



Billinge Chapel End Parish Council

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

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14 May 2024

Members are summoned to attend a Meeting of the Billinge Chapel End Parish Council, on Monday 20th May 2024 at 7.30pm.

This will be held in The Public Hall, 216 Main Street, Billinge WN5 7PE.

Please note that the meetings are filmed.

Hazel Broatch

Clerk to the Council

AGENDA

ANNUAL MEETING

1. **To elect** the Chair of the Parish Council and receive the Chair's Declaration of Acceptance of Office.
2. **To elect** the Vice Chair of the Council.
3. **To resolve** who to appoint to the following:
 - Estimates Committee** - normally all Members
 - Personnel Committee as required** -3 Members to include Chair
 - Planning Advisory Group** – 3 Members
 - Billinge Beacon/Local Life** – 2 Members
 - Press Advisor** – 1 member
 - Events Coordinators** – 4 members
 - Social Media Advisor** – 1 member
 - Dam Slacks Play Area Inspection** – 1 member (the play area is also regularly inspected by trained and qualified inspectors through St Helens Borough Council)

4. Delegation Arrangements for Urgent Decisions

To resolve to adopt the following delegation arrangements for urgent decisions. If the Clerk/Responsible Financial Officer believes an urgent matter arises between Council Meetings it shall be determined by the Clerk/RFO in consultation with the Chair and Vice Chair. Any such matters will be reported to the next Meeting.

5. Standing Orders and Financial Regulations 2024/25

To review and approve Standing Orders and Financial Regulations for the Parish Council (see attached)

6. To review and consider any updates to Council Policies (see attached)

Accessibility Charter
Code of Conduct
Complaints Procedure
Co-Option arrangements
Disciplinary Procedures
Environmental Policy
Filming Protocol
Grant Awarding Policy
Grievance Procedure
Publication Scheme

7. To note the review of the effectiveness of the system of internal financial control and letter from Internal Auditor (attached)

8. To note the reviewed asset register and risk assessment will be brought for approval to the meeting on 17 June 2024.

9. To review and approve the Annual Return for 2023/24:

- 1.** Consider and approve the Internal Audit Report
- 2.** Consider and approve the Annual Governance Statement
- 3.** 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

Statements (if any) from St Helens Borough Councillors

Statements (if any) from the Public who may speak on any other matters of concern, but the Council may not make any lawful decision during this s

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 15 April 2024

To note the update from the Clerk/RFO on the Action Log

14. **Community Led Book Service**

To note any updates on the community led book service and **to resolve** any actions required to progress further.

15. **Key Aims and Objectives 2024/25**

To note that the “Key Aims and Objectives for 2024/25 will need to be agreed. This will include Community Events for 2024/25 (e.g. the thinking and planning for celebrating the Parish Council’s 50th Anniversary). Some of the Key Aims and Objectives for 2023/24 are ongoing – Dam Slacks; Community Led Library Service.

A report will be brought to the next meeting by the Chair following consultation with the other Members.

16. **Outstanding Events**

To note other ongoing and outstanding events– assessing interest in community for joining a community led climate change resilience group; setting up an event in The Public Hall to identify key issues and concerns amongst the community (particularly but not exclusively about highways issues).

17. Civility and Respect Pledge

To note that the Clerk/RFO advised that as part of the above the Parish Council pledged to learn from best practice and aspire to being a role model/champion council by, for example, taking part in The Local Council Award Scheme. This Award Scheme starts at Foundation Level and goes up to Quality Gold Level.

To resolve that the Clerk bring a report to the next meeting about the implications of aspiring to achieve the Foundation Level of The Local Council Award Scheme in 2024/25.

17. Financial Matters

To resolve to pay the accounts payable (list attached)