



Frodsham Town Council

MINUTES from the meeting of **Frodsham Town Council** held at 7pm on
Monday 16th January 2023 in **Gallery 2, Frodsham Arts Centre.**

FRODSHAM TOWN COUNCIL

Meeting 5

Attended by: Cllrs H Hayes (Chair), R McKeown, L Sumner, R Lofts, P Eakin, B Wade, P Lowrie, I Anstice, J O'Donoghue (Town Clerk)

Also attended by: 1 member of the public

76. Apologies for absence

To receive apologies.

RESOLVED: It was agreed to accept apologies from P Griffiths (unwell); C Ashton (unwell); B Stockton (travel)

77. Declarations of interest

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

NOTED: Cllr Anstice declared a personal interest in item 82 as his wife is a member of the working group for Frodsham Christmas Festival.

78. Requests from the public to speak

Members of the public are invited to speak on items which are on the agenda in accordance with FTC policy on public speaking at meetings: <https://frodsham.gov.uk/policies-procedures/>

NOTED: A member of the public attended the meeting to provide a breakdown on the Active Travel commitments from Cheshire West and Chester Council and request for involvement/financial support from Frodsham Town Council.

79. Local government finance settlement 2023-2024

To note that council tax referendum principles will not be set for local (parish and town) councils in 2023/24.

NOTED: The report was noted.

80. Reserves policy

To consider approval of the reserves policy

RESOLVED: The reserves policy was unanimously approved.

81. Budget/Precept report

To note report provided by the Town Clerk/Responsible Finance Officer.

NOTED: The report was noted and considered.

82. Budget 2023-2024

To consider approval of the budget recommendations for 2023-2024 as detailed in the Budget/Precept report (item 81):

RESOLVED: Following consideration it was unanimously resolved to set the budget as follows: PP&R Committee £196,209 (APPENDIX A); Cemetery £5,970 (APPENDIX B), Events Committee £21,292 (APPENDIX C) and Amenities Committee £127,450 (APPENDIX D). Total budget £ 350,921.

83.Precept 2023-2024

To consider approval of the precept request for 2023-2024

RESOLVED: It was unanimously agreed to request a precept of £351,921 which represents an annual charge of £93.71 per Band D property. This is an increase of 90p per week on the 2022-2023 precept.

84.Invoice fraud update

- a) To note that the Co-operative Bank have admitted partial liability for the invoice fraud and refunded 50% of the fraudulently acquired funds.

NOTED: Noted

- b) To note that the Co-operative Bank will continue to pursue the receiving bank, TSB, for the remainder of the fraudulently acquired.

NOTED: Noted

85.Bank accounts

- a) To update the Co-operative bank account and remove existing signatories who are no longer council members.

RESOLVED: It was resolved to remove existing signatories who are no longer council members.

- b) To note that the Co-operative business bank account provide dual authorisation of BACS payments and agree signatories.

RESOLVED: It was resolved to approve existing bank signatories: Cllr H Hayes, Cllr B Wade, Cllr P Griffiths and Cllr P Eakin

- c) To update the CCLA bank account and remove the existing signatory who is no longer a council member.

RESOLVED: It was agreed to remove the signatory who is no longer a council member.

- d) To approve new signatories to the CCLA bank account.

RESOLVED: It was resolved to approve bank signatories: Cllr H Hayes, Cllr B Wade, Cllr P Griffiths and Cllr P Eakin

- e) To approve withdrawal of £150,000 from the CCLA bank account to the Co-operative current account in order to meet year end financial obligations.

RESOLVED: It was unanimously resolved to withdraw £150,000 from the CCLA bank account to the Co-operative current account in order to meet year end financial obligations.

86.Staff training

- a) To note that the Town Clerk attended Basic Introduction to Cyber Security hosted by the University of York on 5th January 2023.

