



**Penketh Parish Council**

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**NOTICE OF MEETING AND SUMMONS TO ATTEND**

**Chair:** Cllr M Potts

**Vice Chair:** Cllr L Jones

**Current Councillors:** G Fellows, L Fox, A Haywood, S Jones, K Layfield, K Harkin, E Peters, N Farrel,  
C Lenihan, L Beddows.

You are hereby summoned to attend an extraordinary meeting of **Penketh Parish Council**  
to be held at **7.30pm on Monday 15<sup>th</sup> August 2022**

**The meeting will be held at:**

**Community Room, Penketh Pool and Community Centre.**

**Members of the public are welcome, please note this meeting will be livestreamed and recorded**

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**PART 1**

- 1 To receive member's apologies for unavoidable absence
- 2 3.1 Code of Conduct – Declaration of Interests  
2.2 Localism Act 2011 – Dispensations
- 3 To approve the Minutes of the previous meeting
- 4 Matters arising from the minutes
- 5 Finance
  - 8.1 Applications for Financial Assistance None
  - 8.2 To approve accounts for July 2022
  - 8.3 To approve regular and ad-hoc spend for July 2022
- 6 Clerk's Report for May/June 2022 - Cllr M Potts to update
- 7 Bookings Clerk Recruitment – Notes previously shared on email following interview.

**Motion** – Council approves the appointment of Bookings/Deputy Clerk following interview by a panel of 3 Cllrs on the 27<sup>th</sup> July 2022 based on the T&C's and Job description approved in the meeting of the 11<sup>th</sup> July 2022.

**Proposed by:** Cllr Andrea Haywood **Seconded by:** Cllr Lez Fox

- 8 New accounting software – Rialtas software to assist council with accounting/booking and governance of financing for the council and associated business activities. This is recommended by our internal auditor for a council of our size. This streamlines our Year End reporting and AGAR information. It will allow the Clerk and Deputy/Bookings Clerk to free up more time for growth and promotion of the business. It also includes a bookings calendar for the Hall and Committee room and will replace Xero as our invoicing and accounting system (£490 pa). Pricing shared with councillors with the Summons.

**Motion** – Council approves the procurement of the Rialtas Software package for Omega Accountancy and Facilities booking system.

**Proposed by:** Cllr Michael Potts **Seconded by:** Cllr A Haywood.

- 9 Job Adverts – Lifeguard/ Swim Coach – Rates of pay to be discussed/agreed in part two.

**Motion** – Council approves the Job Adverts for Lifeguard recruitment to be added to the Parish Website and WBC jobs pages.

**Proposed by:** Cllr Michael Potts **Seconded by:** Cllr A Haywood.

**Motion** – Council approves the Job Adverts for Swim Teacher recruitment to be added to the Parish Website and WBC jobs pages.

**Proposed by:** Cllr Michael Potts **Seconded by:** Cllr A Haywood.

- 10 Plant Room Operators Courses – Recommended industry provider of Pool Plant Training (details of which sent over to all councillors). Pool Plant Courses are accredited by CIMSPA and PWTAG and have been endorsed as being fully mapped to the employer-led professional standards framework for Pool Plant Operators. Council to open an account for 10 people to complete online training courses and then progress to face-to-Face plant room training. Maximum cost from training budget (£800) at this stage is £1500 inc VAT (virement to be completed at next finance committee meeting). Additional spaces can be added as and when required.

**Motion** – Council approves the opening of the training account to commence the online stages of training for Volunteer councillors and Future staff members.

**Proposed by:** Cllr Michael Potts **Seconded by:** Cllr K Layfield.

- 11 Christmas Tree – **Motion** – Council approves the request for a 29ft Christmas tree from WBC, with installation unless alternative solutions are found before next full council meeting which is close to the deadline for ordering.

**Proposed by:** Cllr M Potts **Seconded by:** Cllr G Fellows.

- 12 To confirm date and venue of next meeting

Full Council meeting Monday 12<sup>th</sup> September 2022, 7.30pm at the Pool & Community Centre

## Part 2

- 13 Timetable – Proposed Timetable for the operation of the Pool for approval.

- 14 Pricing – Pool/Hall/Committee Room for Approval.

- 15 Pay Rates – Recruitment of Lifeguards and Swim Teachers.

- 16 AOB

Close