GRAPPENHALL AND THELWALL PARISH COUNCIL
Council Office, Community Centre, Bellhouse Lane, Grappenhall, Warrington WA4 2SG
Colette Fellows, Clerk to the Council/RFO
Tel 01925 264918 (Monday to Thursday 2.00 - 4.30 pm)
clerk@gtpc.org.uk

4th September 2024

Dear Committee Member

Members of the Resources Committee you are hereby summoned to attend the meeting of GRAPPENHALL AND THELWALL RESOURCES COMMITTEE on **Tuesday 10th September 2024 at 7.00 pm** in the Parish Council Office, Bellhouse Lane, Grappenhall, WA4 2SG for the purpose of transacting the following business.

Yours sincerely

Colette Fellows

on behalf of
Cllr Mark Browne
Chair of the Parish Council and Resources Committee

A G E N D A

9. Apologies for Absence
To consider apologies and reasons for absence. For resolution.

10. Dispensation Requests
To consider any dispensation requests from members.

11. Disclosures of Pecuniary and Personal Interests
Members are reminded that personal interests or prejudicial interests, as defined in the Code of Conduct, in any matter before the meeting, must be disclosed no later than the start of discussion on that item.

12. Update on Previous Actions

Agenda Item	Action Point	Lead	Update
2023/36	Staff Organisational Planning & Operational Activity	CF	The Clerk and Cllr Fernyhough have made good progress and will continue in the coming weeks.
2023/37	WFGA - Apprentice	CF	The Apprentice & WFGA have chosen to delay starting the programme due to the recent resignation of the Gardener /Manager.
2023/05	Budget Review	MB/BD/BH/HS	The Neighbourhood costings will be presented to Council on 19/09/24 for discussion and resolution

2024/07	Reinvestment of Reserves	CF	£39,805.32 was reinvested as recommended by Arnold Stansby, details noted in minutes (ref 2024/07)
2024/08	Temporary Summer Contract	CF	Two students helped in the office over the summer, which was a great success. The PC offices have undergone a full overhaul and reorganisation.

13. Budget Review 2024/2025

To review the 2024/2025 income and expenditure against the budget for both the Walled Garden and Parish Council.

14. Grappenhall Heys Estate Endowment Fund

To review the current financial position of the Estate Fund. The Clerk will present the cash statement and current portfolio for 2024/2025, which will be emailed to all members before the meeting.

15. Terms of Reference

The terms of reference of the Committee will be reviewed and any necessary amendments identified. For discussion and resolution.

16. Strategic Planning

The Parish Council would benefit from a Strategic Planning process when considering precept requests. The Clerk has contacted other Clerks to learn of their handling of such a process and if they have already implemented a strategic planning process. The Clerk will present examples. For discussion to make recommendations to Council.

Resources

17. Temporary Office Support Role

The Clerk would like members to consider a temporary website/social media role (off-site working) to ensure information is current and up to date. Resources in the office are stretched with the continuing Neighbourhood Plan work (albeit temporary). For discussion and resolution.

18. Holiday Cover Wardens

17.1 Holiday cover at both parks (Jubilee and Diamond) is proving difficult to manage. The Clerk would like to recommend that a 'Holiday Cover Warden' be employed. There are no cost implications as cover pay is included in the staffing budget. For discussion and resolution

17.2 The Clerk has employed a temporary Garden Warden at the Walled Gardens.
Sasha Kempster is currently a regular volunteer, when not at university and has offered to cover holidays at the Walled Garden whenever possible. There are no cost implications.
Weekend cover is proving a challenge at the Gardens, especially during the summer months. The Clerk will work with the Chair of Estates (Cllr Fernyhough) to look to resolve current staffing issues when completing the new Organisational Planning Tool.