



Parkers Farm Community Centre
Delenty Drive, Birchwood, Warrington, WA3, 6AN

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Dated: 19th May 2026

NOTICE OF A COUNCIL MEETING

To all Members of Birchwood Town Council,

You are respectfully summoned to attend a meeting of the **Annual Full Town Council** to be held on **Tuesday 26th May 2026 at 6.30pm** at Parkers Farm, Delenty Drive, Birchwood, WA3 6AN for the purpose of transacting the business set out in the attached agenda.

Signed: *S. Kauser*

Ms Safia Kauser
Locum Proper Officer (Town Clerk/RFO)

COUNCIL MEMBERSHIP	
Cllr Nigel Reeves (Chairman)	Cllr Jacquie Sheridan (Vice-Chair)
Cllr Barry Allman	Cllr Kuldeep Dhillon
Cllr Ian Atkin	Cllr David Ellis
Cllr David Ball	Cllr Mike Evans
Cllr Julie Brereton	Cllr Tim Price
Cllr Balbir Dhillon	Cllr George Simcock

*Meetings are open to the press and public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2).

Birchwood Town Council

Annual Full Town Council Meeting: Tuesday 26th May 2026

A G E N D A

1) Election of Chairman

To elect a Chairman for the 2026/2027 municipal year and to receive the Chairmans declaration of acceptance of office. The Chairman shall call for nominations.

2) Vice-Chairman

To elect the Vice Chairman for the 2026/2027 municipal year and to receive the Vice-Chairs Declaration of Acceptance of Office.

3) Apologies

To receive and note apologies and reasons for absence.

4) Declarations of Pecuniary & Other Interests

To receive declarations of any disclosable pecuniary or other interests relating to items on the agenda and to consider any dispensation requests submitted in writing to the Proper Officer in accordance with the Standing Orders.

Note for Members: Unless granted a dispensation, a member with a disclosable pecuniary or other interests shall not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting and must not remain in the room in accordance with the requirements of the Standing Orders and Code of Conduct. Councillors may speak on the matter only if members of the public are also allowed to speak at the meeting.

5) Public Participation

To convene a public participation session that shall not exceed 30 minutes (restricted to a time limit of 5 minutes per person).

- a) Police Reports & Updates
- b) Residents questions on issues within the Parish (restricted to a time limit of 5 minutes per person)

6) Borough Councillors Ward Reports

To receive updates from Warrington Borough Councillors representing the Birchwood Parish.

7) Council Minutes

- a) To receive and approve the draft minutes of the Full Town Council meeting held on the 28th April 2026 (enclosed)
- b) To receive and approve the draft minutes of the Extraordinary Full Town Council meeting held on the 13th May 2026 (to be tabled).

8) Review of Delegation Arrangement to Committees, Sub-committees, staff and other local authorities including the terms of reference

To review and adopt a Scheme of Delegation incorporating the committee terms of reference (enclosed). This document has been drafted by the Locum Clerk.

9) Committee Membership: Appointment of Members to Committee

To appoint members to the Standing Committee in accordance with the committee terms of reference contained with the Scheme of Delegation:

- Personnel Committee – Four Members
- Personnel Committee - Substitute Members

10) Appointment of Committee Chair

To appoint a Committee Chair and Vice-Chair for the Personnel Committee.

11) Standing Orders, Financial Regulations & Council Policies and Procedures

- a) To review and adopt the Standing Orders based and the latest model template (enclosed).
- b) To review and adopt the Financial Regulations based on the latest model template (enclosed).
- c) To delegate responsibility to the Locum Clerk to undertake a review of council policies and procedures for consideration at a future meeting.

12) Meeting Dates

To agree the dates and times of council meetings for the 2026/2027 municipal year up to and including the next annual council meeting in May 2027 (meeting schedule to be tabled).

13) Review of Representation on External Bodies and Arrangements for Reporting

To review any current outside bodies that require Council representation. Members appointed onto outside bodies are required to report back to council and must not make any decisions on behalf of the council.

- Your Housing Group
- Police Representative
- Birchwood Carnival Committee
- Warrington Rights of Way Forum
- Friends of Birchwood Forest Park
- Risley Moss

14) Bank Mandate

To review the bank signatories for the councils bank accounts.

15) Review of the Effectiveness of Internal Controls 2026/2027

To appoint members to carry out a review of the effectiveness of internal controls and report the findings to the Town Council.

16) Internal Audit 2026/2027

To review the internal audit arrangements for the 2026/2027 financial year.

17) Planning Matters

- a) To receive and note the planning decision notices (report enclosed).
- b) To receive the latest planning applications for comments within the statutory consultation period. Any new applications to be tabled at the meeting (report enclosed).
- c) To note any other planning related matters and any enforcement issues.
 - Latest updates Development Management Committee

18) Financial Matters

To receive and consider Financial Matters:

- Bank Reconciliation as at 31st March 2026 (enclosed)
- Confirm the Closing Reserves Balances for 2025/2026 and 2026/2027 (enclosed)
- Agree and adopt the Revised Budget for 2026/2027 (enclosed)
- Payments Schedule (to be tabled)

19) Website Review

To receive and consider the current website issues and compliance with assertion 10 and resolve any further actions, inclusive of costs. Locum Clerk to report on this item.

20) Barn Storage Fees

To review the annual Barn Storage Fees. An invoice has been issued to the customer who has requested to negotiate the fee with the council.

21) BTC & Birchwood Youth & Community Centre

To receive a progress update on the review of the legal agreement between BTC and the Youth & Community Centre and to approve the revised cost quoted by the Solicitor.

22) Members Referral: Cllr David Ellis

To consider the item brought forward by Cllr David Ellis relating to the Warrington Local Plan (background paper enclosed).

23) Employment

- a) To receive and approve the confidential notes from the Full Town Council meeting held on the 28th April 2026 (enclosed).
- b) To receive and approve the salary, pension and HMRC payments for the payroll period of May paid in accordance with the employment contracts. The pay date for employees is 07th of the month, covering the pay period for the whole month (payroll summary enclosed).
- c) To receive and consider the staffing report from the Locum Clerk.

24) Items for a Future Agenda

To agree any additional items for consideration and inclusion at a future meeting.

25) Date of the Next Meeting

To confirm the date, time and venue for the June Full Council meeting.