



Penketh Parish Council

Meeting Minutes of Penketh Parish Council

Meeting held on Monday 15 August 2022

At Penketh Pool & Community Centre

PART 1

Meeting opened at 19:37

Cllr Potts, in the Chair for the meeting, apologised for the delay to the start. The delay was to allow for the live streaming of the meeting to social media.

Present: Cllr L. Beddows, Cllr N Farrel, Cllr G Fellows, Cllr L Fox, Cllr A Haywood, Cllr L Jones, Cllr S Jones, Cllr K Layfield and Cllr E Price.

In attendance – L Jacob (locum clerk) and 2 members of the public

- 1. Apologies Received;** Cllrs K Harkin and A Haywood had sent apologies and these were noted. Cllr C Lenihan was absent without apology.

The Chair welcomed two newly elected councillors to the meeting, Cllr N Farrel and Cllr E Price and congratulated them on their success. Cllr S Jones was also welcomed back following an absence due to work commitments.

- 2. 2.1 Code of Conduct – Declaration of Interests**

Cllr Fellows as Chair of Penketh Swimming Club left the room prior to the beginning of the items discussed in Part 2.

Cllr L Jones declared that he manages a private hire facility. Cllr L Jones remained in the room and took part in discussion and voting on all items on the agenda.

- 2.2 Localism Act 2011 – Dispensations**

No dispensations had been requested.

- 3. Approval of the minutes of Thursday 11 July 2022 full parish council meeting**

Cllr Layfield – some matters of Any Other Business had not been recorded in the minutes. These were the intent of a Working Group to debrief the council and a discussion on arrangements for the Annual Parish Meeting. These items were noted and will be added to the September Full Council agenda.

Resolved – the minutes of the meeting of Thursday 11 July 2022 were a true record and were signed by the Chair.

Chairmans Signature...

...Date...10th October 2022

4. Matters arising

No other matters were raised.

5. Finance

5.1 Applications for Financial Assistance – there were no applications to be discussed.

Forthcoming may be an application from a local church and from a Scout group. The Scout group had been invited to attend a future meeting.

5.2 To approve Accounts for July 2022

It was noted that the Parish Council bank accounts have been renamed.

The Parish Council account contained the following receipts to the account and the following payments for approval:

(Insert table -need to retrieve in a format other than pdf)

The Pool Account contained the following receipts to the account and the following payments for approval:

(Insert table -need to retrieve in a format other than pdf)

Bank statements for both accounts were presented to members.

An amount of income of £432, received on 22 July was queried and the Chair will provide the information.

A payment for solicitor services was queried. This related to services in the financial year 2021/22 but the invoice had not been presented until this financial year.

The cost of the bye-elections had not yet been notified by Warrington Borough Council but was expected to be around £6,000 in total.

Resolved that the receipts into the accounts are noted and that approval is given for the payments detailed to be made.

5.3 To Approve regular and ad hoc spend for July 2022

This item was incorporated into the information presented at item 5.2.

6. Clerk Report

A update was provided by the Chair. This included the information relating to the changing of the names of the Parish Council bank accounts – the Kingfisher Leisure Bank Account is now known as Penketh pool Account. Paperwork to change signatories on the accounts was being completed.

Contacts with groups who had been previous users of the pool was underway.

Planning applications had been circulated.

Three quotes were being sought for refurbishing the hall flooring; to date one had been received.

Recruitment to the vacancies was ongoing.

A temporary bin at Penketh Gardens had been removed and a permanent replacement was now needed.

The Penketh History Society would be provided with a date for the removal of their effects from the foyer.

Penketh Library refurbishment meant that the Library was unavailable until at least October and an alternative venue for the Parish Council's September surgery would need to be found.

7. Bookings Clerk Recruitment

Cllr Fellows mentioned that the applicant was known to him as someone had worked at the same company as he worked for.

Questions were put as to the possible start date and the Chair stated that it was unlikely to be before the final week of August. Peninsula HR will handle the onboarding.

