



Billinge Chapel End Parish Council

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25 September 2024

Members are summoned to attend an Extraordinary Meeting of Billinge Chapel End Parish Council on Tuesday 1 October 2024 at 7pm.

This will be held in The Chapel End Labour Club, 213 Main Street, Billinge WN5 7PB.

Hazel Broatch

Clerk to the Council

PUBLIC SESSION

1. Statements (if any) from the Public who may speak on any matters of concern relating to the Agenda. 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 16 September 2024 as a correct record.
4. **Children's Remembrance Service 2024**
4.1 To note the attached risk assessment for the Children's Remembrance Service Friday 8th November 2024. The risk assessment has been prepared by Cllr M Webster (who has advised the Parish Council that he is qualified to produce this assessment).

He will go through it with the Council and take any questions.

To note the risk assessment is dependent on the arrangements made by Cllr Sue Murphy for a Police presence. The working assumption is that this will be sufficient for the Police to be active at both ends of the road closure and to take the action needed to ensure the road closures are not breached.

4.2 To note that the Clerk/RFO is not qualified in Health and Safety. She is therefore not qualified to assess whether the event should go ahead because of weather conditions as recommended in the Cllr M Webster's risk assessment.

To resolve who will make this decision.

4.3 To note that Cllr M Webster's risk assessment assumes that Billinge Chapel End Parish Council is the event organiser.

4.4 To note for information the attached summary provided by Zurich Insurance of the Parish Council's insurance policy.

4.5 To note the attached advice from The British Legion to its members on holding events that require temporary road closures. This advice is in the public domain.

4.6 To resolve whether to approve that the Parish Council should go ahead (based on the risk assessment provided by Cllr M Webster) with organising the Children's Remembrance Event at the Remembrance Garden (owned by St Helens Borough Council) on Friday 8 November 2024. The temporary road closure would be paid for by The Parish Council. They will, in line with normal practice, procure this service from St Helens Borough Council and they will share the risk assessment with the Borough Council Highways Department. They will also pay for refreshments for the school children.

4.7 To resolve that if approved The Events Coordinators (Cllrs Fiona Gill, Bill Bradbury, Frank Gill and Sue Murphy supported by the Clerk and advised by Cllr M Webster) will organise this event **or**

4.8 To resolve if the Parish Council considers the risk and consequent liabilities are not acceptable that it authorises the Events Coordinators (supported by the Clerk and advised by Cllr M Webster) (as a matter of urgency) to identify an alternative venue and to undertake the appropriate risk assessments etc.

4.9 To note that the Events Coordinators would submit the necessary documentation to St Helens Borough Council as the owner of the Remembrance Garden if it is used for the event.

4.9 To note as detailed above this is not a Ward Event. However, historically, schools in Seneley Green have been invited to attend the Service as have Ward Councillors and other dignitaries.

To resolve who the Parish Council wants the Events Coordinators to invite to attend in 2024.