

Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY
Tel: 01925 724 515
Email: clerk@penkethparishcouncil.org.uk



FULL COUNCIL ORDINARY MEETING

Notice of Meeting and Summons to Attend

To: Cllr Geoff Fellows, Cllr Andrea Haywood, Cllr Eunice Peters, Cllr Tracey Booth, Cllr Chuck Eriobuna, Cllr Laura Hollis.

Dear Councillor,

Dated this fifth day of June 2024, you are hereby summoned to attend the Ordinary Meeting of Penketh Parish Council to be held at 19:30 on the tenth day of June 2024, to transact business listed in the agenda.

The Meeting will be held 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.

Note to Councillors:

If you are unable to attend the meeting, please notify the clerk of your apologies.

Note to Public:

Residents of the parish wishing to address the Council are advised to notify the clerk before 5pm on the day of the meeting. Permission to speak at the meeting will be at the discretion of the Chairman. If the representation made is considered outside the remit of Penketh Parish Council, residents will be referred to the principal authority or other appropriate body.

Your sincerely,

Mr L Trevaskis, CiLCA, PSLCC.
Locum Clerk

Agenda

- 1. Apologies** - to receive apologies for absence and consider any reasons for acceptance.
(Local Government Act 1972, Section 85)
- 2. Declarations** - to record any declared interests relating to the business of the meeting and receive any dispensation requests from the Proper Officer. Members are reminded of their responsibility to declare any personal or prejudicial interests that they may have in any item of business on the agenda no later than when the item is opened. Members are also reminded of their responsibility to make a request for a dispensation to speak on any matter for which they have declared an interest.
(Localism Act 2011, Section 31)
- 3. Minutes** - to approve the minutes of the last meeting.
(Local Government Act 1972, Section 111)
- 4. Co-Options** - to note that the additional vacancy (which has arisen from the resignation of C Lenihan) has been advertised, and consider applications for the vacancies for five seats, which the Council may fill by co-option.

5. **Annual Audit and Accountability Return (AGAR)** - to consider the annual governing statement and accounts, and approve for submission.
6. **Public Realm Contractors** - to approve for Cllr E Peters to work with the PO to draft a new public realm maintenance schedule, for presentation at a future meeting, in preparation of seeking quotes for future routine maintenance schedule.
7. **Financial Regulations** - to consider the updated Financial Regulations (based on the new Model Financial Regulations as produced by NALC) as reviewed by the Policies and Procedures Working Group.
8. **Planning Applications** - to consider the recent planning applications, and agree actions.
9. **Staffing** - to consider the staffing report and the below recommendations of the Staffing Working Group.

LIFEGUARDS

- To approve the delegation of recruitment of Lifeguards to the PO, with an additional member of the Council, in line with the below.
 - i) That the Lifeguard Recruitment Pack be adopted and advertised.
 - ii) That recruitment remains ongoing to ensure 15 lifeguards are employed at any one time.
 - iii) That the rate of remuneration for all lifeguards be set at SCP 2 (£11.62 per hour).
 - iv) That all lifeguards be offered the opportunity to become the 'lead' lifeguard for each shift, affording an hourly rate equivalent to SCP 6 (£12.42) - with any increment to be processed as an additional pay claim (as opposed to a contractual amend).
 - v) Any qualifications are undertaken with a payback clause.
 - vi) The roles be advertised locally, and online, with an advertising budget of £50.00.

FINANCE OFFICER

- To approve the delegation of recruitment of a Finance Officer to the PO, with an additional member of the Council, in line with the below.
 - i) That the Finance Officer Recruitment Pack be adopted and advertised.
 - ii) That recruitment remains ongoing until the post is filled.
 - iii) That the rate of remuneration for the post be set at SCP 28-32 (£19.05-£20.90 per hour) DOE.
 - iv) The role be part-time, and office based, initially for 16 hours per week, increasing to 24 hours per week if required to meet business need.
 - v) The roles be advertised locally, and online, with an advertising budget of £50.00, and that recruitment agencies be approached to source suitable candidates.

10. **Representations from the Public** - to received representations from the public.