Chairmans Signature...



...Date...10th October 2022

Resolved – to confirm the offer of appointment to the applicant (name – Clare ??) based on the terms and conditions and job description (approved 11/07/2022) and begin the onboarding process.

8. New Accounting Software

Following recommendation by the internal auditor, parish council specific accounting software packages had been investigated. The Rialtas package offered a comprehensive financial package with the addition of a Booking facility which will generate invoices.

An upfront cost of £3826 included both the first year subscription to both packages, support in set up and training, with annual costs thereafter of £880 per annum.

Councillors expressed their confidence in the financial package but required further information on the capability and flexibility of the Bookings system.

Action – Chair will organise a demonstration of the Booking system.

Resolved – in principle to move forward with acquiring the Rialtas system as soon as practicable.

9. Job Adverts – Lifeguard/Swim Coach

Resolved – the job advertisements for both the Lifeguard positions and the Swim Coach positions, as presented, to be added to the Parish Council website and to WBC jobs page. In addition, delegation was given to the Business Management Committee for additional financial outlay to place additional advertisements, should it be necessary to attract applications.

10. Plant Room Operators Courses

Resolved – to approve expenditure of £1500, to be met from the existing training budget of £800, with further virement to be decided by delegation to the Finance Committee, for the provision of a training account enabling up to 10 users to undertake the foundation level of the Plant Room Operators training via the online portal.

11. Christmas Tree

The quotation received from Warrington Borough Council was discussed, for the provision of a 29 foot tree at a cost of £2070 with additional costs for delivery, installation and removal of the tree and the dressing of the tree with lights.

An additional offer of a tree from a previous supplier had been made.

Resolved – to convene a Working Group to explore the costs and logistics involved and report to full council on 12 September 2022.

12. Date and time of next meeting

Monday 12 September 2022 at 7.30pm

This part of the meeting ended and the Chair invited members of the public to address councillors.

Public Forum

A member of the public asked for information about the minute taker for the meeting. The Chair provided information.

Another member of the public asked if the Parish Council had been informed by Warrington Borough Council Planning Department about an application for works at Fiddlers Ferry Power Station, following the purchase of the site by Peel Holdings. Concern was expressed about future development in relation to the provision of adequate infrastructure and traffic measures.

The Chair replied that Fiddlers Ferry was part of Cuerdley and Penketh Parish Council would not be automatically notified of any planning applications submitted, however, the parish council will maintain a watch on the situation and respond where appropriate.

Chairmans Signature...



...Date...10th October 2022

A member of the public asked about the costs of the recent by-election and whether the costs could have been minimised if the count had taken place the following day. The Chair replied that the costs are set by Warrington Borough Council, that all matters regarding the election are under their control and that there would have been no difference in the costs by altering the arrangements.

Members of the public left the meeting at 8.30pm.

Part 2

Public Bodies (Admission to Meetings) Act 1960 s.2

A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

The council resolved to discuss the following matters in closed session (sometimes referred to as Part 2)

Cllr Fellowes left the meeting.

Meeting started at 8.34pm.

13. Proposed Timetable

The proposed timetables were discussed. There were many alternatives suggested but it was agreed that the timetables for both term time and school holidays were a good starting point.

Resolved – the draft timetables, as presented, be published for public feedback and to assist with business planning.

14. Pricing Structure

The pricing structure as presented was discussed. Alternatives were suggested and it was recognised that the suggested payment categories need to be accompanied by policies which define and clarify the parameters.

Resolved – to convene a Working Group to consider the definitions of the user categories, for these recommendations to then be considered by the Business Management Committee and for that Committee to have delegated responsibility for producing a final pricing structure.

15. Payrates for Lifeguards and Swim Teachers

Resolved – the payrates as advised on the agenda.

16. Any other items

No other items were notified for discussion.

Meeting Closed at 21:13

Chairmans Signature...



...Date...10th October 2022