

Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY

Tel: 01925 724 515

Email: clerk@penkethparishcouncil.org.uk



PEOPLE & GOVERNANCE COMMITTEE MEETING DRAFT MINUTES

**Tuesday 29th October 2024 at 19:30 pm in
Penketh Pool and Community Centre Committee Room, Penketh WA5 2EY**

**Committee Members; Cllr Claire Williams, Cllr Emma Hudson, Cllr Geoff Fellows, Cllr Eunice Peters,
Cllr Chuck Eriobuna**

Meeting opened 19:30pm

PART ONE

- 1. Present;** Cllr Fellows, Cllr Hudson, Cllr Peters and Cllr Williams
- 2. Apologies for absence** - no apologies received
- 3. Election of Chairperson**
Cllr Peters was proposed for Chairperson by Cllr Hudson and seconded by Cllr Fellows.
Proposed: EH **Seconded:** GF
Unanimous vote
- 4. Election of Vice Chairperson of Committee**
Cllr Hudson was proposed for Vice Chairperson by Cllr Peters and seconded by Cllr Williams. The vote was unanimous.
Proposed: EP **Seconded:** CW
Unanimous vote
- 5. Declarations of Interest** - to record any declared interests relating to the business of the meeting and receive any dispensation requests from the Proper Officer. Members are reminded of their responsibility to declare any personal or prejudicial interests that they may have in any item of business on the agenda no later than when the item is opened. Members are 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 Fellows Penketh swimming club and puddle penguins.
(Localism Act 2011, Section 31)
- 6. To sign as a correct record the minutes of the meeting held on Monday 29th July 2024.**
- 7. Matters arising from the minutes**
It was noted that 3 new life guards were appointed along with an ad hoc zero hours swimming teacher to cover holidays (after legal advice from WBC)
- 8. Staffing – to consider the staffing report and agree actions including a plan for recruitment of the below.**

CORE STAFF VACANCIES

It was agreed unanimously to advertise immediately online and locally within the advertising budget.

It was noted that 2 CVs had been received for the position of the clerk, these would be circulated to the councillors appointed to the interview panel.

9. To start the process of recruitment of the Clerk, Deputy Clerk/Centre Manager

It was agreed that the job descriptions that had been previously circulated would be used for the advertisement of the Clerk, Deputy Clerk/Centre Manager. The closing date will be left open until the posts are filled.

The interview panel will consist of Cllr Emma Hudson, Cllr Claire Williams and Cllr Michael Potts.

It was also agreed as a temporary measure that a clerk would be employed immediately.

10. Centre cleaner

It was agreed that a centre cleaner position would be advertised immediately to work alongside the contract cleaners. The contract for the contract cleaners will be readvertised for tender.

PART TWO

Pursuant to section 1(2) of the Public Bodies (Administration of Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of;

MEETING CLOSE 21:00pm