



TO ALL ELECTORS OF SHEVINGTON PARISH

ANNUAL MEETING OF THE COUNCIL

THURSDAY 16 MAY 2019 ~ 7.00 P.M.
SHEVINGTON LIBRARY

AGENDA

- 1 **Election of Chairman** (enclosed)
To elect the Chairman for the coming year. Information on the roles and responsibilities of the Chair, Vice Chair, the Council and the Clerk are enclosed.
- 2 **To Receive the Chairman's Declaration of Acceptance of Office**
- 3 **To Elect the Vice-Chairman** - to elect the Vice-Chairman for the coming year.
- 4 **Apologies for Absence** - to receive apologies from Councillors.
- 5 **Councillors' Declarations of Acceptance of Office Not Yet Received** - to decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- 6 **Register of Interests** – to receive completed Registers of Interests
- 7 **Representatives to Outside Bodies** - to appoint Councillors to serve as representatives of the Council for the coming year on the outside bodies listed below:
 - **Shevington & District Community Association**
Cllrs I Whiteley, C Miles and C Horridge were the representatives in 2018/19.
 - **Shevington Youth Club**
Cllrs I Whiteley and J Ball were the representatives in 2018/19.
 - **Shevington Recreation Ground Trustees**
To appoint two councillors as Trustees of the Recreation Ground – Cllrs J Fletcher and I Whiteley were the councillor Trustees in 2018/19 – and to confirm the re-appointment of the Shevington Recreation Ground Trustees from the community: Mr J Maloney, Mrs V Maloney and Mr S Currie.
 - **Shevington Patient Participation Group**
Cllr C Miles was the representative in 2018/19.
 - **Audit, Governance & Standards Committee**
The Council are entitled to appoint an elected member to represent them on Wigan Council's Standards Committee. This position is currently vacant.

- 8 Committees** (enclosed)
To review and approve the constitutions, terms of reference and membership of the Parish Council's two standing committees: Policy & General Purposes and Finance.
- 9 Appointment of Co-opted Committee Members**
To re-appoint the following Co-opted Committee Members of the Policy & General Purposes Committee: Mr B Lomas, Mrs E Longmore, Mr M Thomas, Mr D Crook and Dist Cllr J Brown
- 10 Deadline for Submitting Items for an Agenda – *for information only***
Requests for items to be included on the agenda must be with the Clerk by the Tuesday, nine days preceding the relevant meeting and should be accompanied by necessary information for circulation to other members and appropriate instructions as to what they are required to do. If one of those nine days is a Bank Holiday, the period increases to ten days.
- 11 Receiving the Summons to a Meeting and the Supporting Papers by Email** (enclosed)
Under the Local Government Act 1972 there is a legal requirement that the Summons to a meeting should be delivered in hard copy to a member's home address. A few years ago new legislation enabled the Summons to be delivered electronically to an email address specified by a member – there have never been any restrictions on the delivery of other documents via email – subject to written permission being given by the member.
Both elected members and Co-opted Committee members are asked to complete the enclosed form to confirm their preferences.
If you are a returning member and have previously completed a similar form, there is no need for you to complete a new one.
- 12 Members' Contact Details** (enclosed)
At present there is a legal requirement that elected members' names and addresses and registers of interests are displayed on the Parish Council's website. Members' names and some means of contacting them must also be included on the newsletter.
It is helpful for the Clerk to have members' telephone numbers and email addresses, so that contact, if necessary, may be made quickly. Members may choose to also share their telephone numbers and email addresses with the general public.
Both elected members and Co-opted Committee members are asked to complete the enclosed form to confirm their preferences.
- 13 Deeds and Instruments**
Deeds and instruments held by the Council may be inspected by submitting a request in writing to the Clerk.

OPEN TO THE PUBLIC AND PRESS

K Pilkington

(Clerk)