



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

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Dated: 20th August 2026

NOTICE OF A COUNCIL MEETING

To all Members of Birchwood Town Council,

Notice is hereby given that an Extraordinary meeting of the **Full Town Council** will be held on **Tuesday 25th August 2026 at 6.00pm** at Parkers Farm, Delenty Drive, Birchwood, WA3 6AN for the purpose of transacting the business set out in the attached agenda.

Signed: *David Ellis*

Councillor David Ellis
Chairman

COUNCIL MEMBERSHIP	
Cllr David Ellis (Chairman)	Cllr Julie Brereton (Vice Chair)
Cllr Barry Allman	Cllr Nigel Reeves
Cllr David Ball	Cllr Jacquie Sheridan
Cllr Balbir Dhillon	Cllr Mike Evans
Cllr Kuldeep Dhillon	Cllr Tim Price
X1 Casual Vacancy	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

Full Town Council Meeting: Tuesday 25th August 2026

A G E N D A

1) Apologies

To receive and note apologies and reasons for absence.

2) 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.

3) Public Participation

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

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

4) Council Minutes

To receive and approve the draft minutes of the Full Council Meeting held on the 28th July 2026 (to be tabled).

5) Committee Minutes

To receive and note the minutes of recent Personnel Committee meetings (to be tabled):

- Personnel Committee 04 August 2026
- Personnel Committee 18 August 2026

6) Exclusion of the Press and Public

To consider and resolve the agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential business.

7) Financial Matters

To receive and consider Financial Matters:

- a) To receive the Bank Reconciliation for July 2026 and Scribe Accounts Transaction Report.
- b) To consider and approve the latest Payments Schedule.
- c) To receive an update on the CCLA Deposit Account and to consider and approve amendments to the account signatories and administrator contact details.
- d) To receive and approve the salary, pension and HMRC payments for the payroll period of August 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.
- e) To receive the Locum Clerk/RFO delegated decision report relating to the health and safety compliance for the cooled water drinking provision.

8) Resignation of Council Member

To note the resignation of Ian Atkin and to note that electoral services at Warrington Borough Council were notified of the casual vacancy on 20 August 2026.

9) Personnel Committee & Worknest Contact

- a) To receive an update on ongoing Personnel Matters.
- b) To appoint a member to the Personnel Committee following the resignation of Ian Atkin.
- c) To appoint a Chair of the Personnel Committee from within its current membership.
- d) To appoint a member of the Personnel Committee as the primary point of contact with WorkNest and its representatives in relation to the ongoing HR and welfare matters under consideration by the Personnel Committee. Due to potential conflicts of interest, this role cannot be undertaken by the Deputy Clerk. In the absence of a Locum Clerk, it is recommended that the role be assigned to a member of the Personnel Committee.

10) Employment Matters & Business Continuity

To formally receive the notification of the resignation of the Locum Proper Officer/Clerk & RFO (effective 27 August 2026) and to consider and approve the Business Continuity Plan including the following matters:

- a) Transitioning interim Proper Officer & RFO Cover to the Deputy Clerk in accordance with her Job Description (as approved by the Personnel Committee in consultation with the post-holder). Members are also asked to consider the potential engagement of a Locum Clerk, noting that an interested candidate has indicated availability for a contract of up to 20 hours per week.
- b) Authorising the Membership for the Deputy Clerk to become a member of the Society of Local Council Clerk (SLCC) and to approve costs for the following courses:
 - £30.00 + VAT - New Clerk Series Webinar - Tuesday 15 September 2026, 10:00am – 11:30am
 - £77.00 + VAT – Agendas & Minutes Thursday 24 September, 10:00am – 11:00am or Thursday 1 October, 10:00am – 11:00am
 - Free – Digital AGAR - Thursday 15 October, 10:00am – 11:00am
 - £57.75 + VAT – Powers & Duties 21 October 2.00pm – 3.00pm
- c) To receive and consider a business continuity plan prepared by the Locum Clerk.

11) Items for a Future Agenda

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

12) Date of the Next Meeting

To note the date of the next council meeting scheduled for Tuesday 22nd September 2026 at 6.00pm, Parkers Farm, Birchwood.