

# Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY  
Cllr M. Potts, Acting Clerk to the Council. Mrs V. Wearing Temporary RFO.  
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## **FULL COUNCIL MEETING AGM 2023** **Notice of Meeting and Summons to attend**

**Monday 15<sup>th</sup> May 2023 at 19:30 in**

**Penketh Pool and Community Centre Committee Room, Penketh WA5 2EY**

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

**Council Members;** Cllrs Farrell, Fellows, Fox, Harkin, Haywood, L Jones, S Jones, Layfield, Lenihan, Peters, & Potts

### **PART ONE**

#### **1. Election of Chairman of the Council**

To elect the Chairman of the Council for the Municipal Year 2023/24  
For the Chairman to sign the declaration of office.

#### **2. Election of Vice-Chairman of the Council**

To elect Vice Chairman of the Council for the Municipal Year 2023/24

#### **3. Apologies for absence**

#### **4. Declarations of Interest**

##### **3.1 Code of Conduct – Declaration of Interests**

Members are reminded of their responsibility to declare any personal or prejudicial interest that they may have in any item of business on the agenda no later than when the item is reached.

##### **3.2 Localism Act 2011 – Dispensations**

Members are reminded of their responsibility to make a request for a dispensation to speak on any matter for which they have declared an interest.

#### **5. MEMBERSHIP OF COMMITTEES 2023/24**

To appoint members of Committees of the Council for the Municipal Year 2023/24.

- 1) Business Management Committee**
- 2) Finance Committee**
- 3) People & Governance**
- 4) Open Spaces**
- 5) Communication & Marketing Committee**
- 6) Building Stronger Communities**

*N.B. Clerk and chairman to review Terms of reference for the year ahead and bring back to full council for approval.*

#### **6. BANK MANDATE**

To nominate four Members to be authorised signatories to the Council and to authorise Bacs payments.

#### **7. Community Policing Report**

*7.1 Issues raised by members of the public solely for the attention of the attending representative. This item must not exceed 10 minutes.*

#### **8. To Sign as a correct record the minutes of the last meeting held on Monday 11<sup>th</sup> April 2023.**

**9. Matters arising from the minutes**

**10. Committee reports & Recommendations – Verbal report**

**11. Clerks report – Verbal report**

**12. Correspondence**

**13. Report from Parish surgery – Delayed due to the coronation and BH.**

**14. Planning – (Documents Circulated to Cllrs as they come in)**

**15. Finance – (Documents enclosed)**

14.1 Authorisation of accounts for payment/approval – (Documents enclosed)

14.2 Invoices for payment/approval

14.3 Applications for Financial assistance – In accordance with Section 137 of the Local Government Act 1972 which enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory power for the direct benefit of its area, or part of its area, or all or some of its inhabitants.

**16. Date of next meeting to be proposed as Monday 12<sup>th</sup> June 2023 at 19:30 at Penketh Parish Pool & Community Centre Committee Meeting Room.**

**17. Public question time**

Due to the large agenda the public will be limited to no more than 2 questions in which responses may be offered via email/written correspondence if the agenda item exceeds 10 minutes.

**18. Matters for further discussion** Councillors are reminded of the option to present detail prior to the opening of the agenda item to encourage an efficient meeting which consists only of relevant matter.

**PART TWO**

Pursuant to section 1(2) of the Public Bodies (Administration of Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of;

**MEETING CLOSE**

Acting Clerk to the Council *Cllr M. Potts 09/05/23*

*\*Cllrs are kindly requested to raise questions with content of the agenda prior to the meeting and to notify of unavoidable absence to the clerk no later than 17:00 on the day of the meeting where possible.*

*\*\*Questions from the public may be emailed to the Council clerk no later than 17:00 on the day of the meeting to be read or taken as read for a response to be prepared for reply in the meeting under correspondence. At the discretion of the Chairman replies may be returned via email only depending upon the nature and content.*