



# **POLICY & GENERAL PURPOSES COMMITTEE MEETING**

**THURSDAY 7 SEPTEMBER 2017 - 7 P.M.  
SHEVINGTON LIBRARY**

## **AGENDA**

- 1. Apologies** – to receive apologies from Committee members.
- 2. Declaration of Interests** - to receive any declarations of interest (personal and/or prejudicial) with regard to items on the Agenda.  
Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 28 June 2012 and amended on 25 October 2012. Members are reminded that if they have any personal interests of a prejudicial nature or a disclosable pecuniary interest they must not participate in any discussion or vote on the matter and must leave the room. Any member needing clarification must contact the Clerk.
- 3. Minutes of the Last Policy & General Purposes Committee Meetings (1 June & 3 August 2017)**  
- to consider, agree and approve the signature of the previously circulated Minutes by the Chairman as a correct record of the meeting.
- 4. Village Issues – for information only**  
To receive reports relating to the legitimate business of the Council from Committee members and Council officers (Committee members are asked to advise the Clerk in advance of any reports – including the subject matter - they wish to make.)
- 5. Council Information on Wigan Council Website - Update – for review and agreement**  
The text below provides a description of the Parish Council and its work on the LA's website:

*“The Parish Council is given an annual budget from the Council. From this precept it is committed to:*

- Maintain the Memorial garden and playground, replacing deteriorated or broken equipment and regularly checking its safety.*
- Maintain the car park and organise the waste disposal units placed there.*
- Administer and maintain the allotments and Bowling Green at Whitehall in conjunction with the Horticultural Society and various Bowling Clubs.*

- *Help make the streets, and open spaces of the parish brighter and safer by planting out tubs with flowering plants.*
- *Ensure that the grass in the Memorial Park is regularly cut, that the children's playground is cleaned and regularly checked for the safety of the play equipment.*
- *Provide 'doggie-bins' in all our public spaces - (and the council would like to know why women owners are so much more meticulous in cleaning up after their dogs than are men owners!)*

*Parish Councillors serve on the governing bodies of the primary schools in the area and are represented on committees such as the Youth Club and the Recreation Ground Trustees.*

*In conjunction with Wigan Council and the Groundwork Trust the Parish Council is committed to a continuous programme of repair and maintenance of the fourteen miles of footpaths in the parish."*

Wigan Council have, by law, to display some information about their parish councils on their website. It is necessary to review it from time to time to ensure that it is not out of date. Members are invited to review the above and agree any changes.

*(Co-opted Committee members may vote on this.)*

**6. OPSTA Newsletter – for information** (enclosed)

Enclosed is the latest edition of the OPSTA newsletter. Mr B King has asked me to draw your attention to the news on the last page. However, there are several pieces of information in the newsletter that might be of interest to the Committee.

**7. Report on Annual Inspection of Property – for discussion and agreement** (enclosed)

Members are invited to agree a programme of priorities.

*(Co-opted Committee members may vote on this.)*

**8. Vicarage Lane Fields Changing Rooms – for approval**

This item has been deferred from last week's Council meeting pending further information. A representative of the sports clubs will be attending to provide that information. The drawings for the planning application circulated to last week's meeting.

To re-cap:

The sports clubs have asked for permission to apply for planning permission in the Council's name, as the fee they will have to pay will then be £1,000 less. Planning permission needs to have been granted in order for the clubs to apply for grant funding. Members are invited to approve the plans and consider the best way forward with the other request.

**9. Review of Memorial Park & Forest Fold Site Grounds Maintenance Contract Specifications – for agreement** (enclosed)

The specifications for the above two contracts are enclosed. Members are invited to review them. At present the specification for the Forest Fold Site Grounds Maintenance Contract includes the maintenance of the hedges and weeding in the Gathurst Lane car park.

Members are invited to consider transferring this function to the Memorial Park specification. As the two contracts begin and finish at different times, it is suggested that, should members agree, this function should be transferred at the beginning of June, when the Forest Fold contract ends.

*(Co-opted Committee members may vote on this.)*

**10. Long-Lasting Light Bulbs – for discussion and agreement**

At Shevington Community Day the Chairman was approached by residents wanting to know how they could dispose of long-lasting light bulbs. Full Council referred this matter to the Committee for discussion and agreement.

**11. September Newsletter – for approval** (to follow)

To give contributors enough time to supply inclusions for the newsletter the proposed text will be circulated on Wednesday, 6 September.

**12. SLCC Training Day – for information only**

In August the Clerk attended the Northern Region Training Day in Barnsley in Yorkshire. It was delivered by the Society of Local Council Clerks. One of the sessions (delivered by the Society's Legal Advisor) covered an update on future changes in legislation.

A new Data Protection Act is coming out in the Autumn and the legislation is coming into force on 25 May 2018. There is a great deal of information on the ICO website and the UK

Data Protection Bill is expected shortly. There is a self-assessment test on the ICO website at the moment. Parish councils will need to be ready when the new legislation comes online in May of next year.

There is very little information at present about what the new legislation will include, but it is expected that there will be more rights for individuals and new obligations for data controllers and data processors. The regulations are expected to be tougher.

**13. Social Media Policy – for personalisation and adoption (enclosed)**

The SLCC's legal advisor informed all those attending the training day that all councils should have a Social Media Policy. The model policy enclosed has been taken from the SLCC website. Members are invited to review the document and personalise it for the Council and then adopt it.

**14. Equal Opportunities Policy – for review (enclosed)**

Members are invited to review this policy, which was adopted in 2010, and agree any changes.

**15. Achievement Award – for agreement**

At the Council meeting last week it was announced that Shevington & District Community Association would not be presenting achievement awards this year. In view of this, it has been suggested that the Parish Council might present one or two awards of their own to deserving individuals. The name of one individual was put forward last week. Since then another name has been put forward. Members are invited to discuss this and agree the best way forward.

*(Co-opted Committee members may vote on this.)*

**16. Planning Applications – to consider for comment / receive updates**

At the time of preparation of this Summons there were no new applications to bring to the Committee's attention.

**17. Dates of Next Meetings:** 28 September (Council)

**OPEN TO THE PUBLIC AND PRESS**

*K Pilkington*

Clerk to the Parish Council