

Dianne Scambler  
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**Haigh**  
PARISH COUNCIL

Dear Councillors

You are summoned to attend the Full Council meeting of Haigh Parish Council to consider the items detailed on the attached agenda. If you are unable to attend, please submit your apology to the Clerk.

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**Full Council**

Monday, 7 July 2025, 7.00 pm  
St David's Parish Rooms, Copperas Lane, Haigh

**AGENDA**

**PART ONE**

1. **Apologies for absence** – to receive apologies from Councillors.
2. **Declarations of Any Interests**  
Members are reminded of their responsibility to declare an interest in respect of any matters contained or brought up at any point in the meeting, in accordance with the current code of conduct. Council will consider dispensation requests.
3. **Minutes of the previous meeting**  
To formally approve the minutes of the meeting held on 24 March 2025.
4. **Matters introduced by Members of the Public**  
An opportunity for members of the public to ask questions or make reservations. Typically, this session will be limited to 20 minutes, although this may be extended at the discretion of the Chair.

**COUNCIL BUSINESS**

5. **Clerks Report**  
Updates of actions since the previous meeting.
6. **Governance Reviews**
  - (a) Adoption of revised Standing Orders (2025 Edition)
  - (b) Adoption of revised Financial Regulations (2025 Edition)
  - (c) Approval of revised Code of Conduct (2025 Edition)
  - (d) Approval of Risk Management Schedule
  - (e) Approval of Social Media Policy
  - (f) Approval of Privacy Notice
  - (g) Approval of Information and Data Protection Policy
7. **Approval of 2024/25 Asset Register**  
To review and approve the updated Asset Register for the financial year ending 31 March 2025.
8. **Annual Governance & Accountability Return (AGAR)**
  - (a) Review and approval of Section 1 – Annual Governance Statement
  - (b) Review and approval of Section 2 – Accounting Statements

Next meeting: Full Council on 1 September 2025, 7pm  
Please email the Clerk if you intend to join the meeting by Sunday 6 July 2025.

- (c) Review and approval of Certificate of Exemption
- (d) Review and approval of Income and Expenditure Account for 2024/25
- (e) Review and approval of the Explanation of quantified significant variances for 2024/25
- (f) Review and approval of the Bank Reconciliation for 2024/25
- (g) To note the Notice of Public Rights and publication of Annual Governance and Accountability Return (Exempt Authority) accounts for year ended 31 March 2025

#### **9. Internal Audit**

To receive the findings of the Internal Auditor.

#### **10. Insurance**

To review and note the Annual Insurance Schedule and payment for 2024/25.

#### **11. Finance**

- (a) Authorisation of **Payments** made since the last Council meeting.
- (b) Authorisation of Clerks monthly salary payments
- (c) Payroll update.
- (d) Councillor Email addresses.
- (e) Approval of the 2025/26 Budget
- (f) Applications for financial assistance (Grants) – None received.

#### **12. Planning Report (to follow)**

- (a) To consider those applications that have been validated or decided upon in the Haigh area.
- (b) **Wigan Area Local Plan 2040** – for information

#### **13. Councillor Resignation/Vacancy process (verbal report)**

To receive an update on the Election/Co-opted vacancy process.

#### **14. Election of Vice Chair**

#### **15. Audit, Governance and Standards Committee**

Councillor K Whittle will update the meeting.

#### **16. Councillor updates**

- (a) Walking Day – future arrangements
- (b) Leyland Mill Site – Lighting concerns
- (c) Canal Towpath works
- (d) Haigh Hall restoration project
- (e) Bridleway access
- (f) Community engagement – establishment of Subgroup

### **PART TWO**

#### **17. Haigh and Shevington Parish Council file storage (verbal report)**

Update on the ongoing matter of file storage and access relating to Council records held at a private address.

Clerk to the Council     *D Scambler* (30.07.25)

***\*Cllrs are kindly requested to raise questions with content of the agenda prior to the meeting and to notify of unavoidable absence to the clerk no later than 4pm on the day of the meeting where possible.***

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