

Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY
Clerk to the Council Mr Stephen McGlynn



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FULL COUNCIL MEETING MINUTES

Meeting held on Monday 19th May 2026

At Penketh Pool and Community Centre Committee Room, Penketh WA5 2EY

Members of the press & public were welcome; the meeting was recorded.

Meeting opened at 19:00

PART ONE

Temporary Meeting Administration

In the absence of the Clerk, who was on planned leave following a change to the meeting date requested by councillors, the Council nominated Cllr M Potts to act as note taker.

Cllr Potts opened the meeting for the purpose of conducting the election of Chairman. Cllr Potts did not vote in the appointment of Chairman.

26/27-019. Election of Chairman of the Council

Cllr M Potts explained the process for the election of Chairman for the Municipal Year 2026/27.

Cllr G Fellows put himself forward.

Proposed: Cllr Booth

Seconded: Cllr Cunliffe

Vote: Carried. Cllr Potts did not vote, one abstention

Resolved: That Cllr G Fellows be elected Chairman of Penketh Parish Council for the Municipal Year 2026/27.

26/27-020. Chairman's Declaration of Acceptance of Office

Cllr G Fellows signed the Chairman's Declaration of Acceptance of Office and took the Chair.

26/27-021. Election of Vice-Chairman of the Council

Nominations were invited for Vice-Chairman.

Cllr G White was nominated.

Proposed: Cllr Cunliffe

Seconded: Cllr Dodd

Vote: Unanimous

Resolved: That Cllr G White be elected Vice-Chairman of Penketh Parish Council for the Municipal Year 2026/27.

26/27-022. Present

Present:

Cllrs M Potts, G Fellows, A Haywood, T Cooper, A Cunliffe, T Booth, G White, K Towell and J Dodd.

Officer / Note taker:

Cllr M Potts.

Members of the Public: 2

Police: 0

26/27-023. Minute's Silence

The Council observed a minute's silence in memory of Will Ogden, a much-valued member of the wider Penketh Pool team.

The Council recorded its condolences to Will's family and friends and noted its thanks to those who supported staff following his passing.

26/27-024. Apologies for Absence

Apologies were received from Cllrs Chuck Eriobuna, Wendy Treanor and Eunice Peters.

Resolved: That the apologies be received and accepted.

26/27-025. Declarations of Interest

Cllr Fellows declared an interest as Chair of Penketh Swimming Club and as a private pool hirer.

Cllr Potts declared an interest as residing at the same address as Cllr Fellows.

No further declarations were received.

26/27-026. Requests for Dispensations

No requests for dispensations were received.

26/27-027. Approval of Minutes

The minutes of the Full Council meeting held on 13 April 2026 were considered.

A query was raised regarding one matter within the previous minutes. It was agreed that this would be considered in Part Two.

Resolved: That approval of the minutes be deferred to Part Two.

26/27-028. Matters Arising from the Minutes

No further matters were raised.

26/27-029. Annual Governance and Council Structure 2026/27

26/27-029.1 Meeting Start Time

Council considered changing the standard meeting start time from 7.30pm to 7.00pm.

Vote: Unanimous

Resolved: That the standard meeting start time be changed to 7.00pm and Standing Orders updated accordingly.

26/27-029.2 Committee Structure for 2026/27

Council considered the committee structure for 2026/27.

It was proposed that the Council operate with three committees:

1. Business Management Committee
2. Finance Committee
3. Building Stronger Communities Committee

Vote: Unanimous

Resolved: That the committee structure for 2026/27 be approved.

26/27-029.3 Membership of Committees 2026/27

Council considered committee membership.

Vote: Unanimous

Resolved: That all councillors be appointed as members of the Business Management Committee, Finance Committee and Building Stronger Communities Committee for 2026/27.

26/27-029.4 Terms of Reference

Council noted that revised Terms of Reference would be required for each committee.

Resolved: That revised Terms of Reference be prepared and brought to the first relevant committee meetings for approval.

26/27-029.5 Bank Mandate and Authorised Signatories

Council considered the bank mandate and BACS approval arrangements for 2026/27.

