



Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY

CLlr Michael Potts Temp Clerk/Chairman to Penketh Parish Council

Tel 01925 724 515

clerk@penkethparishcouncil.org.uk

NOTICE OF MEETING AND SUMMONS TO ATTEND

Chair Cllr K Layfield

Councillors Fellows (GF), Haywood (AHa), L Jones (LJ), Layfield (KL), Potts (MP), Peter (EP)

You are hereby summoned to attend a meeting of the Business Management Committee of **Penketh Parish Council**

to be held at **8.30pm on Tuesday 6th September 2022**

The meeting will be held at:
Community Room, Penketh Pool and Community Centre.

Members of the public are welcome; the meeting may be recorded.

PART 1 Opening

- 1 Present
- 2 Apologies
- 3 3.1 Code of Conduct – Declaration of Interests
3.2 Localism Act 2011 – Dispensations
- 4 Minutes of the previous meeting
- 5 Cost Update
- 6 Items to be reviewed & instructed
- 7 Staff Structure Review
- 8 Programme Review
- 9 Review of Action Log
- 10 AOB

11 To confirm date and venue of next meeting

Public Forum

Part 2

1. Items to be reviewed & instructed - quotes

NOTE: THERE ARE 5 PLACES FOR MEMBERS OF THE PUBLIC TO ATTEND. PLEASE EMAIL THE CLERK TO REQUEST A PLACE

