

# Penketh Parish Council

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## FULL COUNCIL EXTRAORDINARY MEETING MINUTES

Meeting held on Friday 27<sup>th</sup> June 2025

At Penketh Pool and Community Centre Committee Room, Penketh WA5 2EY

Members of the press & public were welcome; the meeting was recorded.

Meeting opened at 19:05

### PART ONE

Chairman: Cllr Geoff Fellows.

**Minute 25/26-234 Present; Cllrs Fellows, Booth, Eriobuna (Arrived 19:20), Haywood, Peters, Potts.**  
**In Attendance: Mr Stephen McGlynn (Clerk) and members of the public**

**Minute 25/26-235 Apologies for Absence; Cllrs Dodd, Rowley.**

#### **Minute Ref: 25/26-254 – Present**

Cllrs Booth, Fellows, Potts, Trainor

Also in attendance: Outgoing Clerk (Mike – supporting Clerk handover)

Meeting was recorded in accordance with the Openness of Local Government Bodies Regulations 2014.

#### **Minute Ref: 25/26-255 – Apologies for Absence**

Apologies were received and accepted from Cllrs Dodd, Eriobuna, Haywood, Peters, and Rowley.

#### **Minute Ref: 25/26-256 – Declarations of Interest**

Cllr Fellows declared an interest as Chair of Penketh Swimming Club and as a pool hirer.

Cllr Potts declared an interest as a family member of Cllr Fellows residing in the same property.

No dispensations were requested or granted.

#### **Minute Ref: 25/26-257 – Approval of Minutes from Previous Meeting**

The minutes of the Full Council Meeting held on 9th June 2025 were approved as a correct record.

Proposed: Cllr Booth | Seconded: Cllr Potts | Approved: Unanimously

#### **Minute Ref: 25/26-258 – Clerk's Update**

The outgoing Clerk provided an update on actions and Clerk training progress:

- Payroll processed for June by new Clerk.
- Policies and desk guides are being created.
- Internal processes including inductions and procedure documentation are underway.
- AGAR and audit deadlines for Penketh being actively managed.
- Solar panels installed; pump issues pending quote for resolution.
- Pool lighting repairs and Wi-Fi extension works planned.
- Booking system and invoicing for regular users to be restructured and relaunched in July (Rialtas)
- Rialtas entries being backdated; finance system catching up to current month following delays with year-end close down service.

**Minute Ref: 25/26-259 – Financial Risk Assessment 2025–26**

The updated Financial Risk Assessment (Appendix A) was reviewed. Members noted improvements made to financial processes, including risk mitigation steps on banking, grant usage, payroll, and internal controls. Proposed: Cllr Booth | Seconded: Cllr Trainor | Approved: Unanimously

**Minute Ref: 25/26-260 – Asset Register 2024–25**

The updated Asset Register as of 31 March 2025 was reviewed (Appendix B). Discussion noted the need to improve tracking of disposals and replacements. Notable asset updates included:

- Poolside chair replacements to be considered due to wear and wall damage.
- Addition of a backpack scrubber cleaner recently purchased.

Proposed: Cllr Trainor | Seconded: Cllr Booth | Approved: Unanimously

**Minute Ref: 25/26-261 – AGAR 2024–25 Section 1: Annual Governance Statement**

The Council reviewed and approved Section 1 of the AGAR. Members confirmed arrangements for financial management and internal control were in place, acknowledging the limitations posed by previous staffing shortages.

Proposed: Cllr Potts | Seconded: Cllr Fellows | Approved: Unanimously

**Minute Ref: 25/26-262 – AGAR 2024–25 Section 2: Accounting Statements**

The Council reviewed and approved Section 2 of the AGAR.

Proposed: Cllr Booth | Seconded: Cllr Trainor | Approved: Unanimously

**Minute Ref: 25/26-263 – AGAR Submission to External Auditor**

It was resolved to submit the approved AGAR to the external auditor (PKF Littlejohn) and publish the Notice of Public Rights within the required timeframe.

Proposed: Cllr Fellows | Seconded: Cllr Potts | Approved: Unanimously

**Minute Ref: 25/26-264 – Establishment of Finance Committee and Meeting Schedule**

Council resolved to formally establish the Finance Committee (comprising all councillors) as a committee of Full Council. The draft schedule of meetings for both Full Council and Finance Committee was noted and approved.

Proposed: Cllr Booth | Seconded: Cllr Trainor | Approved: Unanimously

**Minute Ref: 25/26-265 – Meeting Close**

Time: 20:45

Temp Clerk to the Council 28/06/2025