



# Frodsham

## TOWN COUNCIL

Minutes from the Annual Meeting of Frodsham Town Council held **on Monday 20<sup>th</sup> May 2024 in Frodsham Community Centre** at 7.40pm immediately following the Annual Town Meeting

Attended by: Cllr Hayes (Chair), Cllr Wade (Vice Chair), Cllr D Critchley, Cllr J Critchley, Cllr R Lofts, Cllr P Lowrie, Cllr L Sumner, Cllr B Wade, Cllr G Wood & J O'Donoghue (Town Clerk)

Also attended by: 1 member of the public

### ANNUAL MEETING MINUTES

---

#### 1. Election of Chair

(a) To elect the Chair to serve until the Annual Meeting of the Council in May 2025

**RESOLVED:** It was proposed by Cllr Wade, seconded by Cllr Sumner and unanimously agreed to appoint Cllr Hayes as Chair of Council for the following civic year.

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

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

#### 2. Election of Vice Chair

(a) To elect the Vice Chair to serve until the Annual Meeting of the Council in May 2025

**RESOLVED:** It was proposed by Cllr Sumner, seconded by Cllr Lowrie and unanimously agreed to appoint Cllr Wade 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 received.

#### 3. Apologies for Absence

To approve apologies for absence

**NOTED:** Apologies were received and accepted from Cllr Holman (personal), Cllr Nield (personal) and Cllr Lord Pennington (personal). Cllr Moorcroft did not attend the meeting and no apologies were received.

#### 4. Chair Report 2023-2024

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

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

#### 5. 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.

## 6. Requests from the public to speak

Members of the public are invited to speak on items which are on the agenda.

**NOTED:** No member of the public wished to speak.

## 7. Schedule of Meetings

To approve the schedule of meetings circulated by the Clerk.

**RESOLVED:** The schedule of meetings was approved and is appended to the minutes (Appendix B).

## 8. Appointment to Committees

(a) To appoint members to the Amenities Committee

**RESOLVED:** Cllrs D Critchley, J Critchley, H Hayes, A Holman, R Lofts, P Lowrie, M Nield & B Wade were appointed as members.

(b) To appoint members to the Events Committee

**RESOLVED:** Cllrs H Hayes, R Lofts, P Lowrie & B Wade were appointed as members.

(c) To appoint members to the Planning Committee

**RESOLVED:** Cllrs D Critchley, J Critchley, H Hayes A Holman, P Lowrie and G Wood

(d) To appoint members to the Finance & General Purposes Committee

**RESOLVED:** Cllrs D Critchley, J Critchley, H Hayes, P Lowrie, S Sumner & G Wood were appointed as members.

(e) To appoint members to the Staffing Committee

**RESOLVED:** Cllrs H Hayes, M Neild & B Wade were appointed as members with Cllr D Critchley as reserve.

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

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

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

## 10. Financial report 2023-2024

To note that a report has been commissioned from DCK Accountants which is not yet available in its final format. It will be available at the next Finance & General Purposes Committee.

### **NOTED**

## 11. Year end internal audit 2023-2024

(a) To note the year end internal audit report completed on 15<sup>th</sup> May 2024 by JDH Business Services

### **NOTED**

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

**NOTED:** The report was noted and will be added to the website with the Internal Audit Section of the Annual Accounts and Governance Return (AGAR).

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

### **NOTED**

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

**RESOLVED:** The Town Clerk will take the actions recommended by the Internal Auditor and the actions will be recorded on the internal audit report. The Risk Assessment will be formally approved at the next full council meeting.

## 12. Annual Governance and Accountability Return 2023-2024 (AGAR)

(a) To approve and sign Section 1 Annual Governance Statement 2023/2024

**RESOLVED:** Section 1 of the Annual Governance Statement 2023/2024 was approved and signed by the Chair and Town Clerk.

(b) To approve and sign Section 2 Accounting Statement 2023/2024 which has been signed by the Clerk prior to the meeting

**RESOLVED:** Section 2 Accounting Statement 2023/2024 which was signed by the Town Clerk prior to the meeting was approved and signed by the Chair.

## 13. Exercise of Public Rights

To agree the dates for the Exercise of Public Rights and publication of unaudited Annual Governance and Accountability Return. Suggested dates 3<sup>rd</sup> June to 12<sup>th</sup> July 2024.

**RESOLVED:** It was agreed to set the dates for 3<sup>rd</sup> June to 12<sup>th</sup> July 2024.

## 14. Meeting minutes

To approve the minutes from the meeting held 25<sup>th</sup> March 2024

**RESOLVED:** The minutes were approved and signed.

## 15. Accounts

(a) To note that the precept of £350,091 was received on 18<sup>th</sup> April 2024

### **NOTED**

(b) To note that £300,000 was transferred from the Co-op Community account to the CCLA account on 24th April 2024

**NOTED**

(c) To note that the balance on the Co-op Community account on 30th April 2024 was £51,575

**NOTED**

(d) To note that the balance on the CCLA account on 30th April 2024 was £431,635.47

**NOTED**

(e) To approve and sign Month 1 reports pack

**RESOLVED:** The Month 1 (April 2024) reports pack was approved and signed.

(f) To approve a councillor to check May 2024 bank statements against May 2024 bank reconciliation reports on a date to be agreed in June 2024. (Frodsham Financial Standing Order 2.2).

