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Members of the Finance & General Purposes Committee are hereby summoned to attend a meeting of the **Finance & General Purposes Committee** to be held on **Monday 18th December 2023** in **Gallery 2, Castle Park Arts Centre at 7pm**

FINANCE & GENERAL PURPOSES COMMITTEE

Meeting 4

1. Apologies for absence

To receive apologies and reasons for absence.

2. Declarations of interest

To note any declarations of interest

3. Requests from the public to speak

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

4. Minutes of the meeting held on 23rd October 2023

To accept and sign the minutes as a true and accurate record of the meeting.

5. Frodsham Town Council accounts

(a) To note that the income in November 2023 was £2,815.00.

(b) To note that the expenditure in November 2023 was £35,435.71 which included a donation of £15,000 to Frodsham Youth Association.

(c) To note that the sum of all accounts as at 30 November 2023 was £250,601.

(d) To approve the monthly income and expenditure report (report provided).

(e) To note the bank reconciliation checks as at 30th November 2023 were checked to bank statements by Cllr Wade (min ref: FTC/27/10/2023/10g) on 12th December 2023.

(f) To appoint a councillor to carry out the bank reconciliation checks as at 31st December 2023.

6. Internal Audit Report

(a) To note the internal audit report received from JDH Business Services (report provided).

(b) To note the response to the report.

7. Frodsham Festival of Walks

To consider the request for an increase of 150% in the budget for the 2024 Festival of Walks from £2,000 to £5,000 (deferred from the Events Committee Meeting held on 5th December 2023) together with budget report provided by the organising group (report provided).

8. Promoting Frodsham

(a) To note the report provided by Cllr Hayes to approve a request to support a grant bid to install permanent fixtures to lamp posts on Main Street to enable banners to be erected advertising events taking place in Frodsham.

(b) To agree action to be taken.

9. Budget 2024-2025

- (a) To note the revised proposed budget provided by the Clerk.
- (b) To consider the 2024-2025 budget for recommendation to full council at the FTC Budget Meeting to be held on 8th January 2024.

10.Over 70s Christmas Voucher Scheme

To note that 1,044 applications have been sent to 836 addresses.

11.7-year Garden Tenancy Agreements

- (a) To note that the tenancy agreements are due to be issued by 1st January 2024 to 10 properties adjacent to London Road Playing Field.
- (b) To approve any amendments to the tenancy agreements.

12.Freedom of the Town

To consider the revised policy and procedure (report provided).

13.Clerk's report

To receive any additional report.

14.Date of next meetings

- (a) To note the Budget Setting Meeting will take place on Monday 8th January and that this is a full council meeting.
- (b) To note that the next Finance & General Purposes Committee Meeting will take place on 26th January 2024.

Signed: *Jo O'Donoghue* (Town Clerk)

Date: 13th December 2023



Minutes from meeting of the **Finance & General Purposes Committee** held on **Monday 23rd October in Gallery 2, Castle Park Arts Centre at 7pm**

FINANCE & GENERAL PURPOSES COMMITTEE

Meeting 3

Attended by: Cllr Eakin (Chair), Cllr D Critchley, Cllr J Critchley, Cllr Lowrie & J O'Donoghue (Town Clerk)

1. Apologies for absence

To receive apologies and reasons for absence.

RESOLVED: Apologies were received and accepted from Cllr Hayes (personal)

NOTED: Cllrs Sumner and Moorcroft did not attend the meeting and no apologies were received.

2. Declarations of interest

To note any declarations of interest

NOTED: Cllr J Critchley declared an interest in item 8 as a recipient of the scheme.

3. 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 attended the meeting.

4. Minutes of the meeting held on 21st August 2023

To accept and sign the minutes as a true and accurate record of the meeting.

RESOLVED: The minutes from the meeting were approved and signed.

5. Frodsham Town Council accounts

(a) To note that the income in September 2023 was £27,474.74 which included a VAT126 of £26,484.74.

(b) To note that the expenditure in September 2023 was £24,464.13.

(c) To note that the sum of all accounts as at 30 September 2023 was £298,746.

NOTED: Items (a) to (c) were noted.

(d) To approve the monthly income and expenditure report.

RESOLVED: The report was approved and signed.

(e) To note the bank reconciliation checks as at 30th September 2023 have been checked to bank statements by Cllr Wade (min ref: FTC/25/09/2023/9h).

NOTED

(f) To approve a councillor to carry out the bank reconciliation checks as at 31st October 2023.

