



## ANNUAL MEETING MINUTES 23 MAY 2022

### Meeting 1

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Attended by: Cllr Hayes, Cllr Griffiths, Cllr Anstice, Cllr McKeown, Cllr Eakin, Cllr Sumner, Cllr Wade & J O'Donoghue (Town Clerk)

Also attended by: Chief Superintendent Wrigley (Cheshire Constabulary Local Policing), PCSO Flanagan (to item 11), Cllr L Riley (CWAC) & 9 members of the public

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#### 1. Election of Chair

(a) To elect the Chair to serve until the Annual Meeting of the Council in May 2023

**RESOLVED:** Cllr Hayes was unanimously elected as Chair until the Annual Meeting in 2023.

(b) To receive the Declaration of Acceptance of Office from the elected Chair

**RESOLVED:** The declaration of acceptance of office was received.

#### ***Standing Orders were suspended to enable members of the public to speak***

1 member of the public expressed concerns relating to communication with Frodsham Town Council and residents due to Frodsham Life no longer being published and circulated and the Council agreed to consider the issue at a future meeting. 1 member of the public congratulated Frodsham Town Council on a successful year and thanked members of the council for their endeavours.

#### 2. Election of Vice Chair

(a) To elect the Vice Chair to serve until the Annual Meeting of the Council in May 2023

**RESOLVED:** Cllr Griffiths was unanimously elected as Vice Chair until the Annual Meeting in 2023.

#### 3. Apologies for Absence

To approve apologies for absence

**RESOLVED:** Cllr Lowrie was unable to attend the meeting and sent her apologies. The Clerk noted that Cllr Ashton was unable to attend the meeting.

#### 4. Declarations of interest

To note any declarations of interest on items which are on the agenda.

**NOTED:** Cllr Wade and Cllr Sumner declared an interest in item 20 on the agenda (Ship Street play area).

## 5. Schedule of Meetings

To approve the schedule of meetings circulated by the Clerk (Appendix C).

**RESOLVED:** The schedule of meetings circulated by the Clerk was approved and will be publicised on noticeboards and on the website.

## 6. Appointment to Committees

(a) To appoint chair, vice chair and members to the Amenities Committee (8 members)

**RESOLVED:** It was unanimously agreed to appoint Cllr Griffiths as Chair, Cllr Sumner as Vice Chair and Cllrs Wade, Eakin, Lowrie, Stockton and Hayes to the committee.

(b) To appoint chair, vice chair and members to the Events Committee (8)

**RESOLVED:** It was unanimously agreed to appoint Cllr Wade as Chair, Cllr Anstice as Vice Chair and Cllrs Sumner, Hayes and Lowrie to the committee.

(c) To appoint chair, vice chair and members to the Planning Committee (8)

**RESOLVED:** It was unanimously agreed to appoint Cllr Stockton as Chair, Cllr Eakin as Vice Chair and Cllrs Wade, Hayes and Griffiths to the committee.

(d) To appoint chair, vice chair and members to the Policy, Process and Revenue Committee (8)

**RESOLVED:** It was unanimously agreed to appoint Cllr McKeown as Chair, Cllr Eakin as Vice Chair and Cllrs Griffiths, Sumner, Hayes and Stockton to the committee.

(e) To appoint members to the Staffing Committee

**RESOLVED:** It was unanimously agreed to appoint Cllr Hayes, Cllr Anstice and Cllr Griffiths to the Staffing Committee with Cllr Stockton as reserve.

## 7. Appointment of Representatives & Delegates to External Organisations

**RESOLVED:** It was unanimously resolved to appoint as follows:

(a)	Red Lion Bowling Club	VACANCY
(b)	Protos Community Benefit Fund	Cllr Anstice
(c)	Castle Park Trust	Cllr Hayes
(d)	Liverpool Airport Consultative Committee	Cllr Eakin
(e)	Cheshire Association of Local Councils	Cllr McKeown
(f)	North Cheshire Rail Users Group	Cllr Lowrie
(g)	Wind Farm Community Liaison Committee	VACANCY
(h)	Frodsham Youth Association	Cllr Anstice

(i)	Weaver Navigation Society	Cllr Sumner
(j)	Weaver & Sandstone Cycle Forum	Cllr Eakin
(k)	PCC Parish & Town Council Meetings	Cllr Hayes
(l)	Brio Future Offer	Cllr Sumner

## 8. Tarvin Road Cemetery

To consider moving the responsibility for the cemetery from PP&R Committee to Amenities Committee in line with budgeting arrangements and grounds maintenance SLA.

