

# 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 4<sup>th</sup> February 2026 to attend the Full Council Meeting of Penketh Parish Council which is to be held on **Monday 9<sup>th</sup> February 2026 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 12th January 2026.

## **6. Matters Arising from the Minutes**

## **7. Finance**

- A. Payments for Approval** – To approve all payments and direct debits made for January 2026 (LGA 1972, s.137) (**Appendix A**)
- B. Bank Reconciliation** – To note the latest reconciliation and Bank Statements. (**Appendix B**)
- C. Applications for Financial assistance (Grants)** – In accordance with Section 137 of the Local Government Act 1972 which enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory power for the direct benefit of its area, or part of its area, or all or some of its inhabitants:  
**None**

## **8. Internal Audit Report 2023/24 – Management Responses and Action Plan**

*To consider and approve the Clerk's proposed management responses and priority actions arising from the 2023/24 Internal Audit, in order to formally close the audit and establish a clear forward programme of governance improvements. (Appendix C)*

## **9. Financial Regulations – Amendment to Payment Authorisation and Banking Arrangements**

To consider and approve amendments to the Council's Financial Regulations to reflect current online banking arrangements, including delegated authority for a nominated councillor to execute payments following member approval, and to ensure continued compliance with audit and governance requirements. (**Appendix D**)

## **10. Precept**

To consider and approve the Parish Council's precept requirement for the financial year 2026/27 (**Appendix E**)

## **11. Clerk Report**

To receive an update on actions, correspondence, and operational matters since the last meeting.

## **12. Correspondence**

To receive and note correspondence for information and consideration:

## **13. Chairmans Report** – Verbal report

## **14. Police Report** – Verbal Report

## **15. Planning Matters**

- To consider any new planning applications or consultations - Any applications are automatically forwarded to members but nothing of note to highlight at time of publication.

## **16. Parish Surgery Report**

## **17. Public Question Time**

## 18. Date of Next Meeting

- Monday 9th March 2026 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 (04/02/2025)*

*\*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.*