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

18th June 2026

Dear Committee Member

Members of the Resources Committee you are hereby summoned to attend the meeting of GRAPPENHALL AND THELWALL RESOURCES COMMITTEE on **Tuesday 23rd June 2026 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 Wendy Johnson
Chair of the Parish Council and Resources Committee

A G E N D A

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

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

3. 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.

4. Grappenhall Heys Estate Endowment Fund
4.1 Triennial Investment Strategy review of current investment portfolio as prepared by David Lines of LCC (an SLCC Enterprise). For discussion and review.

4.2 To review the current financial position of the Estate Fund. The Clerk will present the current cash statement and current portfolio for 2026/2027, which will be emailed to all members before the meeting. for discussion and resolution to make any necessary changes.

5. Governance
5.1The terms of reference of the Committee will be reviewed and any necessary amendments identified. For discussion and resolution. (see attached)

5.2 Investment and Reserves Policy – review and agree to amendments in section 4, (amended policy will be sent out separately). For discussion and resolution.

6. Staffing and Cover issues
6.1 To discuss the staffing issues at the Walled Garden with possible solutions. The Clerk is proposing a temporary warden for garden cover. For discussion and resolution.

6.2 Martin Stuart Retirement. To be discussed in a closed session.

7. Part Two Confidentiality - Matters to be discussed in the absence of the press and public

To discuss the following agenda items in a closed session:

- Agenda item 6.2. Retirement gratuity for a lump sum retirement payment due to non-enrolment in the Parish Council pension fund. For discussion and resolution.

Public Bodies (Admission to Meetings) Act 1960 s.2
A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies

Grappenhall and Thelwall Parish Council
Resources Committee

Terms of Reference
(Adopted at Parish Council Meeting 17th July 2025 V4)

1. Background

1.1 The Committee is constituted as an Executive Standing Committee of Grappenhall and Thelwall Parish Council (the Council) in accordance with Standing Order 15a.

1.2 The membership of the Committee shall comprise a minimum of 6 members elected at the Annual Parish Council Meeting held in May, or at such other times as appropriate.

1.3 The Chair of the Committee shall also be elected at the Annual Parish Council Meeting in May.

1.4 The quorum of the Committee shall be 3 members.

2. Conduct of Meetings

1.5 Meetings of the Committee will be held in accordance with Local Government legislation as set out in the Council's
Standing Orders, Financial Regulations and other such policies of the Council.

2.2 Members of the Committee will be bound by the Council's Code of Conduct.

2.3 There will be a minimum of four meetings in any financial year. Additional meetings may be called by the Clerk to the Council or the Chair of the Committee to consider necessary business or if requested by two Councillors.

2.4 Meetings of the Committee will be supported and minuted. The minutes of the Committee will be tabled for approval at the following meeting of the Resources Committee and received at the next meeting of the Council. The
minutes of the Committee will be placed on the Council's website.

3. Confidentiality

3.1 Where the nature of the business to be transacted by this Committee is of a confidential nature the public and press may be excluded by resolution at the commencement of the meeting. All matters appertaining to the employment of named staff are confidential.

3.2 Members must be mindful of the confidentiality of employer-employee discussions and financial matters.

4. Purpose of the Committee

4.1 Finance

a. To develop a draft budget for each financial year and submit the budget for approval to the Council for onward submission to Warrington Borough Council by end January.

b. To monitor and review the overall financial performance of the budget against estimates (capital and revenue) and report such findings to the Council.
c. To ensure that the information required for internal/external audit is prepared correctly, presented within the timescales necessary to comply with the Financial Regulations and that action is taken to ensure the implementation of any measures recommended by the Internal and External Auditors.
d. To monitor and review policy regarding financial procedures including banking arrangements and make recommendations to the Council where necessary.
e. To review the Council's Financial Regulations as necessary in accordance with Section 2.4 of the revision of the Financial Regulations and to ensure compliance with the Council's Financial Regulations.
f. To approve changes to the investments of the Endowment Fund for the Grappenhall Heys Walled Garden as required from time to time, subject always to such changes being covered by the Council Investment Strategy in accordance with Min 176 of the Council on 23 February 2006.
g. To review the Council's Investment Strategy Policy and make recommendations where necessary to the Council.
h. To review the Council's Risk Management Policy prepared in accordance with the Financial Regulations by the Clerk to the Council/Responsible Financial Officer and make recommendations to the Council where necessary.
i. To review annually a Financial Risk Assessment and make recommendations to the Council where necessary.
j. To review annually the Parish Asset Register and ensure its accuracy.
k. To make recommendations on expenditure to the Council other than that specified as delegated to the Resources Committee from the designated budget in point l below or that specified to any other duly delegated Committee.
l. No expenditure may be incurred which will exceed the amount provided in the appropriate class of expenditure which has a revenue budget heading and that payment will not cause such budget to be overspent unless approved by the Council. All expenditure approved by the Resources Committee will be advised to the next meeting of the Council. Only the Council can approve grant applications.

4.2 Staffing

a. To review staffing structure and levels and make recommendations to the Council on changes where necessary.
b. To review staff salaries, contracts of employment, job descriptions and person specifications and make recommendations to Council on changes where necessary.
c. To agree any renumeration for ad hoc payments to staff.
d. To consider and make recommendations to the Council on matters relating to recruitment.
e. To deal with grievances or disciplinary matters, or to deal with other personnel issues on instruction of the Council.
f. To review all staff related policies and procedures including recruitment procedures; disciplinary procedures; appeals procedures; grievance procedures and health and safety at work .
g. To ensure the Council complies with all legislative requirements relating to the employment of staff.

5. Delegated Powers

5.1 Members will be advised by the Clerk/Assistant Clerk to the Council whether or not a particular item under discussion is within the Committee's delegated powers.

5.2 If it is within the Committee's delegated powers the minute will record the decision as **Resolved.** If not, then the minutes will record the decision as **Recommended** and it will be brought to the attention of the Council for decision when tabling the Committee minutes.

6. Terms of Reference

6.1 These Terms of Reference will be reviewed on an annual basis to ensure the needs of the Council continue to be met.