



Penketh Parish Council

Extraordinary Meeting of Penketh Parish Council

Meeting Minutes

Meeting held on Thursday 26th May 2022

At Penketh Pool & Community Centre

PART 1

Meeting opened at 19:30

The decision for Mrs Cook to act as temporary clerk for the meeting and take minutes was approved by a unanimous vote.

1. **In attendance;** Cllr M.Potts (Chair), Cllr L. Jones (Vice), Cllr L. Beddows, Cllr G. Fellows, Cllr A.Haywood, Cllr K. Layfield.

Members of the public 8 persons
Acting Clerk Mrs Cook

2. **Apologies Received;** Cllr L.Fox, Cllr S.Jones, Cllr C.Lenihan.

The Chair announced that there would be an amendment to the agenda items resulting from the resignation and notice period of the Clerk to the Council

3. Due to the arising vacancy of a Permanent Proper Officer (Clerk) and Responsible Finance Officer (RFO), the Chair asked for approval to obtain temporary delegated powers to ensure the Council Function would continue to maintain minimal disruption for the interim period.

Vote: All in favour

4. **3.1 Code of Conduct – Declaration of Interests**

Cllr Fellows noted as Chair of Penketh Swimming Club – However there was nothing listed

3.2 Localism Act 2011 – Dispensations

None

- 5 **Approve the minutes of May 2022 full parish council meeting**

Proposed: Cllr Fellows

Seconded: Cllr Haywood

Vote: 5 in Favour, 1 Abstention

The Minutes were signed by the Chair in the presence of the Council

6 Co-option

Three candidates were given the opportunity to speak for five minutes on their personal attributes and suitability to join the Council. A Discussion was held and the meeting was moved to part two

Meeting re-opened to the public at 19:59

A vote took place the Chair did not cast a vote.

Candidate A: **0 Votes**, Candidate B: **1 Vote**, Candidate C: **4 Votes**

Co-option Decision: K. Harkin

Cllr K. Harkin Was congratulated and welcomed to the Parish Council as the acceptance form was signed, Candidates were thanked for their interest in the vacancy.

7 Standing Orders Review - Cllr Potts

The Council is to incorporate and adopt the NALC (National Association of Local Councils) Model Standing orders, changes have been made to The People and Governance Committee, agreed at last full council, and names and the order of number sequencing of the document have been updated.

Motion: Council resolves to approve v3 of the standing orders and adopts as its new and valid document and upload to our website.

Proposed: Cllr. Jones

Seconded: Cllr. Haywood

Vote: 6 in favour, 1 Abstention

Motion Result: Passed

8 Policy Updates

8.1 Policy: social media & IT Policy

The standing orders refer to policies being in place for social media/press and this will satisfy this requirement

Motion: Council resolves to approve the new social media and IT policy to be applied to the council and be updated to our website.

Proposed: Cllr. Jones

Seconded: Cllr. Potts

Vote: 6 in favour, 1 Abstention

Motion Result: Passed

8.2 Policy: Community Engagement Policy

As the council moves into the next phase of its term, community engagement will become more of a priority and this Policy will enhance that process and set out the determination and aspiration of the council.

Motion: Council resolves to approve the new Community Engagement Policy to be applied to the council and be updated to our website.

Proposed: Cllr. Fellows

Seconded: Cllr. Haywood

Vote: 6 in favour, 1 Abstention

Motion Result: Passed

9 Asset Register

The Asset Register document of the Parish Council was discussed. The document, circulated to councillors prior to the meeting was noted and accepted for the purpose of the minutes and the Council Audit.

Proposed: Cllr. Haywood **Seconded:** Cllr. Potts

**Vote: 6 in favour, 1 Abstention
Motion Result: Passed**

10 Penketh Carnival

A discussion was held as a request of the Carnival Team. It was noted that the Carnival was unanimously supported by the council in previous meetings. There was a number of points of concern surrounding the fairground operation which is a separate entity and questions surrounding liability, use of land and insurance required more in-depth discussion between the Council and Fairground operator. It was highlighted that the Council did not have the appropriate availability to take responsibility for the fair for the number of days they would be on Parish land (Greystone Recreation Ground). The Council would actively continue to work with the operator and encouraged them to return the required documents.

11 AOB

Information was provided about the lighting of the beacon by Cllr L.Jones
The Chair thanked all Councillors past and present who were involved in the planning and organisation of the installation of the beacon and to those who could help on the evening.

12 It was Confirmed that the date and venue of next ordinary meeting would be **Monday 13th June 2022, 19:30 at the Pool & Community Centre**, as agreed on 9th May 2022

Meeting Closed 20:55

Public Forum

A member of the public asked about the insurance and resources of the Council associated with the fairground, this was explained clearly.

A Member of the public enquired about the capacity limit of 499 for the beacon event – it was explained that this was due to licensing restrictions to an organised event.

A Message was relayed to the Council from a previous employee – this would be addressed directly to the individual.

Part 2

There was no part two of the meeting

**Mrs. G Cook
Temporary Clerk to Penketh Parish Council**

..... **Date**