



Penketh Parish Council

Annual Parish Council Meeting APCM

MINUTES

Of the meeting held at 7pm on Wednesday 19th May 2021

At Penketh Community Centre

Present:	Chairman	Dale Solan-Cooper
	Vice Chairman	Mike Potts
	Councillors	Lorraine Ashton, Leigh Jones, Kieron Layfield, Chris Wych, Andy Heaver, Lee Beddows, Lez Fox, Geoff Fellows, Steve Jones
	Members of the public	13
	Clerk & RFO	Tina Rogers-Smith
Apologies:	Councillor	Craig Lenihan

PART 1

Opened 7.07pm

Opening All were welcomed to this evening's meeting.

1. 1.1 Code of Conduct – Declaration of Interests

Members are reminded of their responsibility to declare any personal interest or prejudicial interest which they have in any item of business on the agenda as soon as they become aware of that interest.

1.2 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.

2. To receive member's apologies for unavoidable absence

Cllr Lenihan [unexpected absence as this meeting date has been added]

The meeting held on the 12th May enabled the Chairman and Vice-Chairman to be elected on a temporary basis, in order to allow the Councillors to make progress as Penketh Parish Council. The meeting had been called incorrectly titled by the previous administration. Hence this APCM with a full agenda.

3. [i] To Elect a Chairman for 2021/2022

Nomination Dale Solan-Cooper

Proposer Leigh Jones

Secunder Chris Wych

Show of hands all agreed

Resolved that Councillor Dale Solan-Cooper be elected as Chairman of Penketh Parish Council

[ii] Declaration of acceptance of office

Cllr Solan-Cooper signed accepting the position of Chairman.

4. [i] To Elect a Vice Chairman for 2021/2022

Nomination	Mike Potts	Chris Wych
Proposer	Dale Solan-Cooper	Andy Heaver
Seconder	Lez Fox	Lorraine Ashton
Show of hands	7	4

Resolved that Councillor Mike Potts be elected as Vice Chairman of Penketh Parish Council

[ii] Declaration of acceptance of office

Cllr Potts signed accepting the position of Vice Chairman.

5. Declarations of Acceptance of Office and Register of Interests

All Councillors have completed their Declaration of Acceptance of Office and some Register of Interests have been submitted.

Remaining Councillors to submit Register of Interests asap

6. To form a review Panel

The Finance Committee will form a review Panel as per Auditor's instructions.

Note: Councillors can join any of the following Sub Committees and can move or be added to others at any time. Any Councillor can attend any meeting but not vote unless they are named for the Sub Committee.

7. To appoint members to the Finance Committee

Councillors Fellows, S Jones, Wych and Solan-Cooper

8. To appoint members to the Business Management [KLS] Committee

Councillors Fellows, Potts, Wych, Layfield and L Jones.

Cllr Fellows declared an interest with his own business interest using the pool.

This does not prevent him being on this committee.

9. To appoint members to the Planning & Development Committee

Councillors Fox, Beddows and Fellows.

10. To appoint members to the Health & Safety Committee

Councillors S Jones, L Jones and Fellows.

11. To appoint members to the Staffing Committee included in item 12

12. To appoint members to the People & Scrutiny Committee

Councillors S Jones, Fellows, Potts, Solan-Cooper, Wych and Layfield.

13. To appoint members to the Community & Wellbeing Committee

Councillors Fox, Ashton, Fellows, Solan-Cooper, Beddows, L Jones and Layfield.

14. To appoint members to the Communication & Marketing Committee

Councillors L Jones, Ashton, Fellows, Fox and Potts.

15. Special Projects

Working groups will be established as projects are highlighted.

These groups can include members of the public.

16. To approve the Minutes of the previous Meeting

The minutes of the meeting held on the 12th May 2021

Agreed by 7 Councillors.

Cllr Layfield, L Beddows and S Jones abstained as they were not at the meeting.

Cllr Heaver abstained – no reason given.

Resolved that the minutes of the meeting held on 12th May 2021 be accepted as a true record.

17. Matters Arising (from the April minutes)

No April minutes have been made available by the previous administration.

18. Training

Is available for all Councillors. This is currently offered as virtual training by CHALC etc.

The Clerk can arrange individual or Group training with CHALC etc or possibly WBC.

If any Councillor is interested, please let the Clerk know.

19. Standing orders

The NALC standing orders have been developed to meet the needs of Penketh PC.

Councillors voted to accept the Standing Orders:

Proposer Cllr Solan-Cooper

Seconder Cllr Heaver

Agreed by all as a show of hands

Resolved that the Standing Orders be accepted

20. Financial regulations

The most recent version of the Financial Regulations has been distributed to all Councillors.

These will be updated by the Finance Sub Committee, and any Councillor who wants to contribute, in line with audit comments and Standing Orders.

