

# Shevington Parish Council

Clerk & RFO to the Council – Mr Michael Potts  
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## **FINANCE COMMITTEE MEETING**

### **Notice of Meeting and Summons to attend**

**To: Council Members;** Cllrs M Grimes, C Horridge, W McKnight, T Bridge, J Brown, J Diggle, H Thompson, M Crosby, J Whiteley

Dear Councillor,

You are hereby summoned on 7th November 2025 to attend the Finance Committee Meeting of Shevington Parish Council which is to be held on **Wednesday 12th November 2025 at 19:00**. The meeting will be held in **Vicarage Lane Function Room, Vicarage Ln, Shevington, Wigan, WN6 8HP**

Members of the press & public are welcome; the meeting may be recorded in accordance with the openness of Local Government Bodies Regulations Act 2014.

#### **Note to Councillors:**

If you are unable to attend the meeting, please notify the clerk of your apologies

#### **Note to Public:**

Residents of the Parish wishing to address the council are advised to notify the clerk before 5pm on the day of the meeting. Permission to speak at the meeting will be at the discretion of the Chairman. If representation made is considered outside the remit of Shevington Parish Council, residents will be referred to the principal authority or other appropriate body.

## **AGENDA**

Chair: *Cllr W McKnight*

### **PART ONE**

**1. Apologies** – To receive apologies for absence and consider and reasons for acceptance  
(*Local Government Act 1972, Section 85*)

#### **2. Declarations of Interest**

##### **2.1 Code of Conduct – Declaration of Interests**

Members are reminded of their responsibility to declare any personal or prejudicial interest that they may have in any item of business on the agenda no later than when the item is reached.

##### **2.2 Localism Act 2011 – Dispensations**

Members are reminded of their responsibility to make a request for a dispensation to speak on any matter for which they have declared an interest.

**3. To Sign as a correct record the minutes of the meeting held on**

6<sup>th</sup> November 2024. The minutes for this meeting are currently unavailable due to the passing of the previous Clerk. Unable to locate any recordings or drafts at this stage but next steps to be discussed with councillors.  
(Local Government Act 1972, Section 111)

**4. Q2 Budget Monitoring – 2025/26**

To consider the proposed cost centre and cost code framework for 2026/27, aimed at improving financial transparency and reporting.

*Supporting document: Draft Cost Centre & Code Structure (Appendix A).*

**5. Draft Budget Framework – 2026/27**

To review the initial outline of the 2026/27 budget, including assumptions for inflation, staff costs, and reserves.

*Supporting document: Draft Budget Framework (Appendix B).*

**6. Income Review**

To note outstanding income due to the Council, including allotment and lease payments, and agree any follow-up actions.

**7. Public Works Loan Board – Drawdown Timing and Grant Review**

To consider the most appropriate timing for drawing down the approved £160,000 PWLB loan for Memorial Park improvements, considering contractor scheduling, interest rate movements, and the loan support grant already received from Wigan Council.

*Supporting document: Clerk's Report on PWLB Drawdown (Appendix C).*

**8. Reserves and Project Funding**

To review current earmarked reserves and the proposed use of approximately £30–35,000 from reserves towards the Memorial Park project.

**9. Recommendations to Full Council**

To agree any recommendations arising from this meeting for ratification by Full Council at its meeting on 26 November 2025.

**10. Date of Next Meeting**

To note the date of the next Finance Committee meeting. Currently listed as the 14<sup>th</sup> of January 2026. Consideration of additional meeting before final budget approval and precept request submission.

**MEETING CLOSE**

Clerk to the Council

*M. Potts (24/10/2025)*

*\*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 17:00 on the day of the meeting where possible.*

*\*\*Questions from the public may be emailed to the Council clerk no later than 17:00 on the day of the meeting to be read or taken as read for a response to be prepared for reply in the meeting under correspondence. At the discretion of the Chairman replies may be returned via email only depending upon the nature and content.*