- b) To note that the Town Clerk completed FiLCA in December 2022 as accredited by the Society of Local Council Clerks.
- c) To note that the Town Clerk completed GDPR e-learning course accredited by SLCC on 4th January 2023.
- d) To note that the clerk is registered to attend Procurement accredited by ChALC on 24th January 2023.
- e) To note that the Town Clerk is registered to attend Quotes, Tenders and Contract Management accredited by the Society of Local Council Clerks/NALC on 13th, 20th and 27th January 2023.
- f) To note that the Town Clerk is registered to attend Managing Cyber Security accredited by SLCC/NALC on 3rd March 2023.
- g) To note that the Administrative Officer is registered to complete ILCA accredited by SLCC/NALC by 1st June 2023.
- h) To note that the Administrative Officer is registered to complete Basic Introduction to Cyber Security hosted by the University of York.

NOTED: Items 86 (a-h) were noted.

87. Councillor finance training

- a) To note dates for finance training for councillors as provided by Cheshire Association of Local Councils: 25th January 2023 from 6.30pm to 8pm; 22nd February from 6.30pm to 8pm; 27th April from 10am to 11.30am.

NOTED: The training dates were noted
b) To agree attendance.

RESOLVED: It was resolved that finance training is mandatory for all signatories to council accounts. Cllrs Hayes, Wade, Eakin and Griffiths to confirm attendance on dates provided in item 87a. All councillors are invited to book finance training for any of the above dates.

88. Date of next meeting – 23rd January 2023

89. Close of meeting – 9.30pm

APPENDIX A PP&R COMMITTEE BUDGET

Code	Item	2022-2023 BUDGET	2023-2024 BUDGET
100	Policy, Process & Revenue Committee		
	Income		
1076	Precept	£ 175,000.00	
1090	Bank interest	£ 100.00	£ 100.00
1890	Allotment rent	£ 1,300.00	£ 1,300.00
9000	Income reception services	£ 18,000.00	£ -
9010	Grant received (Neighbourhood Plan)	£ -	£ -
	TOTAL INCOME	£ 194,400.00	£ 1,400.00
	Expenditure		
4000	Staff salaries	£ 60,000.00	£ 70,000.00
4030	PAYE & NI	£ 15,000.00	£ 12,463.00

4040	Pension	£ 15,000.00	£ 20,000.00
4070	Training staff	£ 1,200.00	£ 2,000.00
4060	Expenses staff	£ -	£ -
4080	Chair allowance	£ 1,000.00	£ 500.00
Code	Item	2022-2023 budget	2023-2024 budget
4090	Training councillors	£ 1,000.00	£ 1,500.00
4120	Audit fees	£ 1,500.00	£ 1,500.00
4130	Professional fees (HR)	£ 2,000.00	£ 2,000.00
4131	Professional fees (Legal)		£ 2,000.00
4140	Subscriptions & memberships	£ 2,000.00	£ 2,200.00
4150	Insurance	£ 3,000.00	£ 3,000.00
4160	Stationery	£ 300.00	£ 300.00
4170	Postage	£ 100.00	£ 600.00
4180	Telephone & broadband	£ 2,000.00	£ 1,000.00
4190	Photocopier	£ 720.00	£ 700.00
4200	Website	£ 1,500.00	£ 1,300.00
4210	IT (Prism)	£ 4,750.00	£ 4,750.00
4211	IT archives	£ -	£ -
4220	Grants paid	£ 10,000.00	£ 5,000.00
4240	CPH rent	£ 5,400.00	£ 6,000.00
4250	CPH rates	£ 1,500.00	£ 1,500.00
4260	Public consultations	£ 900.00	£ 1,000.00
4270	Advertising	£ 100.00	£ 100.00
4511	Storage facility	£ 1,000.00	£ 1,000.00
4513	Over 70s	£ 15,000.00	£ 18,000.00
4515	Allotment costs	£ 1,000.00	£ 300.00
4516	War memorial maintenance	£ 1,000.00	£ 1,000.00
4517	CCTV provision (CWAC contract)	£ 4,500.00	£ 4,750.00
4519	Frodsham Youth Association	£ 15,000.00	£ 15,000.00
4613	Neighbourhood Plan	£ 3,000.00	£ 3,000.00
4810	Elections	£ 5,000.00	£ 7,246.00
4823	Room hire	£ 2,000.00	£ 500.00
8000	Town clock	£ 1,000.00	£ 5,000.00
8010	Ukarine Appeal	£ -	£ -
	PP&R Committee total budget	£ 178,470.00	£ 196,209.00

