

# Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY  
Miss J Locke, Clerk to the Council. Mrs V. Wearing Temporary RFO.  
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## PEOPLE & GOVERNANCE COMMITTEE MEETING

### Notice of Meeting and Summons to attend

Monday 5<sup>th</sup> February 2024 at 19:00 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 G Fellows, A Haywood, L Jones, S Jones, C Lenihan & M Potts

### PART ONE

1. Present:

2. Apologies for absence

3. 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.

4. To sign as a correct record of the minutes of the meeting held on 2<sup>nd</sup> October 2023

5. Discussion and review about Deputy Clerk position.

6. Review of Menai Bridge Policy

7. Any Other Business

8. Public Question Time

9. Date of next meeting to be proposed as Monday 11th March 2024 at 19:00 at Penketh Parish Pool & Community Centre Committee Meeting Room.

### 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;

Nothing Listed

### MEETING CLOSE

Clerk to the Council *Miss Jo Locke*

*\*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.*