**RESOLVED:** It was unanimously agreed to move the responsibility for Tarvin Road Cemetery from PP&R Committee to Amenities Committee. Clerk to draft revised ToR to be approved/recommended to the next Amenities Committee Meeting.

## 9. Chair Report 2021-2022

To receive a report from Cllr Hayes together with reflections for the future.

**NOTED:** Cllr Hayes provided a report which is appended to the minutes (Appendix A).

## 10. PCSO report

To receive a report from PCSO Neil Flanagan.

**NOTED:** PCSO Flanagan provided a report, prior to the meeting, which is appended to the minutes (Appendix C). Chief Superintendent Wrigley expressed support for PCSO Flanagan and the work he does within the community.

## 11. Cheshire West and Chester Council

To receive a report from Cllr Lynn Riley.

**NOTED:** Cllr Riley provided a verbal report and it was noted that: Sandstone Ridge has been designated as an outstanding area of natural beauty; changes are currently taking place with regard to new recycling bins; there is support for the Marshes against environmental crime; CWAC are working in partnership with FTC to provide 3 CCTV cameras on Mainstreet; there are new double-capacity bins but fewer of them; the library can provide litter pickings kits to members of the community; there is £500,000 backlog of work to be carried out to the leisure centre; the cycle lane to Helsby is nearing completion and consideration needs to be given to the grass verges which have been removed and were previously densely planted by Frodsham Scouts over many years. There is a new health and wellbeing group meeting in the kiosk in Castle Park and a new blood test for cancer is being trialled at Trident Retail Park in Warrington; there are some small pockets of funding to support refuges from Ukraine and a working group is looking at the future of the Goods Shed.

## 12. Approval of minutes

To approve and sign the minutes of the ordinary meeting held 28<sup>th</sup> March 2022.

**RESOLVED:** The minutes of the meeting were approved and signed.

## 13. Accounts report April 2022

(a) To note the receipts for April were £186,268.56 (including £175,000 precept) and expenditure was £37,050.60

**NOTED:** The receipts for April were noted.

(b) To note the account balances and bank reconciliations

**NOTED:** The balances and reconciliations were noted.

(c) To approve and sign the finance report

**RESOLVED:** It was unanimously agreed to approve and sign the finance report.

#### 14. Year end internal audit 2021-2022

(a) To note that the year end internal audit was completed on 13th April 2022 by JDH Business Services

**NOTED:** The process was noted.

(b) To note that no issues have been identified in the year end internal audit report

**NOTED:** It was noted that no issues have been identified in the year end internal audit report.

(c) To note that JDH Business Services has signed the annual internal audit report

**NOTED:** The process was noted

#### 15. Annual return (AGAR)

(a) To approve and sign Section 1 Annual Governance Statement 2021/2022

**RESOLVED:** Section 1 Annual Governance Statement 2021/2022 was approved and signed.

(b) To approve and sign Section 2 Accounting Statement 2021/2022 which has been signed by the Clerk prior to the meeting.

**RESOLVED:** Section 2 Accounting Statement 2021/2022 which was signed by the Clerk, prior to the meeting, was approved and signed.

#### 16. Junior Mayors 2022-2023

To consider reappointing Junior Mayors

**RESOLVED:** It was agreed to reconsider at the next meeting of PP&R Committee.

#### 17. Co-option

(a) To note that there is one application for the vacancy within the Lakes Ward. The applicant meets the application criteria.

**NOTED:** The application was noted.

(b) To consider co-option to the Lakes Ward.

**RESOLVED:** It was unanimously agreed to co-opt Jim Ross to the position of Councillor for Lakes Ward.

#### 18. Queen's Platinum Jubilee

To receive an update from Cllr Wade.

**NOTED:** Cllr Wade provided a report and thanked Ian Parkin for his support in putting on the event. It was noted that all is proceeding according to plan with staging booked, artists booked, inflatables booked, bar booked, Rotary providing BBQ and cakes being provided to care homes and Opal Services.

## 19. Memorial path

To receive an update from the Clerk.

**NOTED:** It was noted that 3 tenders have been received which are currently being considered by Harrison Design Development (Project Manager). A full report will be provided to Amenities Committee for consideration and recommendation.

## 20. Ship Street play area

To receive an update from the Clerk.

