

# Penketh Parish Council

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## **FULL COUNCIL EXTRA-ORDINARY MEETING MINUTES MEETING HELD ON WEDNESDAY 17 APRIL 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. The meeting was also recorded.

Meeting opened at 7:33pm

**Council Members Present:** Cllr Geoff Fellows (Chairman), Cllr Eunice Peters, Cllr Leigh Jones, Cllr Michael Potts.

**Officers Present:** L Trevaskis, Locum Clerk

**Public/Press:** 2

### *Glossary:*

*PO = Proper Officer, Cllr = Councillor*

### **Minute 24/25-019 - Apologies for Absence**

Cllr Andrea Haywood (Vice Chairperson), Cllr Nicola Farrell, Cllr Kath Harkin, Cllr Craig Lenihan, Cllr Steve Jones, Cllr Kieran Layfield.

### **Minute 24/25-020 - 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.

Members were also reminded of their responsibility to make a request for a dispensation to speak on any matter for which they have declared an interest.

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

Cllr Michael Potts declared an interest as the partner of Cllr Geoff Fellows.

Cllr Michael Potts declared an interest in Item 10 of the agenda (covering a proposed upgrade to the Council's telecommunications). The interest was declared due to the potential relationship between the supplier and the employer of Cllr Michael Potts. Cllr Geoff Fellows also declared an interest as the partner of Cllr Michael Potts.

### **Minute 24/25-021 - Minutes**

The Council approved the minutes of the meeting held on 8 April 2024 subject to the amend of the date. Chairman to sign once amends have been made.

### **Minute 24/25-022 - Greystone Recreational Ground**

At its meeting held on 8 April 2024, members noted additional works required to the playground on Greystone Recreational Ground. Members advised there had been a contingency budget set for the overall project (installation of the MUGA) of approximately £11K. Members requested the quote for the additional work be formally accepted by the Council, at a cost of £6,675.00. As such, the matter was placed on the agenda of this meeting. The full scope of the works includes the below.

- Removal of Tornado Carousel from Withenshaw, and installation at Greystone (including excavation work, and supply of subbase ready and install of wetpour.
- Excavation around two benches and supply of subbase and install of rubber gravel surface.

The Council resolved to accept the additional works and associated costs.

### **Minute 24/25-023 - Bank Mandate**

Members noted that no existing signatories will retain their council seats following the election, presenting uncertainty for business continuity.

The Council agreed that Cllr Eunice Peters and Cllr Geoff Fellows will become banking signatories. The Council resolved to remove Cllr Steve Jones and Cllr Kieran Layfield.

### **Minute 24/25-024 - Pool Website**

Members noted that Cllr Mike Potts had commenced the design of a new website for the pool, aiming to avoid website build fees for the Council. However, it was discovered that the hosting costs for the new site amount to £63 per month, with additional charges incurred once the site exceeds 500 views per month. Consequently, this option was deemed unsuitable.

In light of this, Penketh Parish Council's existing website supplier, VinciTech Group, provided a quote of £1,000 for the redesign of the pool's website, with an additional £50 per month for hosting and management thereafter.

Cllr Leigh Jones also provided an alternative arrangement that would see the website re-designed at no charge, with only subsequent fees being incurred for hosting thereafter.

The Council considered options and agreed that it was essential for business continuity to have a website support package in place with a supplier that could resolve any issues that may arise. The Council also noted that without a new website, providing additional functionality, there could continue to be significant loss of income through a lack of access to the online booking function.

The Council resolved to accept the quote from VinciTech Group for the redesign, and ongoing maintenance of the pool's website.

### **Minute 24/25-025 - Penketh Pool and Community Centre Cleaning**

The Council unanimously resolved to engage a local cleaning company, Minster Cleaning, at its meeting held on 11 April 2023 (Minute C191 Cleaning Contract)<sup>1</sup>. Following some operational changes, the Council was asked to approve the revised cleaning schedule (which will be delivered following a variation in hours, and no overall increase in cost) for a period of twelve months (three visits per week - Mon, Wed, and Fri) at a total cost of £152.91+VAT per week. The Council approved the revision and requested the PO to sign the contract.

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<sup>1</sup> file:///Users/morecambetowncouncil/Downloads/Full-Council-Meeting-the-10th-April-2023%20(2).pdf  
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## Minute 24/25-026 - Penketh Carnival

The Council noted that Penketh Carnival had requested the use of Greystone Recreational Ground on 20 July 2024. The planned drainage works are scheduled to commence in May 2024 and may extend until the end of July, with additional time required for settlement afterward. Given this circumstance, the Council consider whether Withinshaw Recreational Ground may be a possible site to offer Penketh Carnival to use this year, however communication with the organisers of Penketh Carnival (who were present at the meeting) clarified that the site would not be large enough to accommodate the event.

The organisers of Penketh Carnival also clarified that the possibility of rescheduling the event at Greystone Recreational Ground to a different time of year, or on a smaller scale, may also present challenges due to availability of volunteers.

Additionally, there were further unknowns about the potential weight limit that may be imposed on Greystone Recreational Ground following the drainage works and the Council requested that the PO clarified with the contractor how this may affect the future use of the site.

## Minute 24/25-027 - Tree Survey

The Council recognised the benefits of the tree surveys undertaken at Greystone Recreational Ground and Penketh Gardens, and thanked the Open Spaces Committee acting so promptly to fell the tree as recommended by the arboriculturist.

The Council acknowledged the Forestry Commission Operational Guidance Booklet 1 (Tree Safety Management)<sup>2</sup>, suggests that high-usage sites should undergo inspections at least once annually.

To Council resolved to authorise inspections of trees at Withinshaw Recreational Ground and the Community Centre, delegating to the PO to facilitate the procurement of the most cost-effective tree survey option (which could be undertaken as soon as practicable) and initiate any necessary urgent work to ensure public safety.

## Minute 24/25-028 - Telecommunications

Members noted that there has been a significant increase in participants on the swim scheme which had resulted in additional phone calls (there are currently 195 active swimmers vs a 260 person capacity).

Members agreed that a need had arisen for additional phones, with four separate lines (including calling plans to reduce the cost of calls currently incurred).

The main benefits of an upgrade to the current system would include:

- Menu (IVR) options on the main phone number, to inform and automate call pathways with key information and reduce contacts into the centre.
- Allow 'hunt groups' to be set up that distributes calls from a single phone number to a group of numbers in a company. Simply put, when callers ring the phone number, the group will route the call to a group of members so they can answer the call. So, the main office phone could ring first, then second office phone, then kitchen, then pool side for example. Currently they all ring at once which causes unnecessary distractions at times.
- Remote access (as currently in place via an app) to pick up voicemails, change messages, and activated DND (do not disturb).
- Additional line to call out, with the main benefit and reason being **Emergency Assistance can be called on the poolside during an incident.**
- Unlimited calling plan, meaning the net overall cost are more or less the same given call usage and this new option would provide two additional handsets and significantly more control over set up.

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<sup>2</sup> <https://tree-surveys.com/wp-content/uploads/2015/11/fc-tree-safety-manual-2007.pdf>  
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Members approved the upgrade to be implemented as an enhancement to the current supplier contract - noting the new BT Cloud Voice System would come with unlimited calls, four handsets, and additional features such as mobile functionality, auto attendant, and hunt groups, for £128.15 per month (including the broadband connection).

**Minute 24/25-029 - Representations from the Public**

No members of the public were present. The two prior members of the public had already left the meeting.

The meeting closed at 8:50pm.

**Signed:**

**Print:**

**Date:**