

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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ANNUAL COUNCIL MEETING **Notice of Meeting and Summons to attend**

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

Dear Councillor,

You are hereby summoned to attend the **Annual Council Meeting of Penketh Parish Council** to be held on:

Tuesday 19 May 2026 at 7.00 pm
Penketh Pool and Community Centre, Committee Room, Penketh WA5 2EY

Members of the press and public are welcome to attend. The meeting may be recorded in accordance with the Openness of Local Government Bodies Regulations 2014.

If you are unable to attend, please notify the Clerk in advance.

Residents wishing to address the Council are asked to notify the Clerk by **5.00 pm on the day of the meeting**. Permission to speak remains at the discretion of the Chairman.

AGENDA

Clerk to open the meeting

PART ONE

1. Election of Chairman of the Council

To elect the Chairman of the Council for the Municipal Year 2026/27 and receive the Chairman's Declaration of Acceptance of Office.

2. Election of Vice-Chairman of the Council

To elect Vice Chairman of the Council for the Municipal Year 2026/27

3. Present

4. Minute's Silence

The Council will observe a minute's silence in memory of Will Ogden, a much valued and appreciated member of the wider team.

5. Apologies for absence

6. Declarations of Interest

6.1 To receive declarations of interest under the Council's Code of Conduct.

6.2 To receive requests for dispensations under the Localism Act 2011.

7. Approval of Minutes

To approve the minutes of the Full Council meeting held on 13 April 2026.

8. Matters Arising from the Minutes

9. Annual Governance and Council Structure 2026/27

9.1 Meeting Start Time

To consider and approve a change to the standard meeting start time from 7.30 pm to 7.00 pm.

9.2 Committee Structure for 2026/27

To approve the committee structure for the civic year 2026/27 as follows:

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

9.3 Membership of Committees 2026/27

To appoint members to the Council's committees for the Municipal Year 2026/27.

9.4 Terms of Reference

To note that revised Terms of Reference for all committees will be prepared by the Clerk and Chairman and brought back to a future meeting for approval.

9.5 Bank Mandate and Authorised Signatories

To confirm the Council's authorised bank signatories and BACS approval arrangements for 2026/27.

10. Year-End Finance 2025/26

10.1 Responsible Financial Officer's Year-End Report

To receive the year-end financial report for 2025/26. **Appendix A: RFO Year-End Report**

10.2 Year-End Budget Position

To consider the income and expenditure outturn against budget for the financial year ended 31 March 2026. **Appendix B: Year-End Income & Expenditure vs Budget**

10.3 Bank Reconciliations

To receive and note the bank reconciliations and cash balances as at 31 March 2026. **Appendix C: Bank Reconciliations at 31 March 2026**

10.4 Reserves Position

To receive and note the year-end position on earmarked reserves and general reserves. **Appendix D: Reserves Summary**

10.4A Reserves Policy and Earmarked Reserves Review

To consider the current year-end reserves position and to instruct the Clerk/RFO to bring a draft Reserves Policy, together with recommendations for the establishment and/or confirmation of earmarked reserves, to the next meeting.

10.5 VAT and Year-End Reconciliation Matters

To receive an update on the VAT position and any year-end reconciliation matters outstanding. **Appendix E: VAT / Reconciliation Note**

10.6 Schedule of Payments and Invoices for Approval

To approve the schedule of payments and invoices presented. **Appendix F: Schedule of Payments**

10.7 Applications for Financial Assistance

To consider any grant applications and requests for financial assistance, including any expenditure under section 137 of the Local Government Act 1972 where applicable.

11. Year-End Audit and AGAR Preparation

11.1 Internal Audit Arrangements/update

To receive an update on the current position in relation to the outstanding 2024/25 internal audit / AGAR process and the commencement of 2025/26 year-end work.

11.2 AGAR and Governance Statement Position

To note the current position regarding the outstanding 2024/25 AGAR process and the anticipated next steps for 2025/26. **Appendix G: AGAR / Audit Timetable Note**

11.3 Exercise of Public Rights

To note the intended arrangements and timetable for the Exercise of Public Rights.

12. Motions from Councillors

12.1 Summer Holiday Fete 2026

To consider approval of a Summer Holiday Fete to be held at Greystone Recreation Ground on Saturday 22 August 2026, with a budget of up to £5,000, subject to appropriate event planning and protection of recently installed drainage infrastructure.

12.2 Storage Unit

To consider approval of the invoice and continuing arrangement for a storage unit for council equipment, subject to ongoing operational need and any officer recommendations.

12.3 Disability Swing at Greystone Recreation Ground

To consider approval in principle for the installation of an accessibility swing at Greystone Recreation Ground, subject to inspection outcomes, operational need and budget provision.

12.4 Additional Summer Bin at Greystone Recreation Ground

To consider approval for an additional seasonal bin and weekly collection arrangement.

12.5 Tablets for Councillors

To consider approval for the purchase of 12 tablets for councillors to support digital access to reports and council information, improve cyber security, and reduce printing and administration costs.

13. Community Policing Report

To receive any update from the attending police representative and any issues raised for that representative's attention only.

14. Committee reports & Recommendations

To receive any committee reports and recommendations.

15. Chairmans Report

To receive the Chairman's report.

16. Clerk's Report

To receive the Clerk's report.

17. Correspondence

To receive and note correspondence.

18. Planning Matters

To consider the planning applications received.

19. Parish Surgery Report

To receive the Parish Surgery report.

20. Public Question Time

Members of the public may ask up to two questions. Where appropriate, responses may be provided after the meeting in writing.

21. Date of Next Meeting

To note the date of the next meeting of the Council.

22. Matters for further discussion

To identify any matters for a future agenda.

Councillors are reminded of the option to present detail prior to the opening of the agenda item to encourage an efficient meeting which consists only of relevant matter.

Items to upcoming to be aware of – Internal Audit, External Audit, AGAR and Annual Meeting of the Parish.

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 \(11/5/2026\)](#)

**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.*