**RESOLVED:** It was agreed to appoint Cllr Lofts to check the statements to the reconciliation reports on a date to be agreed in May.

## 16. PCSO report

To note the report from PCSO N Flanagan who is unable to attend the meeting and has sent his apologies.

**NOTED:** The report was noted and there were no questions from members of the council.

## 17. Close of meeting

The meeting closed at 8:07pm.

## APPENDIX A CHAIR'S ANNUAL REPORT

Once again, I find myself writing a Chair's report and I'm still very proud to have been able to lead the Council over the last twelve months. I am honoured to have had the full support of my fellow Councillors, members of the community and the FTC team, Lyndy and Liz, led by Jo, our Town Clerk.

As a team, we're constantly striving to achieve more for Frodsham residents, businesses and visitors. I believe we approach our role in the community with energy, seeking better ways to engage with residents and businesses and hopefully enriching Frodsham as a destination for all.

### Energy

Throughout the year, your Councillors and the FTC team have approached their roles with energy and passion, delivering on their pledge to do their best for Frodsham. The pledge that each Councillor made to residents during the elections in 2023 is something that you should hold us to account for. Without your support, we couldn't do what we set out to achieve for Frodsham.

I'm delighted that we are working closely with our borough Councillors, Lucy and Mike who are also committed 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.

Every time we meet to discuss local issues, concerns and wishes, 'making Frodsham better for all' is what drives us to be a part of your council. If Frodsham is not what energises us then we don't deserve to serve our community.

### **Engagement**

One thing we need to get better at is community engagement. Developing a working relationship between FTC and community organisations will enable us to better understand and act on the needs or issues of community experience.

We're grateful to now have a Frodsham Neighbourhood Plan which provides us with a shared vision for the development and growth of Frodsham. I'd like to thank the team of dedicated volunteers who have led on this in consultation with Frodsham residents and businesses and hope that the feedback from the inspection process is good.

We are now working more closely with our neighboring Parish Council in Helsby and are keen to develop a joint Youth Council later this year. We also have plans to develop a Civic Pride Programme which I hope will bring together the various strengths and assets in our communities.

### **Enrichment**

As a local council, we have a role to play in shaping the future of Frodsham which will have a positive and lasting impact on our residents and businesses. This can be as simple as having green spaces to walk, cycle and enjoy nature in, community spaces to hold meetings in and being social with neighbours. However, I like to think that we can be more ambitious for Frodsham, contributing to a thriving place to live and work.

We're working hard to enrich our community and in the last twelve months have delivered:

- Green Gates Community Park
- Foundation Status - Local Government Award Scheme
- Halloween Children's Spooky Party
- Christmas Festival and Parade
- Monthly Artisan Market
- Festival of Walks
- Queen's Green Canopy Tree Dedication

We want to do more to enrich our local economy and contribute to community vitality but we can only do that with your support. I'd like to take this opportunity to thank all of our volunteers and working groups for their invaluable contribution. Without these individuals we wouldn't be able to deliver these events.

As Councillors, we will continue to work together as a progressive council to enrich our community. I'm sure that there are many residents and local community groups that we can positively collaborate with over the next twelve months to achieve so much more for Frodsham.

On the back of what we're achieving, I hope more people will be encouraged to come forward and offer their experience, skills and abilities to achieve our aspiration to make Frodsham a destination for residents, business and visitors.

Your energy is our energy! Keep it coming, Frodsham needs it!

Helen Hayes  
May 2024

**APPENDIX B  
SCHEDULE OF MEETINGS**

**Dates of meetings in 2024-25**

2024-2025	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
ANNUAL TOWN MEETING @ 6.30	20												19 <sup>1</sup>
ANNUAL COUNCIL MEETING @ 7pm	20												19 <sup>1</sup>
FULL COUNCIL – 4 <sup>th</sup> Monday @ 7pm	20		22		23		25		27		24		
FULL COUNCIL – Budget setting @ 7pm									6				
AMENITIES – 2 <sup>nd</sup> Monday @ 7pm		10	8	12	9	14	11	9	13	10	10	14	12
EVENTS – 1 <sup>st</sup> Tuesday @ 7pm		4		6		1		3		4		1	
PLANNING – 2 <sup>nd</sup> Monday @ 6.30pm		10	8	12	9	14	11	9	13	10	10	14	12
FINANCE & GENERAL PURPOSES @ 7pm 4 <sup>th</sup> Monday		24		19 <sup>1</sup>		28		16 <sup>2</sup>		24		28	

<sup>1</sup> Moved forward one week due to Bank Holiday

<sup>2</sup> Moved one week forward due to proximity to Christmas