It was noted that historic signatories need to be removed and appropriate current signatories confirmed.

Resolved: That the bank mandate and BACS approval arrangements be updated for 2026/27.

26/27-030. Year-End Finance 2025/26

26/27-030.1 Responsible Financial Officer's Year-End Report

Council received the Responsible Financial Officer's year-end report for 2025/26.

Members noted the need for clearer reporting and the ongoing work to improve financial management through Scribe.

Vote: Unanimous

Resolved: That the Responsible Financial Officer's year-end report be received and noted.

26/27-030.2 Year-End Budget Position

Council considered the income and expenditure outturn against budget for the year ended 31 March 2026.

It was noted that the new reporting structure should provide a clearer view of the Pool and Community Centre as a single operating unit, including staffing and utilities.

Resolved: That the year-end budget position be received and noted.

26/27-030.3 Bank Reconciliations

Council received the bank reconciliations and cash balances as of 31 March 2026.

Balances reported:

- Pool account: £9,404.00
- Council account: £106,403.59
- Savings account: £186,840.00
- Petty cash: £38.24 (Needs to be removed and paid into the bank account)

Vote: Unanimous

Resolved: That the bank reconciliations and cash balances as of 31 March 2026 be received, approved and signed by the Chairman.

26/27-030.4 Reserves Position

Council received the year-end position on earmarked and general reserves.

The Council noted earmarked funds including Community Infrastructure Levy / grant funding of approximately £82,653.80.

Resolved: That the year-end reserves position be received and noted.

26/27-030.4A Reserves Policy and Earmarked Reserves Review

Council considered the need for a formal Reserves Policy.

Resolved: That the Clerk/RFO be instructed to bring a draft Reserves Policy and recommendations for earmarked reserves to the next meeting.

26/27-030.5 VAT and Year-End Reconciliation Matters

Council received an update on VAT and year-end reconciliation matters.

It was noted that historic VAT reconciliation issues remain due to previous changes in accounting systems, including Xero, Rialtas and Scribe.

Resolved: That the update be received and noted, and that officers continue work to establish and regularise the VAT position.

26/27-030.6 Schedule of Payments and Invoices for Approval

Council considered the schedule of payments and invoices.
It was noted that receipts had also been included to improve visibility of income and expenditure.
Vote: Unanimous

Resolved: That the schedule of payments and invoices be approved.

26/27-030.7 Applications for Financial Assistance

Council considered the position on applications for financial assistance.
It was noted that correspondence had previously been sent to local schools regarding grant criteria.
Resolved: That future applications be considered in accordance with the Council's agreed criteria and legal powers.

26/27-031. Year-End Audit and AGAR Preparation

26/27-031.1 Internal Audit Arrangements / Update

Council received an update on the internal audit position.
It was noted that historic internal audit work remains outstanding, but relevant documents have been uploaded to the internal auditor.
Resolved: That the update be received and noted.

26/27-031.2 AGAR and Governance Statement Position

Council received an update on the outstanding 2024/25 AGAR process and the anticipated next steps for 2025/26.
Resolved: That the AGAR and Governance Statement update be received and noted.

26/27-031.3 Exercise of Public Rights

Council noted the intended arrangements for the Exercise of Public Rights.
Resolved: That the Clerk be authorised to arrange and publish the Exercise of Public Rights period once the required audit steps have been completed.

26/27-032. Motions from Councillors

26/27-032.1 Summer Holiday Fete 2026

Council considered approval of a Summer Holiday Fete at Greystone Recreation Ground on Saturday 22 August 2026, with a budget of up to £5,000.
Members discussed event planning, community involvement and the need to protect the recently installed drainage infrastructure.
Vote: Unanimous
Resolved: That the Council approves in principle a Summer Holiday Fete at Greystone Recreation Ground on Saturday 22 August 2026, with a budget of up to £5,000, subject to event planning, permissions, risk assessments, insurance and protection of the drainage infrastructure.

26/27-032.2 Storage Unit

Council considered the continuing arrangement for an external storage unit for Council equipment.
Vote: Unanimous
Resolved: That the invoice and continuing arrangement for a storage unit be approved, subject to ongoing operational need and officer review.

