



Billinge Chapel End Parish Council

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

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11 June 2024

Members are summoned to attend a Meeting of the Billinge Chapel End Parish Council, on Monday 17 June 2024 at 7.30pm.

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

Hazel Broatch

Clerk to the Council

PUBLIC SESSION

1. Statement (if any) from Merseyside Police
2. Statements (if any) from St Helens Borough Councillors Betts, Murphy and Peers
3. Statements (if any) from the Public who may speak on any matters of concern, but the Council may not make any lawful decision during this session. The public cannot take part at any other time in the meeting.

Please note that The Clerk is publishing any reports attached on the website along with Agenda unless they are of an exempt nature (Local Government Act 1972)

AGENDA

1. **To receive** any apologies for absence and to approve reasons for absence.
2. **To receive** any declarations of interest from Members.

3. **To approve** the Minutes of the meeting held on 20 May 2023 as a correct record.
To note the verbal report from the Clerk on progress with the Action Log.
4. **To resolve** whether, in accordance with Section 100A(4) of the Local Government Act 1972 members of the public and press be excluded whilst Agenda Item 12 is discussed (likely disclosure of exempt information as defined in Para 1 and 2 of Schedule 12A of the Act).
5. **Key Aims and Objectives 2024/25**
To resolve whether to adopt the attached Key Aims and Objectives for 2024/25 as proposed by The Chair following consultation with Members.
6. **Public Event**
To resolve whether to accept the recommendations from the Clerk on an event to be held in The Public Hall on Saturday 27 July 24 from 1430 – 1630 which would be open to all residents. It would be an opportunity for them to tell the Parish Council what they are concerned about and what improvements they would like the Parish Council to consider or to discuss with St Helens Borough Council who as the Principal Authority. St Helens Council has a much wider range of responsibilities, powers and resources than the Parish Council. The Ward Borough Councillors would be invited to attend the event.
7. **Community Led Book Service**
To note that discussions have re-opened between Book Cycle and the Eddleston Trust and that the Clerk will report on progress.
8. **Health and Safety Proposals**
To note the proposal for a root and branch review of health and safety and **to resolve** whether to approve it as detailed in the attached proposal and below.

The proposal is to examine Health and Safety and ensure The Parish Council is compliant. This would include assessments for The Public Hall and adjoining car parks; The Millennium Garden; and Dam Slacks (including proposals for benches, disabled access, wildflower garden etc).

The Clerk has been in post for nearly 3 years and in that time there has not been such a detailed review of all the Parish Council's assets. She is also aware that they may not have done for over 4-5 years as Covid restrictions ended around the time she took up post. An Annual Review has been done for The Public Hall.

The proposal is to also include an assessment of the health and safety implications of

the public viewing the beacon at the top of Billinge Hill. Unacceptable risks (because of the many and various access routes) have been identified by St Helens Borough Council. St Helens own the site where beacon is placed and Eddleston Trust and others own the access routes. This resulted in the decision for the Queens Jubilee that the beacon be lit on the Hill but viewed from Bankes Park. Unfortunately, on that night not all the public complied with this.

The review would also look at the health and safety implications of the Parish Council organising events which are open to members of the public such as the Children's Remembrance Service (on a site owned by the Borough Council and involves the Borough Council putting in a temporary road closure which was paid for by a grant last year but may in future need to be paid for by the Parish Council) and the annual Christmas Tree Lighting Event (in The Millennium Garden and The Public Hall).

The assessment would cover employees; hall hirers; volunteers; the public; and a review of all relevant paperwork (risk assessments; policies; etc) to ensure they are compliant. Members will recall that Parish Council's Risk Assessment Policy needs to be reviewed and this will be done once the above is completed.

If approved the experts would make recommendations to the Parish Council as soon as possible. It is recommended that the cost of the review in 2024/25 be funded from reserves.

9. Asset Register

To note the attached report on the asset register and **to resolve** whether to approve the recommended revised asset register as at 10 June 24.

10. Local Council Award Scheme – Foundation Level

To note the attached report and **to resolve** whether to aim to achieve the Local Council Award Scheme – Foundation Level by end of 2024.

11. Financial Matters

11.1 To resolve whether to authorise the payments listed on the attached Schedule of Payments VNs 20- 27 totalling £3312.26.

11.2 To note that the final invoice for the repairs to the stone walls at the bottom car park and at Dam Slacks was less than quoted and that the Clerk/RFO has advised the insurers.

11.3 To note that, as legally required, notice has been posted on the Noticeboards and on the Website advising Parishioners that (by prior arrangement with the Clerk/RFO) the accounts for 2023/24 are available to inspect from 10 June 2024 – 17 July 2024.

Members of the Public and Press may be asked to leave the meeting (see Agenda item 4 above) for the following agenda item. Please note that report attached is “For Members Only”.

12. To resolve whether to approve the appraisal of the Clerk/RFO (attached for Members Only) undertaken by The Chair on behalf of the Parish Council and in consultation with Parish Councillors.