**NOTED:** It was noted that 3 companies have been invited to tender by 31<sup>st</sup> May 2022. The tenders will be considered by RSK (Project Manager). A full report will be provided to Amenities Committee for consideration and recommendation following receipt of tenders.

## 21. Close of meeting

The meeting closed at 8.02pm.

## APPENDIX A CHAIR'S REPORT

It has been my pleasure to lead the Council, with active support from my fellow Councillors, members of the community and the team led by Jo, our Town Clerk.

In the last twelve months, it's my opinion that Frodsham Town Council has been able to refresh, refocus and recover its reputation.

### Refresh

The office team now comprises a new administrative assistant, Lyndy who joined in July 2021 and has made a significant contribution to the day to day running of the office; a dedicated cemetery clerk, Liz who also offers a wealth of local government experience; and Jo, our Town Clerk who is reviewing and upgrading our operating process.

Our town Councillors, both new and existing, are bringing new ideas and suggestions to improve the experiences of children and adults living, working and visiting Frodsham. Informal working groups have been established to shape these ideas and present clearly thought-out plans for us to action.

We have a new borough Councillor, Chris who alongside Lynn is committed to working closely with us to put Frodsham on the map. Our collaboration is key to achieving our aspiration, ***making Frodsham the town of choice for residents, business and visitors.***

### Refocus

In July, Frodsham and borough Councillors held an 'Away Day' the main aims of which were to:

- Focus our energies
- Develop wiser working strategies
- Ensure sustainable behaviours
- Clarify objectives
- Provide a sense of direction

I believe that together we largely achieved those aims and improved our working relationships with a more collaborative approach to getting 'stuff' done.

We all came away with a renewed vigour to do more, do better and do it together. We have a long list of ideas, so easy, some harder to achieve which we will convert into viable projects.

Right now, we have two significant projects underway, supported by all Councillors:

- The development of Green Gates Recreational Green Space due for completion later this summer.
- The creation of a Memorial Pathway and re-development of the Memorial Reflection Space due for completion this autumn.

## **Recover**

One of the reasons I joined Frodsham Town Council was to make a difference, hopefully a positive difference. I'm happy to say that this is also something my fellow Councillors have a desire to do as well.

When I was proposed as Chair last year, I accepted on the proviso that I would have the support of our Councillors. During the last 12 months, I have been grateful for their support and the support of our borough Councillors. I believe we are establishing a positive team culture, creating a healthy and non-toxic environment which makes us more productive, organised and receptive to new ideas.

If we can continue to build on an environment that is positive, encourage greater collaboration we can achieve so much more for Frodsham.

I hope that as our reputation improves, more people will be encouraged to come forward and offer their experience, skills and abilities to achieve our aspiration to ***make Frodsham the town of choice for residents, business and visitors.***

I'm looking forward to the next 12 months when Frodsham Town Council can really show our residents, businesses and visitors what can be achieved with good collaboration and a common desire to put Frodsham first.

**Helen Hayes**

May 2022

**Appendix B  
PCSO Report**

## **Problem areas:**

Our main issue at present is with off road bikes, E-bikes and scooters who are riding recklessly throughout the town. We are currently looking at getting our Operation Scrambler bike team to come and support us in an effort to tackle this ongoing Anti-Social Behaviour problem.

We are also still having youths causing ASB at Frodsham Leisure Centre. I am still working with staff to see if we can identify offenders and also prevent this happening in the future.

ASB in the Ashton Drive, Ship Street, Riversdale area appears to have subsided although this area continues to be a priority for me when on patrol.

## **Week of Action:**

We are currently in the process of setting up a week of action in Frodsham and the surrounding villages. This will be taking place over the week commencing Monday 13<sup>th</sup> June and will see extra patrols pulled in from other areas to assist in tackling some of the issues that are reported and also the concerns that we receive via our Resident's Voice Survey.

We will be focussing on areas such as ASB, Pub related disorder and traffic related issues and will continue right through the week into the weekend.

## **Activities:**

On Saturday myself and my colleague held our first bike marking event this year at Helsby High School. We were at the location from 10am to 12pm and not only offered free bike marking but other security freebies for both bike and home. We have a further bike marking event planned for **Saturday 23<sup>rd</sup> July** between 10am and 12pm at Helsby High School.