26/27-032.3 Disability Swing at Greystone Recreation Ground

Council considered approval in principle for an accessibility swing at Greystone Recreation Ground.
Vote: Unanimous
Resolved: That approval in principle be given for an accessibility swing, subject to inspection outcomes, operational need and budget provision.

26/27-032.4 Additional Summer Bin at Greystone Recreation Ground

Council considered approval for an additional seasonal bin and weekly collection arrangement at Greystone Recreation Ground.

Vote: Unanimous

Resolved: That an additional seasonal bin and weekly collection arrangement be approved.

26/27-032.5 Tablets for Councillors

Council considered approval for the purchase of 12 tablets for councillors.

Vote: Unanimous

Resolved: That the purchase of 12 tablets be approved to support digital access to Council information, improve cyber security and reduce printing and administration costs.

26/27-033. Community Policing Report

No police representative was present and no report was received.

Resolved: That the position be noted.

26/27-034. Committee Reports and Recommendations

No committee reports or recommendations were received.

26/27-035. Chairman's Report

The Chairman's report was received and noted.

Updates included pothole repairs, circus booking arrangements, storage requirements, refurbishment measurements and Greystone Recreation Ground matters.

26/27-036. Clerk's Report

The Clerk's report was received and noted.

Updates included operational matters relating to the Pool and Community Centre, staffing, rotas, website updates, timetables and administrative workload.

26/27-037. Correspondence

Correspondence was received and noted.

26/27-038. Planning Matters

Council considered the planning applications received.

The following matters were noted:

- 50 Chapel Road, Penketh
- Leeds Close
- Manor House
- alleged unauthorised external works at 69 Greystone Road

Resolved: That the planning matters be noted, with no objections raised by the Parish Council.

26/27-039. Parish Surgery Report

No members of the public attended the Parish Surgery.

Resolved: That the report be noted.

26/27-040. Extension of Meeting

At 8.55pm, the Chairman sought agreement to extend the meeting beyond two hours to complete the remaining business.

Vote: Unanimous

Resolved: That the meeting be extended.

Cllr K Towell left the meeting at 9.00pm.

26/27-041. Public Question Time

A member of the public asked about the Community Infrastructure Levy / funding received by the Council, including what it related to and what it was intended to support.

It was explained that the funding related to local infrastructure / leisure provision and had been allocated for the benefit of the Pool and Community Centre.

A further question was raised regarding weight limits and protection of Greystone Recreation Ground following the recent drainage works, particularly in relation to the proposed Summer Fete.

It was explained that individual councillors present did not have the technical weight-limit details available at the meeting. However, members confirmed that the proposed event would be planned as a low-impact event, using smaller-scale equipment, and would be developed in consultation with Council officers and relevant contractors to ensure the drainage infrastructure is protected.

Resolved: That the questions and responses be noted.

26/27-042. Date of Next Meeting

The date of the next Full Council meeting was noted as **8th June 2026** at 7.00pm.

26/27-043. Matters for Further Discussion

Items identified for future consideration included:

- Internal Audit
 - External Audit
 - AGAR
 - Annual Meeting of the Parish
 - Finance reporting structure and budget review
 - Pool and hall pricing review
 - Reserves Policy
 - Earmarked reserves
 - Greystone Recreation Ground event planning and drainage protection
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PART TWO

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was resolved that, due to the confidential nature of the business to be transacted, the public and press be excluded from the meeting during consideration of the following item.

26/27-044. Matter Arising from Previous Minutes

A query was raised regarding whether a councillor's Declaration of Interests was up to date.

The relevant published Declaration of Interests was checked during the meeting and confirmed as available on the Council's website and shown to the room.

No further action was required.

Resolved: That the matter be noted.

26/27-045. Approval of Previous Minutes

Following consideration of the matter raised, the minutes of the Full Council meeting held on 13 April 2026 were approved.

Resolved: That the minutes of the Full Council meeting held on 13 April 2026 be approved as a correct record and signed by the Chairman.

Temp Clerk to the Council 27/05/2026