

Penketh Parish Council

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MINUTES OF ANNUAL MEETING OF FULL COUNCIL HELD ON MONDAY 8 JULY 2024 AT 7:30PM at Penketh Pool and Community Centre Committee Room, Penketh WA5 2EY

Members of the press and public were welcome in accordance with the openness of Local Government Bodies Regulations Act 2014.

Council Members Present: Cllr Geoff Fellows (Chairman), Cllr Eunice Peters, Cllr Tracey Booth, Cllr Chuck Eriobuna, Cllr Claire Williams, Cllr Erica McSherry, Cllr Laura Hollis, Cllr Tracey Booth.

Officers Present: L Trevaskis, Locum Clerk

Public/Press: 5 and Police Officer

Glossary:

PO = Proper Officer, Cllr = Councillor

Minute 24/25-057 - Apologies for Absence

Cllr Andrea Haywood.

Minute 24/25-058 - Declarations of Interest

Members were 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.

Cllr Geoff Fellows declared an interest as Chair of the Penketh Swimming Club, and a customer of the swimming pool.

Minute 24/25-059 - Minutes

The Council unanimously approved the minutes of the last meeting.

Minute 24/25-060 - Public Representations

A representative of the local netball organisation, Penketh Panthers, has requested the Council consider the development of dedicated netball courts and toilet facilities at Withinshaw Recreation Ground. Currently, they face limited availability and competition for space at the Great Sankey Livewire courts due to high usage by football players. The proposed facilities would benefit not only the Penketh Panthers but also local schools and the wider community for various activities, including practice sessions, matches, summer camps, courses, GCSE PE, and walking netball for veterans. The organisation is keen to collaborate with Penketh Parish Council to explore the feasibility of this project, which would require addressing logistical considerations such as access, parking, and land use covenants.

A local resident has requested that the war grave plaques on Penketh Library be cleaned. Members noted that these plaques are officially registered, making the process more complex as permission is required for cleaning. It is understood that cleaning is permitted only at five-year intervals due to the delicate nature of the materials and to ensure their longevity. Previous discussions have explored this work, revealing that the cost to replace the plaques would be approximately £3,000. Further discussion will be required to address this request.

Police Report:

A representative of Cheshire Police attended to advise there had been three recent burglaries, thefts of number plates, a bike stolen from a shed, and a number of cold calls with elderly victims being scammed. The Officer reminded all residents to be vigilant and report issues as they arise. The Officer also advised their speed camera was broke, and the Parish Council offered their device subject to calibration.

Minute 24/25-061 - Co-Options

The Council duly co-opted Rebecca Rowley to the Council.

The Council duly co-opted Emma Hudson to the Council.

The Council duly co-opted Michael Potts to the Council.

The Council noted there was one more vacancy to fill and that the notice of vacancy needed to be posted in some conspicuous place within the parish.

Minute 24/25-062 - Public Realm

The Council approved the Volunteer Risk Assessment.

The Council approved that a group be formed for local volunteers called the Friends of Penketh Parks and Gardens.

Following a presentation from the 'Immediate Justice' service (previously 'Community Payback'), the Council approved that areas for improvement be proposed for consideration. The representative advised there would need to be a service level agreement in place prior to any work being undertaken and the Council would need to provide materials should any work include painting etc. Members noted the benefits of the scheme for the community, noting it is good to be part of the solution.

Minute 24/25-063 - Financial Regulations

The Council noted a working group had reviewed the document. The Council approved the updated Financial Regulations, and noted it will still need to adopt its Financial Risk Assessment.

Minute 24/25-064 - Standing Orders

The Council noted a working group had reviewed the document. The Council approved its amended Standing Orders including the new sections covering the Code of Conduct (a model document produced by the Local Government Association), Officer/Member Protocol, and Media Protocol.

Cllr Erica McSherry provided apologies and withdrew from the meeting.

Minute 24/25-065 - Council Mobile Phone

The Council agreed that a working group consider the issues that may necessitate a corporate mobile phone, and other operational challenges, to see what solutions could be found. A working group was approved consisting of Emma Hudson, Rebecca Rowley, and Michael Potts.

Minute 24/25-066 - Finance

The Council agreed to defer the approval of the list of payments until next meeting.

The Council agreed the External Audit Action Plan.

