

Shevington Parish Council

Clerk & RFO to the Council – Mr Michael Potts
Tel: 07397805227
clerk@shevingtonpc.gov.uk



FULL COUNCIL MEETING

Notice of Meeting and Summons to attend

To: Council Members; Cllrs M Grimes, C Horridge, W McKnight, J Brown, J Diggle, H Thompson, M Crosby, J Whiteley, B Crombie-Fisher

Dear Councillor,

You are hereby summoned on 19th of June 2026 to attend the Full Council Meeting of Shevington Parish Council which is to be held on **Wednesday 24th June 2026 at 19:00.**

The meeting will be held in **Vicarage Lane Function Room, Vicarage Ln, Shevington, Wigan, WN6 8HP**

Members of the press & public are welcome; the meeting may be recorded in accordance with the openness of Local Government Bodies Regulations Act 2014.

Note to Councillors:

If you are unable to attend the meeting, please notify the clerk of your apologies

Note to Public:

Residents of the Parish wishing to address the council are advised to notify the clerk before 5pm on the day of the meeting. Permission to speak at the meeting will be at the discretion of the Chairman. If representation made is considered outside the remit of Shevington Parish Council, residents will be referred to the principal authority or other appropriate body.

AGENDA

Chair: *Cllr W McKnight*

PART ONE

1. **Apologies** – To receive apologies for absence and consider and reasons for acceptance
(*Local Government Act 1972, Section 85*)
2. **Declarations of Interest**
 - 2.1 Code of Conduct – Declaration of Interests
Members are reminded of their responsibility to declare any personal or prejudicial interest that they may have in any item of business on the agenda no later than when the item is reached.
 - 2.2 Localism Act 2011 – Dispensations
Members are reminded of their responsibility to make a request for a dispensation to speak on any matter for which they have declared an interest.

3. To Sign as a correct record the minutes of the meeting held on

27th May 2026 for the Full Council Meeting.
(Local Government Act 1972, Section 111)

4. Matters Arising from Previous Minutes

To consider any matters arising not otherwise on this agenda.

5. Finance

- a) **Payments for Approval** – To approve the **May 2026** payment schedule and note any retrospective payments made under the Clerk's delegated authority (LGA 1972, s.137)
- b) **Bank Reconciliation** – To note the latest reconciliation and Bank Statements. *Appendix A*
- c) **Applications for Financial assistance (Grants)** – *In accordance with Section 137 of the Local Government Act 1972 which enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory power for the direct benefit of its area, or part of its area, or all or some of its inhabitants:*

6. Annual Governance and Accountability Return (AGAR) 2025/26

i. Annual Governance Statement (Section 1) – To review and approve the Council's governance arrangements, internal controls, risk management, financial management and statutory compliance for the financial year ended 31 March 2026.

ii. Accounting Statements (Section 2) – To review and approve the Council's accounting statements and financial position for the financial year ended 31 March 2026.

iii. External Audit Submission – To authorise the Chairman and Clerk to sign the AGAR and submit the completed return and supporting documentation to the External Auditor.

7. Exercise of Public Rights 2025/26

To approve the dates for the Exercise of Public Rights and authorise the publication of the required notices and year-end documentation in accordance with the Accounts and Audit Regulations 2015.

8. Asset Register 2025/26

To review and approve the Council's Asset Register as of 31 March 2026 for inclusion within the year-end accounting and audit process.

9. End of Year Accounts 2025/26

To receive and consider the Council's year-end accounts and financial position for the year ended 31 March 2026, including any year-end adjustments, reserves movements and accounting disclosures required for the AGAR process.

10. Budget and Financial Structure 2026/27

To consider and approve the detailed budget allocations for 2026/27 following the implementation of the Council's revised Scribe accounting structure, including the allocation of expenditure and income budgets across the approved cost centres and cost codes.

The revised structure is intended to improve financial reporting, transparency and budget monitoring by providing separate reporting for key service areas including Memorial Park,

Forest Fold Allotments, Bowling Green, Public Realm & Environment, Community & Events, Administration and Leased Land.

Members are also invited to consider the proposed budget monitoring arrangements and note that a further review may be undertaken by the Finance Committee later in the financial year as expenditure patterns under the new structure become established.

11. Information Technology and Email Migration

To consider a quotation from Galaxy Business Systems Ltd for the migration of the Council's email services to Microsoft 365, including the provision of councillor email accounts, cloud backup, data migration and ongoing support arrangements.

The proposal supports the Council's ongoing website, email, cyber security, data retention and business continuity objectives. Supporting quotation circulated

12. Community Investment Proposal – Shevington High School and Community Sports Clubs

To receive a presentation from representatives of Shevington High School, Shevington Sharks ARLFC and associated community organisations regarding proposals for investment in school facilities and opportunities to enhance community and sporting provision within the Parish.

Members are invited to consider the proposals presented and any potential opportunities for partnership working, support or future engagement.

13. Clerks Report

To receive an update on actions, correspondence, and operational matters since the last meeting. *Appendix E*

14. Planning Matters

10.1 Updates on local planning applications (for information)

10.2 Planning responses submitted under delegation (if any)

15. Reports from Councillors

For information and general parish updates only.

16. 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 Allotments
- Forest Fold Allotments Tenants Association
- Shevington Fete
- Friends of Stockley Park

17. Public question time

Due to the large agenda the public will be limited to no more than 2 questions in which responses may be offered via email/written correspondence if the agenda item exceeds 10 minutes.

PART TWO – Confidential (Public & Press Excluded under Public Bodies Admission to Meetings Act 1960)

Staffing Pay Review

MEETING CLOSE

Clerk to the Council

M. Potts (19/06/2026)

**Cllrs are kindly requested to raise questions with content of the agenda prior to the meeting and to notify of unavoidable absence to the clerk no later than 17:00 on the day of the meeting where possible.*

***Questions from the public may be emailed to the Council clerk no later than 17:00 on the day of the meeting to be read or taken as read for a response to be prepared for reply in the meeting under correspondence. At the discretion of the Chairman replies may be returned via email only depending upon the nature and content.*
