MINUTES OF A MEETING OF THE GRAPPENHALL AND THELWALL PARISH COUNCIL RESOURCES COMMITTEE ON TUESDAY 9th SEPTEMBER 2026 HELD AT PARISH COUNCIL OFFICE, BELLHOUSE LANE, GRAPPENHALL.

Present: Councillors Ford (Vice-Chair), Hockenhull, McQuillian, and Speed.

In attendance: Colette Fellows, Clerk & Responsible Financial Officer.

7. Apologies for Absence
It was resolved that apologies received from Cllr Fernyhough, Johnson and Worsley would be accepted.

8. Dispensation Requests
No requests received.

9. Disclosures of Pecuniary and Personal Interests
No disclosures were made.

10. Budget Timetable
A comprehensive formal budget timetable is established annually covering the main elements of the Council's budget setting process together with key dates and responsibilities. The Clerk presented the proposal for 26/27 (see attached). It **was resolved** to accept. **CF**

11. Budget Update
The budget against expenditure was presented to date. No issues to report.

12. Grappenhall Heys Estate Endowment Fund
12.1 The current financial position of the Estate Fund was reviewed. The Clerk presented the current cash statement and current portfolio for 2026/2027. No issues to report.

12.2 Following on from agenda item 4.2 of the June meeting of Resources, the Clerk contacted David Lines for suitable training for Staff and members. The email was circulated on the 12th July 2026. Members have requested a cost for the full one-day training and to offer to all members of the Parish Council. **CF**

13. Staffing Update
The Parish Warden position has now been filled; the successful candidate will start around the end of October. The new Warden to work one Sunday every four weeks at the Walled Garden, in support of the Walled Garden Warden to have a better working balance.

14. Staffing Matters
The Clerk has meetings arranged with Councillor Fernyhough to complete the staffing strategic plan, with a view to present to Committee. We understand this has not been timely, with increasing workloads, goal posts forever changing and personal commitments of which has hindered this project.

14.1 The Clerk updated members on current staffing rotas and cover at the Walled Garden.

14.2 Holiday and TOIL (time off in Lieu) Policy. The Clerk discussed the idea of introducing a policy to combat any confusion over holidays and TOIL. Current contracts are high level and open to misinterpretation. This item was discussed in a closed session. Members have requested further exploration before introducing new policies. **CF**

15. Staff Appraisals

It was noted that the Clerk will attend a Work Nest course on staff appraisals on 15 September, with the appraisal process scheduled to commence in October. The Clerk requested and encouraged feedback from Members regarding all staff members.

It **was resolved** that the Clerk's appraisal be conducted first, followed by remaining staff colleagues, with the exception of the park caretakers.

16. Governance

16.1 Assertion 10 of the Annual Governance and Accountability Return states that as of 2026, each Council must have an IT Policy. It **was resolved** that the attached new policy be presented to Council for adoption.

16.2 Statement in Internal Controls and checklist, the Clerk has made amendments to 2.4 receipts in 'The Controls' and Checklist section of the attached statement. It **was resolved** to present to Council for adoption.

16.3 The current General Privacy notice was amended to include all categories of personal data collected to include staff and changed into a policy. It **was resolved** that the attached new policy be presented to Council for adoption

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

The following agenda items were discussed in a closed session:

- Agenda item 14.2. Walled Garden Staffing rota
- Agenda item 15 Members feedback for colleague appraisals.

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

Budget Schedule 2026/27

BUDGET TIMETABLE

The following timetable has been approved: -

June – September 2026	Resources Committee to begin future forward planning budget process for the next 1-4 years.
September 2026	Member Committee's and Working Party workshops to consider first proposals for individual budget headings for next financial year.
October 2026	Consultation with RFO/Officers and preparation of draft budgets in accordance with budget priorities. To include review of planned maintenance and future projects.
November 2026	Resources Committee to consider draft budget proposals and draft planned maintenance programme including revenue and capital commitments.
November 2026	Resources Committee to consider large grant applications that may impact on budget.
November 2026	Resource Committee to consider annual staff appraisals and review to feed salaries for 2027/28 into budget.
November 2026	Consultation on draft budget with residents, with draft budget available on the Council's website as a public document and available for inspection at the Council Offices.
November 2026	Resources Committee to consider draft budget proposals and make recommendations to Full Council
December 2026	Full Council to consider recommendations of Resources Committee.
January 2027	Full Council to finalise budget for 2026/27 and set the precept for 2023/24
January – February 2027	Parish Council to inform Warrington Borough of the Precept for 2026/27.