

Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY
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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 5th November 2025 to attend the Full Council Meeting of Penketh Parish Council which is to be held on **Monday 10th November 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 13th October 2025.

6. Matters Arising from the Minutes

7. Co-option of Councillor

- To consider and, if appropriate, approve one of several applications received for co-option to fill a current vacancy on Penketh Parish Council. 4 applications received for the seat vacancy which has arisen due to the resignation of Laura Hollis for work/family reasons back in December 2025.

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) List of active Direct Debits/SO's for Approval

9. LoveAdmin – Swim Lesson and Direct Debit Management Platform

To consider approval of the LoveAdmin system for swimming lesson management and payments at Penketh Pool & Community Centre.

Members are asked to review Appendix A (LoveAdmin Proposal) detailing system costs, income projections, and operational benefits.

Motion to be proposed: That the Council approve in principle the adoption of LoveAdmin as set out in Appendix A, authorising the Clerk/RFO to proceed subject to confirmation of the GoCardless not-for-profit rate and final costings.

10. Police Report – Verbal Report

11. Chairmans Report – Verbal report

12. Police Report – Verbal Report

13. Correspondence

- To note any correspondence received.

14. Planning Matters

- To consider any new planning applications or consultations.

15. Parish Surgery Report

16. Public Question Time

17. Date of Next Meeting

- Monday 8th December 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 (05/11/2025)*

**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.*