The Council noted it had not yet approved a budget for FY2425, and it considered the draft budget illustration presented (subject to the revision of the Elections Costs being increased to £5,000, and Overheads (utilities/rates etc) being increased to £45,000). The adjustments delivered a contingency of £6,400.00. The Council approved its budget, with amends, as appended.

During discussions about finances and operations, the Council resolved to continue beyond its two-hour meeting window to finish the agenda.

Minute 24/25-067 - Planning Applications

The Council noted that no contentious planning applications had been received which required further discussion.

Minute 24/25-068 - 50th Anniversary

The Council noted the agenda item and deferred this for another meeting.

Minute 24/25-069 - Newsletter

The Council noted the agenda item and deferred this for another meeting.

Minute 24/25-070 - Community Centre and Pool Working Group

The Council noted that other resolutions in other items on the agenda may work to achieve some of this agenda item, which was designed to discuss the future of the asset and how it is managed. It was agreed to continue in the interim period with the other work parcels as outlined previously on the agenda, for this item to then be revised at a later date.

Minute 24/25-071 - Personnel Committee

Members discussed a number of operational matters. The Council resolved to appoint a Personnel Committee, agreed its Terms of Reference and appointed its membership to include Cllr Claire Williams, Cllr Geoff Fellow, Cllr Chuck Eriobuna, Emma Hudson, Cllr Eunice Peters, Cllr Tracey Booth. It was agreed that an informal session would be held in the first instance to help members familiarise themselves with the current position, prior to a formal meeting. The Council resolved that the Terms of Reference would include delegated authority to review all job descriptions, and undertake recruitment in line with the approved budget. Other staffing matters on the agenda were therefore delegated to the Committee for consideration.

The Council approved the Grievance Policy and Disciplinary Policy.

During discussions Rebecca Rowley provided apologies and withdrew from the meeting.

Minute 24/25-072 - Land Parcel

Members considered a land parcel that had been offered by Warrington Borough Council on a five-year lease. The Council approved that the five-year lease could be pursued, and agreed to engage a legal expert to review (setting a budget of up to £2K). Members noted the Council would be responsible for the maintenance of the land parcel once the lease was signed.

During discussions Cllr Tracey Booth, Cllr Laura Hollis, Cllr Claire Williams, and Michael Potts provided apologies and withdrew from the meeting.

Signed:

Print:

Date:

BUDGET ILLUSTRATION FY2425

This report has been prepared with information available at the time, and may be subject to adjustment.

The Council's balances carried forward at 1 April 2024 was £220,821.00

The Council's value of cash and reserves at 1 April 2024 was £169,341.00

The Council received a total precept of £213,259.00 for FY2324.

The Council received approximately £162K in income (other than precept) during FY2324. In the months Jan-Apr 2024, the Council received an average monthly income of approx £17.5K. This indicates that there could potentially be £210K+ income generated in FY2425.

Therefore, less reserves of approximately £75K, the Council has a working budget of approximately £517,600.

None of the above figures take into consideration grants from external funders that the Council should identify.

Detail	Proposed Budget FY2425
Admin Staffing (Proper Officer, RFO, Ad Hoc)	£60,000.00
Administration - Core Costs (IT, Software, Telephone, Broadband, Postage, Bank Fees, Printing, Office Equipment etc)	£7,500.00
Legal Fees / Consulting	£10,000.00
Audit Costs	£5,000.00
Training	£3,000.00
Election Costs	£5,000.00
Cleaning + Waste	£10,000.00
Insurance	£6,500.00
Overheads (Utilities and Rates)	£45,000.00
Pool Staffing (Swim Teachers, Lifeguards, Manager)	£105,000.00
Pool On Costs (Chemicals / Waste)	£15,000.00
Pool Repair / Maintenance / Equipment	£25,000.00
Community Centre Repairs / Maintenance / Equipment	£10,000.00
Community Classes (Hall)	£7,500.00
Community Classes (Pool)	£7,500.00
Marketing / PR / Newsletters	£3,000.00
Greystone Rec (Public Realm) - Drainage	£63,000.00
Greystone Rec (Public Realm) Play Area	£60,309.00
Withinshaw Rec (Public Realm) Play Area	£62,885.00
Contingency	£6,400.00
	£517,594.00