

Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY
Mr Stephen McGlynn - Clerk to the Council.
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FULL COUNCIL EXTRAORDINARY MEETING

Notice of Meeting and Summons to attend

To: Council Members; Cllrs Booth, Dodd, Eriobuna, Fellows, Haywood, Peters, Potts, Rowley & Trainor

Dear Councillor,

You are hereby summoned on 23rd June 2025 to attend an extraordinary meeting of Penketh Parish Council which is to be held on **Friday 27th June 2025 at 19:00**

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 representation made is considered outside the remit of Penketh Parish Council, residents will be referred to the principal authority or other appropriate body.

AGENDA

Chairman: Cllr Geoff Fellows

PART ONE

- 1. Apologies** – To receive apologies for absence and consider and reasons for acceptance
(Local Government Act 1972, Section 85)

- 2. Declarations of Interest**

- 2.1 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.

- 2.2 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.

- 3. To Sign as a correct record the minutes of the meeting held on**
Monday 9th June 2025
(Local Government Act 1972, Section 111)

- 4. Clerks Report**

Updates of actions since the previous meeting

5. Approval of the Financial Risk Assessment 2025–26

To consider and approve the updated Financial Risk Assessment for 2025–26, as reviewed by the Clerk/RFO. A copy is attached as **Appendix A**

6. Approval of 2024–25 Asset Register

To review and approve the updated Asset Register for the financial year ending 31 March 2025.
Appendix B

7. Annual Governance & Accountability Return (AGAR)

- a) Review and approval of Section 1 – *Annual Governance Statement*
- b) Review and approval of Section 2 – *Accounting Statements*
- c) Approval for submission to external auditor

8. Establishment and Scheduling of Finance Committee and Full Council Meetings

To consider and approve the formal establishment of the Finance Committee as a committee of Full Council (comprising all councillors), the annual schedule for both Full Council and Finance Committee meetings, and arrangements for ad hoc financial reviews.

Supporting Document: Draft Resolution – see Appendix C&D

MEETING CLOSE

Clerk to the Council

Mr S McGlynn (23/06/2025)

**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.*