



## Billinge Chapel End Parish Council

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

tel: 07483 325064

e-mail:clerk@billingeparishcouncil.gov.uk

09 May 2023

Members are summoned to attend a meeting of the Billinge Chapel End Parish Council, on Monday 15th May 2023 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 appoint** members to serve on Council committees and other bodies (see attached).
4. **To agree** delegation arrangements for urgent decisions (see attached).
5. **To review and approve** Standing Orders and Financial Regulations for the Parish Council (see attached) and **to note** that updates (particularly in relation to GDPR) need to be incorporated (in line with recent guidance from NALC) and the Clerk will bring a report to the next meeting.
6. **To review and consider** any amendments to the following Council policies (see attached):
  - a. Accessibility Charter
  - b. Code of Conduct
  - c. Complaints procedure
  - d. Co-option arrangements
  - e. Filming protocol

**To note** that NALC have recently reviewed their advice on disciplinary and grievance policies and the Clerk will bring a report on these to the next meeting.

7. **Internal Audit 2022/23**
  - a. **To note** the review of the effectiveness of the system of internal financial control and letter from Internal Auditor (attached)



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- b. **To note** the asset register and risk assessment are to be reviewed and will be brought to the next meeting for approval
  
8. **To review and approve** the Annual Return for 2022/23:
  - a. consider and approve the Internal Audit Report,
  - b. consider and approve the Annual Governance Statement,
  - c. consider and approve the Accounting Statements.
  
9. **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.*

*Statement (if any) by Borough Councillors.*

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

### **ORDINARY BUSINESS**

10. **To receive** any apologies for absence.
11. **To receive** any declarations of interest from members.
12. **To approve** the minutes of the last meeting of the Council held on 17 April 2023 (attached).  
  
**To note** verbal report from Clerk on action log.
13. **To note** consultation by St Helens Council on library closures and **to resolve** next steps (attached).
14. **To note** attached correspondence regarding road safety issues relating to car parking at Carr Mill Road
15. **To note** verbal update on Billinge Medical Practice
16. **To note** verbal report on recent community events for the King's Coronation
17. Financial Matters –



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- a. **to resolve** to pay the accounts payable (VN12-22 – totalling £3509.15 (including £215.87 S137 Expenditure))
- b. **to note** Billinge in Bloom (a not-for-profit community organisation) has requested a grant to enable summer planting around the village and **to resolve** whether to award a grant of £650.00 (£500 for summer bedding and £150.00 for planters). This would come out of S137 Budget.

18. *Date of next meeting – Monday, 19th June 2023 at 7.30pm (to be agreed Agenda Item 9)*