



Penketh Parish Council

Council Office, Penketh Pool and Community Centre, Honiton Way, Penketh, Warrington WA5 2EY

Tina Rogers-Smith, Temp Clerk to the Council/RFO

Tel 01925 724 515

clerk@penkethparishcouncil.org.uk

Parish Council Meeting

People & Scrutiny Committee

Agenda

Meeting to be held at 7.30pm Thursday 7th October 2021

Pool & Community Meeting Room

Councillors Fellows, Lenihan, L Jones, S Jones, Potts, Layfield

PART 1

Opening

- 1 Present
- 2 Apologies
- 3 **3.1 Code of Conduct – Declaration of Interests**
3.2 Localism Act 2011 – Dispensations
- 4 Minutes of the previous meeting
- 5 Action log
- 6 **H&S Review** – update on the progress of working through the H&S assessment from Peninsula.
- 7 **Policy Timescale Document** – Committee to review the current policies in place, agree to prioritise the remaining policies to be implementing in consultation with the Clerk and Chairman and update the review/adopted dates of each file. Also check the formatting and agree lead roles.
- 8 **TOR's review** – Liaise with the Finance Committee on reviewing the Budgets set for relevant committees to update documentation. Correct the numbers of members for each committee.
- 9 **Items not included above**
- 10 **To confirm date, time, and venue of next meeting**

Close of meeting

Public Forum

Part 2

- 1 **Recruitment debrief/Review** – Document pulled together to be reviewed by Full Committee.

Tina Rogers-Smith Clerk & RFO 3/10/21