21. To receive a Police Report None
Clerk to contact PCSO for June meeting

Agenda items renumbered from 22.

22. To receive a Borough Council report None
The first meeting is later this month. Borough Councillors will give their own reports each month.

23. To receive a Clerk report

The previous administration did not provide access to information and resources, including the laptop and keys, in a timely manner. Documents, including all Contracts ought to be readily available but they are not. HR documents are not available. The Clerk will continue to search for information and documents which are needed.

Clerk & Chairman to query with the previous administration

24. Day and dates of meetings

Suggested Meeting Dates have been given to all Councillors and are to be on the 2nd Monday of each month at 7.30pm

Proposer	Cllr Solan-Cooper
Seconder	Cllr Potts
Agreed by	All with show of hands

25. Planning applications

Councillors discussed applications and comments to be made. Comments can be made on all applications and they can be 'noted' if no further comments are made. The Clerk will forward all applications to all Councillors.

26. Business Management Meetings

These will begin as a matter of urgency and will include agenda 27.

27. Penketh Pool & Community Centre

[i] repairs & maintenance
{ii} staff

Councillors have met with the pool Consultant and expect a full written report this week. There are major issues with the pool due to a lack of investment and maintenance in recent years. Decisions on action needed will be made asap in order to progress and make the pool fit for purpose. All contracts and HR files are not in place and this does not comply with SO's etc.

Clerk & Chairman to query with the previous administration

28. Finance

[i] Applications for Financial Assistance none

[ii] To approve accounts for payment for May 2021

Cllr Heaver has cancelled the bank cards and access to bank arrangements are in progress & the Finance Committee will follow up as a matter of urgency. Invoices for cheque payment will not be paid yet and are due for

CHALC – need to confirm with bank that this has not been paid
Planters – Clerk has asked for a breakdown of the £1900 bill received.
There may be others yet to be located.

Finance Committee to meet and recommend actions

29. End of Year Accounts [Governance Statement of Accounts] 2020/2021

These should be presented at this meeting but have not been handed over in any even partially completed form by the previous administration.

Clerk to request an extension as to complete for the external audit as it will not be done for 3/7/21

30. End of Year Accounts [Statement of Accounts] 2020/2021

These should by now be completed but are only partly done. Councillors do have a first draft of KLS costs to study and make comments or query.

31. Asset Register

An Asset Register should be easily accessible but not has yet been found. Cllr Heaver indicated that the insurance company will have details. This will not be of all items and one will need to be produced if the existing one is not found or handed over by the previous administration.

Clerk & Chair to query with previous administration

32. Chairman's Allowance

Any allowance has been declined by the Chairman.

33. External Audit

Date to be agreed due to 29 and 30 above.

34. Internal Audit

Date to be agreed due to 29 and 30 above although it may be partly done.

35. Documentation Review

All documents for the PC need to be reviewed. This includes Standing Orders, Code of Conduct, Policies, Terms of reference for Committees [to be reviewed by the members of the committee]. These will take time to complete and will then be working documents to be updated as needed.

Councillors to review WBC's revised Code of Conduct for adopting at the next PC meeting.

36. Correspondence

The previous administration made timely access difficult with the laptop [and keys] handed over on Friday evening. The Clerk will act on recent communications asap. It will be some time before correspondence received prior to 15th May can be dealt with, unless this is an urgent or financial

issue. For example, a bank form from earlier this year has been found and should have already been dealt with. A full list will be provided from the next meeting.

37. Parish Surgeries

Dates and venues will be agreed and publicised. With Borough Councillors these will be in person and Parish Councillors will hold additional ones via zoom.

38. Individual Councillor Reports

At every meeting each Councillor has an opportunity to report back to the PC & to ask questions etc.

Cllr Fellows

Welcome to all new Councillors and public representatives for their first meeting for over a year.

Cllr Solan-Cooper

Microsoft office 365 - Use of this will be developed for virtual meetings, documents etc.

All Councillors have Parish Council email addresses and are not using personal emails for PC business. The public are able to message the Clerk or individual Councillors.

39. To confirm Date & Venue of next meeting

The next full PC meeting will be held on Monday June 14th at 7.30 pm at the Community Centre or another suitable venue may be agreed.

Meeting closed 8.05pm

Public Forum will be held at every meeting open to the public.

A question was raised about staffing, including temporary posts.

The current temporary Clerk is on a fixed term temporary contract, initially this is for 4 weeks and will be reviewed. The reason for this is due to the existing clerk who is on a fixed term post is currently on sickness absence. An advertisement for A Clerk and Responsible Finance Officer will be discussed in Part 2 and will be publicised asap.

Intersection by Tesco Express

A petition from over 80 residents has been submitted to Borough Councillors who will take this forward with WBC.

The public were thanked for attending today.

Opened 8.25pm

PART 2

Advertisement of Permanent Clerk Vacancy to be publicised asap.

Closed 9.05pm