



# Frodsham

## TOWN COUNCIL

Minutes from the Annual Meeting of Frodsham Town Council held at 7.07pm on **Monday 22<sup>nd</sup> May 2023 in Gallery 2, Frodsham Arts Centre**

Attended by: Cllrs D Critchley, J Critchley, P Eakin, H Hayes, A Holman (from item 7), R Lofts (from item 7), P Lowrie, J Moorcroft, L Sumner, B Wade, G Wood & J O'Donoghue (Town Clerk)

Also attended by: PCSO N Flanagan, Cllr M Garvey (CWAC) & 13 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 2024

**RESOLVED:** Cllr Helen Hayes was unanimously elected as Chair.

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

**NOTED:** The Declaration of Acceptance of Office was signed.

### 2. Election of Vice Chair

(a) To elect the Vice Chair to serve until the Annual Meeting of the Council in May 2024

**RESOLVED:** Cllr Bernie Wade was unanimously elected as Vice Chair.

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

**NOTED:** The Declaration of Acceptance of Office was signed.

### 3. Councillor acceptance of office following the 2023 elections

(a) To receive acceptance of office forms from: Cllr Hayes, Cllr Sumner, Cllr Eakin, Cllr Wade, Cllr Lowrie, Cllr Pennington, Cllr J Critchley, Cllr D Critchley, Cllr Nield, Cllr Wood & Cllr Moorcroft.

**NOTED:** Acceptance of office forms were received from the above councillors.

(b) To consider receipt of acceptance of office forms at a date to be approved by Frodsham Town Council.

**NOTED:** The item was not required.

### 4. Apologies for Absence

To approve apologies for absence

**RESOLVED:** Apologies for absence were approved and accepted from Cllr Pennington (personal) and Cllr Nield (personal).

### 5. Chair Report 2022-2023

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

**NOTED:** The annual report was noted.

### 6. Power of Competence ((General Power of Competence (Prescribed Conditions)) Order 2012

To resolve that Frodsham Town Council meets the criteria: the number of councillors elected at the last ordinary election equals two thirds of its total number of councillors (16); the clerk holds the

sector-specific qualifications; the clerk has completed the relevant training designed as part of the National Training Strategy for local councils.

**RESOLVED:** It was resolved that Frodsham Town Council meets the criteria to exercise the Power of Competence ((General Power of Competence (Prescribed Conditions)) Order 2012.

## **7. Co-option**

(a) To note that are vacancies in Lakes Ward, Castle Park Ward and Overton & Five Crosses Ward

**NOTED:** The vacancies were noted.

(b) To note that there is an application for co-option to Lakes Ward

**NOTED:** It was noted that there is an application and the applicant meets the co-option criteria.

(c) To note that there is an application for co-option to Castle Park Ward

**NOTED:** It was noted that there is an application and the applicant meets the co-option criteria.

(d) To consider and approve co-option to Lakes Ward

**RESOLVED:** It was unanimously resolved to co-opt Richard Lofts. The acceptance of office form was signed and witnessed by J O'Donoghue (Town Clerk).

(e) To consider and approve co-option to Castle Park Ward

**RESOLVED:** It was unanimously resolved to co-opt Aidan Holman. The acceptance of office form was signed and witnessed by J O'Donoghue (Town Clerk).

## **8. Declarations of interest**

To note that councillor declarations of interest must be received within 28 days of election to office.

**NOTED:** There were no declarations of interest.

## **9. Schedule of Meetings**

To approve the schedule of meetings circulated by the Clerk.

**RESOLVED:** The schedule of meetings was approved subject to amendments to meetings of the F&GP Committee in August 2023 and Planning Committee in May 2024. Clerk to re-circulate meeting list with amendments.

## **10. Appointment to Committees**

- (a) To appoint members to the Amenities Committee
- (b) To appoint members to the Events Committee
- (c) To appoint members to the Planning Committee
- (d) To appoint members to the Finance & General Purposes Committee
- (e) To appoint members to the Staffing Committee

**RESOLVED:** Members were appointed to all committees as per terms of reference for each committee (Appendix A).

## **11. Appointment of Representatives & Delegates to External Organisations**

- (a) Red Lion Bowling Club
- (b) Protos (Ince Marshes Air Quality Forum)
- (c) Castle Park Trust
- (d) Liverpool Airport Consultative Committee
- (e) Cheshire Association of Local Councils
- (f) North Cheshire Rail Users Group

- (g) Wind Farm Community Liaison Committee
- (h) Frodsham Youth Association
- (i) Weaver Navigation Society
- (j) Weaver & Sandstone Cycle Forum
- (k) PCC Parish & Town Council Meetings
- (l) Brio Future Offer

**RESOLVED:** Members were appointed to all external organisations (Appendix A).

## **12. Financial report 2022-2023**

To receive the report from Jo O'Donoghue (Town Clerk & Responsible Finance Officer).

**NOTED:** The report was received and noted.

## **13. Year end internal audit 2022-2023**

- (a) To note the year end internal audit report completed on 15<sup>th</sup> May 2023 by JDH Business Services

**NOTED:** The report was noted.

- (b) To note any issues in the internal audit report

**NOTED:** No issues were identified in the year end report.

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

**NOTED:** It was noted that JDH Business Services has signed the annual internal audit section of the AGAR.

- (d) To agree actions to be taken following the internal audit report

**NOTED:** It was noted that no actions were identified in the report.

## **14. Annual return 2023 (AGAR)**

- (a) To approve and sign Section 1 Annual Governance Statement 2022/2023

**RESOLVED:** Section 1 Annual Governance Statement 2022/2023 was unanimously approved and signed.

- (b) To approve and sign Section 2 Accounting Statement 2022/2023 which was signed by the Clerk prior to the meeting

**RESOLVED:** Section 2 Annual Governance Statement 2022/2023 was unanimously approved and signed.

## **15. Close of meeting**

**NOTED:** The meeting closed at 7.30pm

**APPENDIX A**  
**Committee Membership – May 2023**

<b>Committees</b>	<b>No places</b>	<b>Quorum</b>	<b>Members</b>
Finance & General Purposes Committee	8	3	D Critchley, J Critchley, P Eakin, H Hayes, A Holman, P Lowrie, J Moorcroft, L Sumner
Amenities Committee	8	3	J Critchley, P Eakin, H Hayes, A Holman, R Lofts, P Lowrie, J Moorcroft, L Sumner
Planning Committee	8	3	D Critchley, J Critchley, P Eakin, A Holman, P Lowry, J Moorcroft, B Wade, G Wood
Events Committee	8	3	H Hayes, R Lofts, P Lowrie, J Moorcroft, L Sumner, B Wade
Staffing Sub Committee	3 plus reserve	3	P Eakin, H Hayes, B Wade, D Critchley (reserve)

**Representatives & Delegates to External Organisations – May 2023**

Red Lion Bowling Club	M Nield
Protos Community Benefit Fund	J Moorcroft
Castle Park Trust	P Lowrie
Liverpool Airport Consultative Committee	G Wood
Cheshire Association of Local Councils	L Sumner
North Cheshire Rail Users Group	A Holman
Wind Farm Community Liaison Committee	G Wood
Frodsham Youth Association	R Lofts
Weaver Navigation Society	L Sumner
Weaver & Sandstone Cycle Forum	P Eakin
PCC Parish & Town Council Meetings	H Hayes
Brio Future Offer	J Moorcroft