

# Penketh Parish Council

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## FULL COUNCIL MEETING

### Notice of Meeting and Summons to attend

**Monday 8th April 2024 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 in accordance with the openness of Local Government Bodies Regulations Act 2014.

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

Chairman: Cllr Geoff Fellows

Vice Chair: Cllr Andrea Haywood

### 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. Community Policing report – (Document enclosed)**

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

**5. To Sign as a correct record the minutes of the meetings held on**

Friday 8<sup>th</sup> March (Extraordinary Meeting) & Monday 11<sup>th</sup> March (Full Council Meeting)

**6. Matters arising from the minutes**

**7. Motions from Councillors**

**7.1** This Council approves the Asset Register updated to 8<sup>th</sup> April 2024

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

**7.2** During the Rialtas closed down service it was noted that the previous year's VAT calculations in the cross over from Xero accounting software to Rialtas software for parish councils identified that a VAT payment was a Debit of £917.05 and a Credit £1157.32 and so the following financial year a correction of £240.27 in credit to the account has been made. This adjustment has been advised to be accepted by the service agent which is generally good housekeeping for Council end of year accounting and therefore approval is sought from the Council to satisfy audit requirements.

**Proposed Cllr**

**Seconded Cllr**

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

**9. Chairmans Report** – Verbal report

**10. Clerks report** – Verbal report

**11. Correspondence** – (Document enclosed)

**12. Report from Parish surgery** – Verbal report

**13. Planning** – (Documents enclosed)

**14. 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.

**15. Date of next meeting**

Monday 13<sup>th</sup> May 2024 at 19:00 for the Annual Parish Meeting and after a short recess a Full Parish Council Meeting will take place at 19:30 in the Penketh Pool and Community Centre Committee Room.

**16. 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.

**17. 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;

**18.** This council approves the services of professional sign writer (*redacted*) at a cost of (*redacted*) to update the Parish Honorary Chair persons board dating from 1968 to 2015 bringing it to present day. As this is now nine (9) years out of date and of historical importance this requires specialist/technical professional attention and comes via recommendation from WBC. This may/may not exceed the clerks approved spend as per the financial regulations and so approval is sought in the event that costs exceed the threshold. Work scheduled to be completed mid-April.

**Proposed Cllr G. Fellows**

**Seconded Cllr M. Potts**

## **MEETING CLOSE**

Chairman to the Council

*Cllr Geoff Fellows 03/04/2024*

*\*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 in order 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.*