

Shevington Parish Council

Clerk & RFO to the Council – Mr Michael Potts

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FULL COUNCIL ANNUAL MEETING

Notice of Meeting and Summons to attend

To: Council Members; Cllrs M Grimes, C Horridge, W McKnight, T Bridge, J Brown, J Diggle, H Thompson, M Crosby, J Whiteley

Dear Councillor,

You are hereby summoned on 15th May 2025 to attend the Annual Meeting of Shevington Parish Council which is to be held on **Wednesday 21st May 2025 at 19:00.**

The meeting will be held in **Shevington ARLFC 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

Chairman: *Cllr William McKnight*

PART ONE

- 1. Chairman** – to duly elect a Chairman for the Civic Year 2025-2026
- 2. Vice Chairman** – to duly elect a Vice Chairman for the Civic Year 2025-2026
- 3. Apologies** – To receive apologies for absence and consider and reasons for acceptance (Local Government Act 1972, Section 85)

4. Declarations of Interest

4.1 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.

4.2 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.

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

Wednesday 30th April 2025

(Local Government Act 1972, Section 111)

6. Committees for the Year Ahead

To review and approve continuation of the Parish Council's two standing committees: Policy & General Purposes and Finance.

The terms of reference are to be reviewed (as per items 8 & 9).

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 for teamwork.

Members are invited to consider whether to continue with the above for this civic year.

7. 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 Terry Bridge were the appointed representatives in 2023.
- **Shevington Youth Club**
Cllr John Whiteley was the appointed representative in 2023.
- **Shevington Recreation Ground Trustees**
To re-appoint two councillors as Trustees of the Recreation Ground: Cllrs Jess Diggle and Mike Crosby.
To confirm the re-appointment of the Trustees from the community:
Shevington Patient Participation Group
To re-appoint Cllr Mike Grimes.

8. Review of Standing Orders

Council to delegate authority to the Clerk to review the current Standing Orders and align them as much as possible with the new NALC model standing orders for the purposes of complying with the revised guidance on Code of Conduct (SO 14) and Financial Controls and Procurement (SO 18) of the Model standing orders for Parish and Town Councils. This will also help to simplify our processes for the 2025 review. This will also include the Terms of Reference for the committee and sub committee structure the council currently operates, feeding into a review of the existing policies the council operates under. To be brought back to the next meeting for discussion and approval.

9. Review of Financial Regulations

Council to delegate authority to the Clerk to review the current Financial Regulations and align them as much as possible with the updated (March 25) NALC model FR's for the purposes of complying with the revised guidance. This will include the Terms of Reference for the committee and subcommittee structure the council currently operates as well as the Financial Risk Assessment of the council. To be brought back to the next meeting for discussion and approval.

10. Finance – (Documents enclosed)

- 10.1 Authorisation of **Payments** Made in the last Financial Year– *(for approval)*
- 10.2 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. – None Received*
- 10.3 **Post Rollover Budget** Approval *(report to follow)* – Council to review the previous budget and approve the budget for the year 25/26 year ahead. Council also to make any suggestions for cost centre/code changes ahead of the migration to Scribe Accounts.

11. Appointment of Internal Auditor 2024-25 – *for approval* (enclosed)

Clerk has reached out to the previously appointed internal auditor and made her aware of the delays due to change of clerk and implementation of new software. Advice was to complete the external auditor as quickly as practicable and then complete the internal audit once all back up to date – Council to approve the continuation for this year's audit with the same supplier.

12. Insurance 2025-26 – *for approval* (enclosed)

Previous circulated that the council was part for a 5-year agreement with its insurer, to receive the quote for 25/26 and approve. Invoice circulated to Councillors; renewal is slightly lower than last years premium.

13. Banking Signatories – *for approval*

M Potts requested to be added as a signatory to the bank accounts but at the time of agenda we're yet to hear back, confirm council are happy to continue with existing signatories or discuss any required changes.

14. Chairmans Report – Verbal report

15. Clerks report – Verbal report

16. Reports from Councillors – for information only

17. Correspondence – (Document enclosed)

18. Planning – to consider for comment

Address	Proposal	Ref. No.	Received	Validated	Status
52 Shevington Moor, Standish, WN6 0SA	Single storey front and rear extensions with external alterations	A/25/098919/HH	14 Apr 2025	01 May 2025	Registered

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

19. Memorial Tree for Dr John Stuart Surman – for approval

Following the January 2024 meeting, a resident wished to ask the Parish Council if they would be willing to support an initiative for planting a tree in his memory. It was suggested that a good location might be near the old surgery building, where it might replace the tree that was vandalised in 2023. The subject was discussed briefly but was stated it would need to undergo further discussion as part of a future agenda item. *To seek approval for the Clerk to undertake preparations and discuss and agree a budget.*

20. June Newsletter – for agreement

Review the following and suggest for inclusion in the next edition of the newsletter, which is due to be published in June 2025:

- (a) Appley Bridge Duck Race? (is this happening again)
- (b) Bowling Green – advert
- (c) Shevington Fete – advert
- (d) What Else Does the Parish Council Do For You?
- (e) New Clerk
- (f) FF Allotments raised beds availability?

Members are invited to approve them and put forward suggestions for items for inclusion.

21. 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
- Shevington Fete
- Friends of Shevington Memorial Park

22. Date of next Meeting of the Council

Proposed to be Wednesday 18th June 2025 at 19:00 in the Vicarage Lane Meeting room.

23. 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

24. Admission of New Employee to the Pension Scheme

To consider and approve the formal admission of the newly appointed Clerk to the Greater Manchester Pension Fund (GMPF) in accordance with the council's employer responsibilities.

Supporting documentation, including the proposed resolution wording required by GMPF, will be circulated to councillors under separate cover.

MEETING CLOSE

Clerk to the Council

M. Potts (15/05/2025)

**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.*
