



Billinge Chapel End Parish Council

The Public Hall, 216 Main Street, Billinge WN5 7PE

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10 May 2022

Members are summoned to attend a meeting of the Billinge Chapel End Parish Council, on Monday 16th May 2022 at 7.30pm (please note this meeting will follow on from the Annual Parish Meeting which may run over). The meeting will be held at The Public Hall, 216 Main Street, Billinge WN5 7PE. Please note that meetings are filmed.

Hazel Broatch, Clerk to the Council

AGENDA

ANNUAL MEETING

- 1 **To elect** the Chairman of the Council and receive the Chairman's Declaration of Acceptance of Office.
- 2 **To elect** the Vice Chairman of the Council.
- 3 **To receive** acceptance of office forms from all councillors.
- 4 **To appoint** members to serve on Council committees and other bodies (see attached).
- 5 **To agree** delegation arrangements for urgent decisions (see attached).
- 6 **To review and approve** Standing Orders and Financial Regulations for the Parish Council (see attached)
- 7 **To review and consider** any amendments to Council policies (see attached):
 - Accessibility charter
 - Code of Conduct
 - Complaints procedure
 - Co-option arrangements
 - Disciplinary procedure
 - Environmental Policy
 - Filming protocol
 - Grant awarding policy
 - Grievance procedure
 - Publication scheme

- 8 **1. To note** the review of the effectiveness of the system of internal financial control and letter from Internal Auditor (attached)
 2. **To note** the asset register was reviewed January 2022 in line with re-letting of insurance.
 3. **To note** risk assessment for 2022/23 was reviewed in February 2022.
- 9 **To review and approve** the Annual Return for 2021/22:
 - a - consider and approve the Internal Audit Report
 - b - consider and approve the Annual Governance Statement
 - c - consider and approve the Accounting Statements.
- 10 **To agree** dates and times of ordinary meetings of the Council and Committees for next year (proposed dates attached).

PUBLIC SESSION

Statement (if any) by Merseyside Police.

The public may speak on any other matters of concern, but the Council may not make any lawful decision during this session.

ORDINARY BUSINESS

- 11 **To receive** any apologies for absence.
- 12 **To receive** any declarations of interest from members.
- 13 **To approve** the minutes of the last meeting of the Council, held on 11 April 2022 (attached).
- 14 Financial Matters –
 1. **to resolve** to pay the accounts payable (list attached)
 2. **to resolve** that the Clerk arrange training for the six new Councillors at an estimated cost of £210.00 (funded from Training Budget and virement from Printing Budget). LALC are providing an online two hour course for new Councillors on 9 June 2022 from 7pm-9pm. The financial implications are containable within the overall budget for 2022/23.
- 15 **To consider and agree** any amendments to signatories for the Council's bank account.
- 16 **To resolve** that the Members appointed as Editors (Item 4) draft the content for Billinge Beacon (in Local Life) and circulate to all Parish Councillors and the Clerk for any comments to enable the Council to supply content by next deadline for copy of 15 June 2022.
- 17 **To note** Clerk of the Council's report (attached for information only)

Likely date of next meeting –Monday, 20th June 2022 at 7.30pm