RIXTON WITH GLAZEBROOK PARISH COUNCIL

Nicholas McCarthy
4 Redwood Close
Woolston
Warrington
WA1 4EH
11th March 2026

Dear Councillor

I am writing to inform you that the Parish Council Meeting will be held in the

Community Hall, Manchester Road, WA3 6JZ
Wednesday 18th March 2026 at 7:00pm for the monthly parish council meeting

To ensure the meeting stays within timescales, I will keep you informed as best I can with activities and updates that can be shared by email. Please ensure any attachments (Minutes, Action Plan) are reviewed beforehand, to allow as much time as possible to focus on other agenda items. If you are unable to attend, please send your apologies as soon as possible.

Yours sincerely

Nick McCarthy

Clerk to the Council

Code of Conduct - Declarations of Interest
Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached. Declarations are a personal matter for each Member to decide. Whilst officers will advise on the Code and its interpretation, the decision to declare, or not is the responsibility of the Member based on the particular circumstances.

SEE AGENDA ATTACHED

7:00pm-9.00pm A G E N D A (open to the public to observe)

1. **Apologies**
   Marked as attended, apology, or absent
2. **Declarations of Interest**
   Declare any interest in any item of business on the agenda no later than when the item is reached, or during correspondence/AOB items
3. **Committee Reports**
   WBC/Councillor, Police, Local Groups, etc.
4. **Minutes & Matters Arising**
   Errors/omissions to be reported back to the clerk before meeting
5. **Action Plan**
   Actions outstanding from previous meetings to be discussed
6. **Correspondence**
   To be emailed as and when available and discussed by exception.
7. **Charitable Donations / Gifts and Hospitality.**
   Contact clerk prior to the meeting with any requests.
8. **Project Updates**
   (a) Recreation Ground
   (b) Glamis Wood
   (c) Parish Council Website
   (d) Look of the Parish projects
9. **Accounts for payment**
   Transactions for the month, Cheques to be signed, Bank Statements signed. Draft Cashbook 1/4ly/Full year discussion
10. **Audit / Finance / Budget update**
    Draft Q4/YE monitoring discussion, VAT return, Asset Register, Risk Assessment, Audit
11. **Policy updates / Public Rights of Way**
    If available
12. **Planning Applications**
    Will be sent as and when received, for review/decision
13. **Special Agenda Items**
    None
14. **General Matters**
    Other items of business to be discussed during the meeting.

Any items that need further discussion to be added as agenda items for the next meeting.