

Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY
Cllr M. Potts, Acting Clerk to the Council. **Stephen McGlynn** Clerk to the Council (New to role)
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FULL COUNCIL ANNUAL 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 04th June 2025 to attend the meeting of Penketh Parish Council which is to be held on **Monday 9th 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. Present;**
- 2. Apologies** – To receive apologies for absence and consider and reasons for acceptance
(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.
- 4. To Sign as a correct record the minutes of the meeting held on**
Monday 12th May, 2025
(Local Government Act 1972, Section 111)
And;
Friday 30th May 2025 (Extraordinary Meeting)
(Local Government Act 1972, Section 111)
- 5. Matters arising from the minutes**

6. Appointments, Co-Options & Vacancies

Co-option of Councillor

The Council has received an application for co-option to fill an existing councillor vacancy. Members are asked to consider the application and, if agreed, to resolve to co-opt the applicant to Penketh Parish Council.

Welcome to the Clerk

The Chair will formally welcome the newly appointed Clerk, Mr Stephen McGlynn, who has now commenced in post following the conclusion of the recent recruitment process.

Vacancies Update

Members will be advised that the resignation of a councillor was notified, and the vacancy has now passed the 14-day notice period for a by-election. The Council may now proceed to fill this vacancy by co-option.

7. Finance – (Documents enclosed)

7.1 Authorisation of accounts for payment/approval – *(Ticket raised with Rialtas due to issues with year-end close service, therefore accounts information. Also, there's an outage for co-op bank for planned maintenance which has been sent to you separately and will be provided as soon as they become available)*

7.2 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. **(None Received)**

8. Review and Adoption of Standing Order 25-26

To consider the proposed amendments to the Council's Standing Orders including:

- Meeting time adjustment to 7:00pm
- Best practice updates from NALC 2024
- Clarifications to public speaking notice requirements
- Addition of a clause for remote/hybrid meetings (subject to legislation)
- Replacement of People and Governance Committee with an officer-led staffing structure supported by Peninsula HR
- Formatting and consistency improvements

Members are asked to review the document and approve the revised Standing Orders for the 2025–26 civic year.

9. Review and Approval of Financial Regulations 2025–26

To consider the Financial Regulations for the 2025–26 civic year and approve the following amendments:

Confirmed delegated authority thresholds in line with the Scheme of Delegation
Clarification on delegated record-keeping and IT support arrangements
Clarification of roles and financial limits for Swim/Training Leads

Members are asked to approve the revised document and authorise publication.

10. Delegation of Staffing Responsibilities

To consider and adopt the proposed **Scheme of Delegation 2025–26**, which formalises an officer-led staffing structure for Penketh Pool and Community Centre. It sets out delegated authority for the Clerk, Deputy Clerk, Swim Lead, and Training Lead to recruit and manage operational staff in line with the council's staffing budget and Peninsula HR guidance.

Resolution:

That the Council adopts the Scheme of Delegation 2025–26 as presented and confirms that operational staffing matters are delegated to officers as set out in the document.

11. Energy Monitoring Proposal – Pulse Energy

To receive and consider a proposal from Pulse Energy regarding installation of an energy monitoring system at Penketh Pool and Community Centre. The system would track energy usage across five circuits to:

- Confirm supply accuracy and billing
- Support council energy efficiency and climate goals
- Provide data to support funding bids and building upgrade plans (e.g. HeatStar system)

The proposed cost is approximately **£200 per month**, with indicative outcomes including a guaranteed 10% saving on energy usage based on visibility and optimisation.

Estimated Potential Savings:

- **Gas:** £5,000/month → £500/month saving
- **Electric:** £1,700/month → £170/month saving
- **Total Annual Saving Estimate:** £8,040

Next steps: Council to consider approval in principle and determine how to proceed with procurement, consider approval in principle if we can stay within the quote of £200pm.

12. Committee reports & Recommendations – Verbal report

13. Chairmans Report – Verbal report

14. Clerks report – Verbal report

15. Correspondence – (Document enclosed)

16. Report from Parish surgery – Verbal report

17. Planning – (Documents enclosed)

18. Date of next council Meeting

Proposed to be Monday 14th July 2025 at 19:00 in the Committee Meeting room.

19. 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.

MEETING CLOSE (04/06/2025)

Acting Clerk to the Council [Cllr M. Potts](#)

**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.*