

Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY
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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, Cllr Claire Williams, Cllr Erica McSherry.

Dear Councillor,

Dated this third day of July 2024, you are hereby summoned to attend the Ordinary Meeting of Penketh Parish Council to be held at 19:30 on the eighth day of July 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 10am 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 consider applications for the vacancies on the Council that may be filled by co-option.

5. **Public Realm** -

- i) To approve the 'Volunteer Risk Assessment'.
- ii) To consider the formation of a local voluntary group named the 'Friends of Penketh Gardens' or similar.
- iii) To receive a verbal report regarding the benefits of the Community Payback scheme and agree actions.

6. **Financial Regulations** - to consider the updated Financial Regulations as reviewed by the Policies and Procedures Working Group.

7. **Standing Orders** - to consider the updated Standing Orders as reviewed by the Policies and Procedures Working Group.

8. **Council Mobile Phone** - to consider the purchase of a corporate mobile telephone (up to a budget of approximately £50 per month) to enhance operational efficiency, ensure GDPR compliance, and provide a dedicated means for secure and professional communication, delegating to officers to source the device, and establish protocols for its use.

Rationale:

GDPR Compliance:

- Using personal telephones for council business risks non-compliance with GDPR regulations, potentially exposing sensitive data to unauthorised persons.
- A corporate mobile telephone will provide a secure platform for handling personal data, safeguarding privacy, and ensuring data protection protocols are followed.

Security for Online Banking:

- A dedicated corporate mobile telephone can be used for the additional security steps required for online banking.
- This ensures that only authorised personnel have access and that security measures, such as two-factor authentication, are consistently implemented.

Amazon and Other Accounts:

- Currently the Council does not have its own Amazon Business account (and is thus unable to obtain any payment terms for payment by invoice). Officers have been unable to set up an Amazon Business account for the Council as their personal phone numbers are already linked to their personal accounts.
- As a result, officers have been using their personal accounts to purchase council supplies which does not guarantee a VAT invoice in every case, nor provide the Council with any payments terms to clear sums by invoice.
- Linking the corporate mobile telephone to council accounts, such as Amazon, streamlines the purchasing process and ensures that account security is maintained.
- This provides a centralised and secure method for handling online transactions and managing council-related purchases, and helps to improve the resilience of the authority to officer/member changes.

Staff Wellbeing:

- Currently, all staff use their personal telephones for work-related communications, which blurs the line between professional and personal time.
- This can lead to interruptions during non-working hours, annual leave, and weekends, preventing staff from benefiting from their time off and resting adequately.
- By providing a corporate mobile telephone, we can ensure that work-related communications are confined to work hours, thereby respecting staff's personal time and improving overall workplace wellbeing.

Social Media and Communal Email Accounts:

- The corporate mobile telephone can have all the Council's social media accounts installed, allowing for efficient and timely updates to the community from any officer on duty.
- A centralised device for managing social media ensures consistent and professional communication across all platforms.
- Additionally, communal email accounts can be linked to the corporate phone, enabling customers to contact duty staff directly.

- This setup ensures that inquiries are addressed promptly and by the appropriate personnel, improving customer service and responsiveness.

9. Finance -

- i) To approve the payments that have been made from bank.
- ii) To consider the governance and audit action plan.
- iii) To consider the current budget position.

10. Planning Applications - to consider the recent planning applications, and agree actions.

11. 50th Anniversary - to note the 50th Anniversary of the opening of the pool and consider whether the Council should organise an event to celebrate this milestone.

12. Newsletter - to note the last newsletter was circulated approximately six months ago, and to consider whether the Council should circulate an update to residents to make them aware of the election outcome, the improvement works to the play areas, the drainage works, pool activities, and any other news (such as vacancies).

13. Community Centre and Pool Working Group - there are many ideas that several members have voiced regarding the future of the Community Centre and Pool. With this in mind, it is recommended to form a working group to discuss the future legal structure of the facility (CIC, Charity, status quo, or other), and compile a list of main objectives for the next 1-3 years, including ideas for additional revenue generation, demographics of current customers, and whether a surveys should be undertaken to help steer discussions in a direction that aligns to community need/wishes.

14. Personnel Committee -

- i) To agree the Terms of Reference for a Personnel Committee and approve its membership.
- ii) To approve the Disciplinary Procedure and Grievance Procedure.

15. Representations from the Public

(Public Bodies (Admission to Meetings) Act 1960 - Section 1)

The Council is recommended to pass the following recommendation in relation to the following items:

“That, in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings.”

16. Staffing - to consider the staffing reports and agree actions, including a plan for recruitment of the below positions.

LIFEGUARDS (DEFERRED FROM LAST MEETING)

- To approve the delegation of recruitment of Lifeguards to the PO, with an additional member of the Council, in line with agreed terms.

- 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 (DEFERRED FROM LAST MEETING)

- To approve the delegation of recruitment of a Finance Officer to the PO, with an additional member of the Council, in line with agreed terms.

- 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.

PROPER OFFICER

- To approve the specification and terms, and delegate recruitment of a Proper Officer to the Personnel Committee.

SWIM TEACHERS

- To approve the specification and terms, and delegate the recruitment of additional Swim Teachers to the PO, with an additional member of the Council.

17. **Land Agreements** - to consider the correspondence regarding a local land parcel and agree actions.