I have continued to link up with Frodsham youth club and will be there this Friday night. We have also ran a monthly session at Saltworks Playing Fields with the Youth Club, the latest one was last Saturday. This allows children to come and either play football, bingo or utilise the equipment at Saltworks. They are given free food and drink and parents can also take away a free bag of food for home. Our next session will be on Saturday 11<sup>th</sup> June between 12:30pm and 2pm and then again on Saturday 30<sup>th</sup> July between 12:30pm and 2pm.

Last month I had the pleasure of giving a talk to Beaver at 3rd Frodsham Sea Scouts. I discussed my role and role of the wider policing family within the community.

Last month also saw me visit Applebees Pre-School at Frodsham Manor House Primary School as they were doing a topic about Occupations with a week focusing on people who help us.

I have once again been to Ancora House School to help build relationships with the children there and we have seen some good progress on my last visit as they look to set up their own school council and we discussed how the local Town Council works.

I have also been present outside St. Lukes RC Primary School on The Willows following a complaint from a resident re the manner of peoples parking when dropping off and collecting children from school and will continue to try and be a visible presence outside the schools whenever possible.

My regular visits to Helsby High School continue as a useful way of engaging with both staff and students.

## **Ward Walks:**

In pre-Covid times I used to hold ward walks during the summer months covering all 4 wards where I would set aside a couple of hours and meet with Councillors to walk around areas and discuss the issues that are happening.

I am looking to set these up this summer and have pencilled in some times/dates for each ward:

**Lakes Ward** – Monday 18<sup>th</sup> July from 6pm – meeting at the Community Centre, Fluin Lane

**Overton and Five Crosses Ward** – Wednesday 20<sup>th</sup> July from 6pm – meeting at the Methodist Church, Kingsley Road

**Waterside Ward** – Saturday 23<sup>rd</sup> July from 2pm – meeting at Saltworks Playing Fields Car Park, Ship Street

**Castle Ward** – Sunday 24<sup>th</sup> July from 2pm – meeting at Castle Park House, Castle Park

I have chosen these dates/times to fit with my shift pattern, however if any of these dates are not suitable, I will try and change where possible.

I hope as many of you can attend as possible to your respective wards.

**Memorial Fields Car Park:**

We continue to receive the odd one or two calls in relation to vehicles parked at the memorial field's car park revving engines, playing loud music, littering and possibly drug taking/dealing. We continue to keep an eye on this location when shifts/time allows.

**Police Surgeries:**

My weekly Police surgeries at Frodsham Fire Station for June and July are as follows:

Saturday 11<sup>th</sup> June 5pm – 6pm  
Saturday 18<sup>th</sup> June 5pm – 6pm  
Wednesday 22<sup>nd</sup> June 3pm – 4pm  
Wednesday 29<sup>th</sup> June 4pm – 5pm

Thursday 14<sup>th</sup> July 3pm – 4pm  
Saturday 23<sup>rd</sup> July 5pm – 6pm  
Saturday 30<sup>th</sup> July 5pm – 6pm

I have also started a monthly Police surgery at Frodsham Leisure Centre. I have held 2 so far and will be booking in dates for some more in the near future.

Saturday 9<sup>th</sup> April 4pm – 5pm

Stay safe

Regards

PCSO 20619 Neil Flanagan



Dates of meetings in 2022-23

2022-2023	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
ANNUAL TOWN MEETING @ 6.30	23												22
ANNUAL COUNCIL MEETING @ 7pm	23												22
FULL COUNCIL – 4 <sup>th</sup> Monday @ 7pm	23		25		26		28		24		27		
FULL COUNCIL – Budget setting @ 7pm									9				
AMENITIES – 2 <sup>nd</sup> Monday @ 7pm		13	11	8	12	10	14	12	9	13	13	17 <sup>1</sup>	8
EVENTS – 1 <sup>st</sup> Tuesday @ 7pm		7		2 <sup>2</sup>		4		6		7		4	
PLANNING – 2 <sup>nd</sup> Monday @ 6.30pm		13	11	8	12	10	14	12	9	13	13	17 <sup>3</sup>	8
POLICY, PROCESS & REVENUE @ 7pm 4 <sup>th</sup> Monday		27		22		24		19 <sup>4</sup>		27		24	

<sup>1</sup> Moved back 1 week due to Easter bank holiday

<sup>2</sup> This date is subject to change

<sup>3</sup> Moved back 1 week due to Easter bank holiday

<sup>4</sup> Brought forward 1 week to avoid Christmas bank holiday