

**Minutes of the Annual Meeting of Shevington Parish Council
Held Thursday 16 May 2019
7:15pm – Shevington Library**

Present: Councillor I Whiteley (*Chairman*), Cllrs W McKnight, C Horridge, J Ball, J Whiteley, M Crosby, M Grimes, J Higham and V Galligan
Dist Cllr J Brown and four members of the public

Officer in Attendance: Mrs K Pilkington (Clerk)

Cllr I Whiteley welcomed everyone and congratulated all councillors on their recent election successes.

1 Election of Chairman

A nomination was received for Cllr I Whiteley.

Resolved: That Cllr I Whiteley would serve as Chairman until the Annual Meeting of the Parish Council in May 2020.

2 To Receive the Chairman's Declaration of Acceptance of Office

Cllr I Whiteley duly made and signed the Declaration of Acceptance of Office. The Clerk signed as witness to the declaration.

3 To Elect the Vice-Chairman

A nomination was received for Cllr W McKnight.

Resolved: That Cllr W McKnight would serve as Vice Chairman until the Annual Meeting of the Parish Council in May 2020.

4 Apologies for Absence

Dist Cllr M Whitham

5 Councillors' Declarations of Acceptance of Office Not Yet Received

All declarations of acceptance of office had been received prior to the start of the meeting.

6 Register of Interests

The completed registers of interests of all elected members and co-opted committee members present had been received by the Clerk.

7 Representatives to Outside Bodies

Shevington & District Community Association

Resolved: Cllrs I Whiteley, V Galligan and C Horridge were appointed as the Council's representatives to Shevington & District Community Association, to serve until the Annual Meeting of the Parish Council in May 2020.

Shevington Youth Club

Resolved: Cllrs J Whiteley and J Ball were appointed as the Council's representatives to Shevington Youth Club, to serve until the Annual Meeting of the Parish Council in May 2020.

Shevington Recreation Ground Trustees

Resolved: Cllrs J Higham and M Crosby, Mr J Maloney, Mrs V Maloney and Mr S Currie were appointed as Trustees of Shevington Recreation Ground, to serve until the Annual Meeting of the Parish Council in May 2020.

Shevington Patient Participation Group

Resolved: Cllr M Grimes was appointed as the Council's representative to the Patient Participation Group, to serve until the Annual Meeting of the Parish Council in May 2020.

Audit, Governance and Standards Committee

Resolved: Cllr M Grimes was nominated as the Council's representative to Wigan Council's Standards Committee, to serve until the Annual Meeting of the Parish Council in May 2020.

8 Committees

The constitutions and terms of reference of the Policy & General Purposes and Finance Committees were reviewed. No changes were made.

Resolved: The constitutions and terms of reference of the Policy & General Purposes and Finance Committees were approved.

9 Appointment of Co-opted Committee Members

The nominations for co-opted membership of the Policy & General Purposes Committee were discussed.

Resolved: Mr B Lomas, Mrs E Longmore, Mr D Crooke, Mr M Thomas and Dist Cllr J Brown were appointed as co-opted members of the Policy & General Purposes Committee.

10 Deadline for Submitting Items for an Agenda

Members noted the information that requests for items to be included on the agenda had to 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 the actions required. If one of those nine days was a Bank Holiday, the period preceding the date of the meeting increased to ten days.

11 Receiving the Summons to a Meeting and the Supporting Papers by Email

Forms giving permission in relation to the method of delivery of the Summons to a meeting and the supporting papers had been completed by both elected members and co-opted committee members and were received by the Clerk.

12 Members' Contact Details

Both elected members and Co-opted Committee members had completed the contact details forms, confirming their preferences in relation to how this information could be shared with the public. The forms were collected.

13 Deeds and Instruments

Members noted that deeds and instruments held by the Council could be inspected by submitting a request in writing to the Clerk.

There being no further business, the Chairman closed the Meeting at 7:40 pm.

Chairman