

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 Responsible Financial Officer.
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FULL COUNCIL MEETING

Notice of Meeting and Summons to attend

Monday 14th October 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 Booth, Eiobuna, Fellows, Haywood, Hollis, Hudson, McSherry, Peters, Potts, Rowley & Williams

Chairman: Cllr Geoff Fellows
Vice Chair: Cllr Andrea Haywood

PART ONE

1. Present;

2. Apologies for absence

(Local Government Act 1972, Section 85)

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.

(Localism Act 2011, Section 31)

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 meeting held on

Monday 8th July 2024

(Local Government Act 1972, Section 111)

6. Matters arising from the minutes

7. Motions from Councillors

7.1 **Temporary Delegated Powers** – Following the end of our Locum Clerk cover and subsequent resignation of our temporary Deputy Clerk, delegated powers are required to assist the council in administrative functions during our transition to full recruitment.

Proposed Motion - Short term delegated power from the date of resignation to the end of January 2025 to (insert name). With authorisation to make payments on behalf of the council to the only current member with banking access, Cllr Potts until both Cllrs Fellows and McSherry have received notification from the Councils nominated bank (currently delayed), and the permanent employed positions are filled. This will be reviewed or extended in January should positions not be filled. All recruitment will be dealt with by the staffing committee (known previously as the people and Governance Committee).

Proposer: Cllr **Secunder:** Cllr

7.2 That the Staffing Committee revert to its original name of People and Governance Committee for it to fulfil its main aims and objectives when recruiting new employees, dealing with any

employee training or resolutions and to focus on the Councils internal and external audit reports which will remain within the Committees own delegated budget.

Proposer: Cllr **Seconder:** Cllr

7.3 The Council Winter newsletter working group will be formed with all councillors welcome to take active involvement. The final draft approved for print by the Chair and will stay within the previously approved budget set earlier in the year. The Council approve this pathway to completion of this task

Proposer: Cllr **Seconder:** Cllr

7.4 To approve a total budget not exceeding £2,000.00 for Christmas activities such the annual Honiton Way Christmas Tree, and any subsequent lighting/H&S provisions, items required for refreshments for resale, equipment hire and other costs for the Christmas event and Light Switch on.

Proposer: Cllr **Seconder:** Cllr

7.5 To approve material costs within the Clerk Spending limit, to enable renovation and refresh the community nativity scene in time for this year's set up. This was generously made and donated to the community by a local contractor however it is unfair to expect him to subsidise materials to ensure the scene is maintained to its full glory.

Proposer: Cllr **Seconder:** Cllr

7.6 To approve the spend of £600 to go towards combined efforts of road closures, equipment costs and other associated costs to the community event of Remembrance Sunday held on Sunday 10th November. (shared costs with Great Sankey Parish Council) – Annual Event.

Proposer: Cllr **Seconder:** Cllr

8. Committee reports & Recommendations – Verbal reports

8.1 Cllr Peters to speak on update of Tree report and advice

8.2 Cllr Peters to speak on update on Drainage works on Greystone Recreation Ground and advice

8.3 Cllr Fellows to speak on update of business activities at the Pool and Community Centre and advice

8.4 Cllr Potts to speak on update of finance package Rialtas usage and its recent challenges with steps to move forward

8.5 Cllr Haywood to speak on update of Christmas Market activity and advice

8.6 Cllr Peters to speak on update of Remembrance Day activity and advice

9. Chairmans Report – Verbal report

10. Clerks report – Verbal report

11. Correspondence – (Document enclosed)

12. Report from Parish surgery – Verbal report from Cllr Peters

13. Planning – (Documents enclosed) at the date of publishing only two applications to consider

14. Finance – (Documents enclosed) Item to be adjourned to Tuesday November 12th Finance Meeting 2024, However a copy of Bank statements and invoices are available to councillors for viewing when requested.

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

The Proposal of the next Full Council meeting is to be Monday 11th November 2025 in The Pool and Community Committee meeting room at 19:30.

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.

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

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. Pensions – Council to select a new supplier for Workplace Pensions provision, three quotations shared in Cllr Packs for consideration and approval at the meeting. Subsequently, a nominated authorised representative will handle implementation and updating of records with the pensions regulator as well as the set up with our current payroll provider *Livepay* and subsequently feeding into and revising our New Council Budget for the remainder of the year once worked through with Rialtas.

Proposed motion: “*This council approves that (insert provider) be selected as the council’s workplace pensions provider for our eligible employed staff. Implementation to be conducted by (insert name) with the chosen supplier and our payroll provider as well as communications and discussions with council staff members through to full resolution*”

Proposer: Cllr Potts **Seconder:** Cllr

19. Payroll Provider – Council to bring Payroll provider into Bright HR/Peninsula business services to integrate payroll and make it easier for future staff processing of payments. Costs have been shared in Cllr Packs and are broadly inline with what we pay currently to an external provider. This will integrate with our exiting “Blip” Clock in/out system used by all staff and will allow for greater itemisation of provisions on employees payslips and reduce the number of log ins employees need to access their information.

Proposed motion: “*This council approves that (insert provider) be selected as the council’s payroll provider following further exploratory checks with the company to ensure no risk of disruption to employee payments. Implementation to be conducted by (insert name) with the chosen supplier and our pensions provider as well as communications and discussions with council staff members through to full resolution*”

Proposer: Cllr Potts **Seconder:** Cllr

MEETING CLOSE

Acting Clerk to the Council *Cllr G. Fellows 19th October 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.*