approval (enclosed)**

The Standing Orders are enclosed. If the Parish Council have been minded under Item No.8 to change the constitution of their standing committees, relevant changes will need to be made to related standing orders. No other changes have been recommended at this time.

**26. Clerk's Report - for information only (to follow w/b 15 May 2023)**

**27. Financial Aid Applications - to receive for consideration / approval**

**28. Internal Audit Report 2022-23 – to receive, accept & approve (enclosed)**

The 2022-23 accounts and supporting documentation have been reviewed by the internal auditor and the auditor's reports are enclosed. There is one recommendation: to identify earmarked reserves in the year end accounts. This is already done for the external audit, but will also be done for the 2023-24 Internal Audit.

**29. Review of Effectiveness of Internal Audit 2022-23**

– *for discussion & agreement* (enclosed)

Members are invited to review the effectiveness of the Internal Audit.

**30. Appointment of Internal Auditor 2023-24** – *for approval* (enclosed)

Members are invited to appoint Heelis & Lodge as the Parish Council's internal auditor for 2023-24 at a fee of £260. The Scope of the Internal Audit for 2023-24 is enclosed.

**31. Period for the Exercise of Public Rights 2022-23** – *for agreement* (enclosed)

Members are invited to agree the period for the exercise of public rights 2022-23.

**32. Review of Financial Regulations** – *for consideration and approval* (enclosed)

The Financial Regulations are reviewed annually. No changes have been recommended at the present time.

**33. Payments, Income & Bank Balances** – *for approval*

(to follow w/b 15 May 2023)

**34. Planning Applications** – *to consider for comment*

At the time of the preparation of this agenda there were no relevant planning applications to bring to the attention of the Council.

**35. Next Meetings:** 7 June (P&GP and Finance Committees);

28 June (Council)

## OPEN TO THE PUBLIC AND PRESS

*K Pilkington*

(Clerk)