

# Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY  
Clerk to the Council. Mr Stephen McGlynn.  
Tel 01925 724 515  
clerk@penkethparishcouncil.org.uk



## **FULL COUNCIL MEETING** **Notice of Meeting and Summons to attend**

**To: Council Members;** Cllrs Booth, Dodd, Eriobuna, Fellows, Haywood, Peters, Potts, Treanor, Cooper, White, Towell.

Dear Councillor,

You are hereby summoned on 8<sup>th</sup> October 2025 to attend the Full Council Meeting of Penketh Parish Council which is to be held on **Monday 13<sup>th</sup> October 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 for absence**
- 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. Code of Conduct and Standards Reminder**

- Councillors are reminded of their obligations under the Members' Code of Conduct to act in the interests of the Council as a whole, maintaining courtesy, respect, and integrity in all dealings with fellow members, officers, and the public.

- Members are also reminded that decisions should be made collectively and not influenced by external or personal interests.

## 5. Approval of Minutes

To approve the minutes of the Full Council meeting held on 8th September 2025.

## 6. Matters Arising from the Minutes

## 7. Co-option of Councillor

- To consider and, if appropriate, approve an application received for co-option to fill a current vacancy on Penketh Parish Council.
- To note the outcome of the 25th of September election and confirm the remaining seat(s) to be filled. Welcome new Cllrs Geoff White, Kirsty Towell and Trish Cooper following the recent Elections. Note that the cost of the election has not yet been confirmed by the local authority but will be noted once they are confirmed back. To be noted in Scribe and budget, may require virement to cover the additional costs from other areas.

## 8. Finance

a) **Payments for Approval** – To approve all payments and direct debits made and due between **April and September 2025**, following the transition to the new accounting system.

b) **Temporary Authorisation of Payments** – To approve a temporary measure permitting **Cllr Mike Potts**, as the only active bank signatory, to make payments on behalf of the Council following recent resignations and term completions. Clerk to retrieve signatures from former Cllrs to update the record.

– Authorisation for all payments will continue to require approval from both the **Clerk/RFO and Chairman** prior to release.

– A full list of active direct debits and standing orders will be circulated to councillors for transparency and formal approval.

c) **Bank Signatories and Account Access** – To discuss updating bank mandates, removing former councillors, and adding new authorised signatories to ensure continuity and compliance.

## 9. Motion: Adoption of LoveAdmin for Swimming Lesson Management

- To consider and, if agreed, approve the transition to **LoveAdmin** as the swim lesson and direct debit platform.
- Notes reduced admin time, customer app access, improved financial tracking, and staff training already completed.

## 10. Remembrance Sunday 2025

- To confirm arrangements and liaison with Great Sankey PC, Royal British Legion, and other partners.

## 11. Christmas Market and Festive Arrangements 2025

- To confirm the event date (**Saturday 29th November 2025**), noting this is a change from the previously discussed date of **22nd November 2025** recorded in the September minutes.
- To establish a working group, confirm stallholder invitations, and review lighting/tree arrangements.
- **Christmas Tree Approval:** To approve the purchase and installation of a **26ft Nordmann Display Tree** from **Joseph Noblett Ltd**, at a cost of **£2,448** including delivery, installation, and removal, following confirmation that **Warrington Borough Council will no longer be supplying Christmas trees**.

## 12. Police Report

- To receive update on local policing matters from our PSCO/Police team

## 13. Clerk's Report

- General updates on operations, correspondence, and facilities.

## 14. Correspondence

- To note any correspondence received, including the flagpole enquiry and related matters.

## 15. Planning Matters

- To consider any new planning applications or consultations.

## 16. Parish Surgery Report

## 17. Public Question Time

## 18. Date of Next Meeting

- Monday 10th November 2025 at 7:00pm

## **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**

Clerk to the Council *Steve McGlynn (08/10/2025)*

*\*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.*

*\*\*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.*