**Billinge Chapel End Parish Council**

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

07483 325064

clerk@billingeparishcouncil.gov.uk

**Billinge Chapel End Parish Council Meeting**

**To the Chair and Members of Billinge Chapel End Parish Council you are summoned to attend a full council meeting to be held**

**on Monday 21st July 2025 at 7.30pm**

**at The Public Hall, 216 Main Street, Billinge WN5 7PE.**

Karen Newton - Clerk to the Council

**Agenda**

**1.Apologies  
To receive** and approve apologies for absence.

**2. Declarations of Interest and Dispensations  
To receive** declarations of interest and consider any requests for dispensations related to items on the agenda.

**3. Minutes  
To approve** the minutes of: Full Council Meeting Monday 16th June 2025

**4. Public Participation  
 To receive** matters raised by residents. The period for public participation will be at the Chairman’s

discretion in accordance with Standing Orders.

**5**. **Co-option to the Council**

**5.1 To receive** statements from candidates seeking co-option to the Council  
**5.2 To allow** questions from councillors to candidate **5.3 To consider** application and resolve to co-opt a councillor to fill the vacancy

**6. Grant Applications**

**6.1 To consider** applications received.  
 **6.2 To resolve** grant awards.

**6.3 Additional item: £5,000 Grant for Reading Room**

* Note and formally acknowledge receipt of the £5,000 grant awarded for furnishing the Reading Room.
* Discuss Purchase allocations (e.g. furniture, equipment, décor, computers).
* Agree on a plan for procurement, including any quotes or suppliers to be considered.
* Assign responsibility for implementation and reporting, if required by the grant provider.

**7. Planning**

To consider the following planning applications and agree any comments to be submitted to St Helens Council:

**7.1 P/2025/0360/HHFP**

**Billinge And Seneley Green Ward 32 St Marys Avenue Billinge St Helens WN5 7QL**

**First floor side extension.**

**Neil Denny Ms Julie Hine T:01744 673273 E:** [**juliehine@sthelens.gov.uk**](mailto:juliehine@sthelens.gov.uk)

**7.2 To receive** any updates on previous applications.

**8.POLICY & PROCEDURE**  
**Approval of Constitutional and Governance Documents for 2025/26  
To review, approve, and adopt** the following policies and documents for the 2025/26 municipal year:

**8.1** Risk Management Policy

**8.2** Risk Assessment

**8.3** Data Protection Policy

**8.4** Investment Policy

**8.5** Equality and Diversity Policy

**9. Fire Risk Management: Current Status & Required Actions  
To review** the status of fire risk management for Billinge Parish Council, including:

Report, Action Plan, progress and training.

**10. Appointment of Internal Auditor**  
**To consider and approve** the letter of appointment to Jo O’Donoghue as the Internal Auditor for the 2025/26 financial year.

**11. Internal Audit Report and Consideration of Actions Taken**

**11.1 To receive** the Internal Audit Report for the financial year 2024/25

**11.2** **To. note** the findings, and consider the actions taken in response.

**11.3 To note** any comments or recommendations made by the internal auditor.

**11.4 To review** actions already taken by the Clerk/RFO to address any issues raised.

**11.5 To agree** on any further actions or improvements required to ensure sound financial and governance practices.

**11.6 To confirm** whether the Council is satisfied that appropriate measures are in place moving forward.

**12. Finance & Governance**

**12.1** **To resolve** the appointment of a councillor (excluding the Chair) to review and verify monthly bank reconciliations against the cashbook and bank statements, as part of the Council’s internal control procedures.

**12.2 To approve** the Payment Schedule June 2025

**12.3 To approve** the bank reconciliations for June2025

**12.4 To approve and authorise** the payment schedule for July 2025

**12.5 To note** the publication of items over £100.00 for June 25 on the parish council website

**12.6 To review** The Clerks Report on the Council’s income and expenditure for the first quarter of the 2025–26 financial year, based on the budget monitoring report as of 30 June 2025.

**13. Financial Oversight and Approval**

**To note the** authorised signatories to the bank accounts: Cllr Fiona Gill, Cllr B. Bradbury and New Clerk Karen Newton.

**14. Fixed Asset Register**

* **To review** the current Fixed Asset Register, confirm the accuracy of listed assets, note any acquisitions or disposals, and approve the updated register for the financial year 2025-26
* **To Verify** completeness and accuracy of the register
* **To Approve** additions or removals of assets
* **To Confirm** alignment with audit and insurance records
* **To Approve** the Fixed Asset, Register for submission with the Annual Governance and Accountability Return (AGAR)

**15. Public Hall Reading Room**  
**To consider** any updates on the Public Hall Reading Room.

**15. Website and Email Accounts**  
**To consider** any updates on the website and email accounts.

**16**.**Social Media Access**

**To consider and discuss** matters relating to social media access and management for the Parish Council.

**17. Security Lights and Side Gate Installation**  
**To consider** any updates.

**18. Reports from Parish Council Representatives  
To consider** reports from parish council representatives on committees, working groups, and outside bodies.

**19. Reports and Correspondence (Information Only)  
To receive** thePolice Report and any other correspondence for information.

**20. Date and Time of Next Meetings  
To confirm** the date and time of the next meeting(s).

**Sign: Karen Newton Date 21/07/2025**

Press and public are welcome to attend.