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

3rd September 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 8th September 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

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

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

9. 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.

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 will present the proposal for 26/27 (see attached). For discussion and resolution to accept

11. Budget Update
To review the budget against expenditure to date. To be emailed separately.

12. Grappenhall Heys Estate Endowment Fund
12.1 To review the current financial position of the Estate Fund. The Clerk will present the current cash statement and current portfolio for 20256/2027, which will be emailed to all members before the meeting. For discussion and resolution.

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. For discussion and resolution on how to move forward.

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 To discuss current staffing rotas and cover at the Walled Garden.

14.2 Holiday and TOIL (time off in Lieu) Policy. The Clerk would like to discuss the idea of introducing a policy to combat any confusion over holidays and TOIL. Current contracts are high level and open to misinterpretation.

15. Staff Appraisals

The Clerk will commence staff Appraisals in October, following on from a Work Nest Course on this subject matter (15th September). The Clerk encourages feedback from members for all colleagues. For discussion.

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. Please find attached (separately) a draft version for discussion and resolution to accept.

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. For discussion and resolution to accept.

16.3 The current General Privacy Policy to include all categories of personal data collected to include staff. Please find attached a draft copy for discussion and resolution to accept.

17. 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 14.2. To discuss current staffing rotas and cover at the Walled Garden. For discussion and resolution.
- 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