APPENDIX B
CEMETERY BUDGET

Code	Item	2022-2023 budget	2023-2024 budget
130	Cemetery		
	Income		
1300	Burial fees	£ 18,000.00	£ 20,500.00
1301	Memorial fees	£ 2,000.00	£ 1,200.00
	CEMETERY TOTAL INCOME	£ 20,000.00	£ 21,700.00
	Expenditure		
4210	IT (Edge)	£ 500.00	£ 500.00
4250	Rates	£ 1,450.00	£ 1,490.00
4320	Maintenance	£ 2,000.00	£ 1,200.00
4550	Plaques & memorials	£ 500.00	£ 500.00

4560	Waste removal	£ 1,080.00	£ 1,080.00
4600	Utilities	£ 1,000.00	£ 1,200.00
4990	Sundries	£ -	£ -
	CEMETERY TOTAL BUDGET	£ 6,530.00	£ 5,970.00

APPENDIX C
EVENTS COMMITTEE BUDGET

Code	Item	2022-2023 budget	2023-2024 budget
140	Events Committee		
	Expenditure		
4700	Town meetings	£ 200.00	£ 200.00
4710	Festival of Walks	£ 1,500.00	£ 2,000.00
4720	Remembrance Day	£ 500.00	£ 500.00
4722	Halloween	£ 1,000.00	£ 1,500.00
4730	Christmas Festival	£ 10,000.00	£ 10,000.00
4040	Christmas lights (KDE)	£ -	£ 2,000.00
4759	Platinum Jubilee	£ 6,500.00	£ -
4823	Room hire (Halloween Community Centre)	£ -	£ 92.00
4760	Coronation 2023		£ 5,000.00
	Events Committee total budget	£ 19,700.00	£ 21,292.00

APPENDIX D
AMENITIES COMMITTEE BUDGET

170	Amenities Committee Expenditure		
2021	Grounds maintenance SLA (NTC)	£ 40,000.00	£ 36,000.00
4803	Play area repairs (general)	£ 20,000.00	£ 10,000.00
4804	Tree works	£ 3,000.00	£ 3,000.00
4805	Hob Hey Wood	£ 5,000.00	£ 2,000.00
4806	Defibrillator maintenance	£ 2,000.00	£ 1,000.00
4807	Replacement Christmas lights (trees)	£ 12,000.00	£ -
4809	Playground rent	£ 1,100.00	£ 1,100.00
4811	Street furniture	£ 2,000.00	£ 1,000.00
4812	Replacement Christmas bulbs (street)	£ 1,000.00	£ 1,000.00
4813	Additional grounds maintenance	£ 2,000.00	£ 2,000.00
4814	Manley Road copse	£ 2,000.00	£ 1,000.00
4815	Marshlands	£ 2,000.00	£ 2,000.00
4991	Memorial path project	£ 90,000.00	£ -
4999	Ship Street play area project	£ 150,000.00	£ -
5000	RoSPA (Annual Report)	£ 350.00	£ 350.00
5050	Active Travel Development	£ -	£ 30,000.00
5060	Climate action	£ -	£ 10,000.00
5070	Churchfields safety flooring	£ -	£ 17,000.00
5071	Accessible play equipment		£ 10,000.00
	Amenities Committee total budget	£ 332,450.00	£ 127,450.00