RESOLVED: Cllr Lowrie agreed to carry out the bank reconciliation checks on a date to be agreed.

6. Finance & General Purposes Committee Budget

(a) To note the budget review report provided by the Clerk.

NOTED

(b) To consider the 2024-2025 budget for recommendation to full council.

RESOLVED: It was agreed to recommend the budget presented by the Clerk with an increase of 5% on salaries and professional fees (Appendix A).

7. Policies & Procedures

(a) To consider and approve the Flexible Working Policy following the NALC guidelines.

(b) To consider and approve the IT and Cyber Security Policy following the NALC/SLCC guidelines.

(c) To consider and approve the updated Public Speaking at Meetings document.

(d) To approve the Investments Policy as required in accordance with the LGA 2003.

(e) To approve the Expenses Policy.

RESOLVED: It was unanimously agreed to approve the policies and procedures items (a) to (e). **ACTION: JO**

8. Over 70s Christmas Voucher Scheme

(a) To note there have been 651 applications from residents over 70.

NOTED: The Clerk noted that as of 23rd October 2023 there had been 1,010 applications which are currently being verified and processed.

(b) To note that there are 29 businesses registered to take part in the scheme.

NOTED

9. Grants Scheme 2023

(a) To note there have been 2 applications to date.

RESOLVED: The Clerk noted that as of 23rd October 4 applications had been received and agreed that a further attempt would be made to encourage applications before the closing date.

(b) To note that the closing date is 3rd November 2023.

NOTED

(c) To agree members to consider the applications at a Grants Working Group meeting to be held on 6th November at 6.30pm via Zoom.

RESOLVED: Cllrs D Critchley, J Critchley, Lowrie and Eakin agreed to attend the meeting and it was further agreed to invite all councillors to attend. **ACTION: JO**

10. Terms of reference

To approve terms of reference for the Active Travel Working Group.

RESOLVED: The ToR were approved.

11. Clerk's report

- (a) To restate the minutes from 27/02/2023 to note that the Clerk currently works 32 (flexible) hours per week.

RESOLVED: It was agreed to restate the minutes.

- (b) To receive any further report.

NOTED: It was noted that: the Administrative Assistant has worked more than regular hours over the past 2 months; that this is a particularly busy period with Halloween Event; arrangements for Remembrance Day; verifying and processing over 1,000 Christmas vouchers; administration of the Grants Scheme together with day to day administrative tasks and that it may be necessary, at some point, to consider an increase in hours.

RESOLVED: It was agreed to pay the Administrative Officer 4 hours overtime and 4 hours TOIL. **ACTION: JO**

12. Date of next meetings

- (a) To note the next Finance & General Purposes Committee Meeting will be held on 18th December 2023.

NOTED

- (b) To note the Budget Setting Meeting will take place on Monday 8th January and that this is a full council meeting.

NOTED

Part B

13. Exclusion of press and public

To exclude members of the press and public under Public Bodies (Admission to Meetings) Act 1960, s1(2) due to the commercially sensitive nature of item 14.

RESOLVED: Members of the press and public were excluded from the meeting and the recording switched off.

14. Appointment of Human Resources Consultancy

To consider the 3 quotations received for HR support.

RESOLVED: It was unanimously agreed to appoint Peninsula Business Services Limited for a contract period of 60 months at a cost of £1,500 per year fixed for the period of the contract.

ACTION: JO

15. Close of meeting

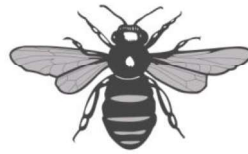
The meeting closed at 19:23

APPENDIX A
2023-24 PROPOSED BUDGET

100	Establishment	
4000	Staff Salaries (net)	£ 63,000.00
4030	PAYE and NI	£ 23,100.00
4040	Pension	£ 23,100.00
4060	Expenses - Staff	£ -
4070	Training - Staff	£ 2,000.00
4080	Chairman's Allowance	£ 30.00
4110	Bank Charges	£ 100.00
4120	Audit Fees	£ 2,000.00
4130	Professional Fees	£ 2,100.00
4140	Subscriptions & Memberships	£ 2,200.00
4150	Insurance	£ 3,000.00
4160	Stationery	£ 200.00
4170	Postage	£ 600.00
4180	Telephone & Broadband	£ 3,000.00
4190	Photocopier	£ 700.00
4200	Website	£ 1,300.00
4210	IT	£ 4,750.00
4211	IT archives	£ -
4212	Office Equipment	£ 500.00
4213	Office Cleaning	£ 1,200.00
4240	Rent	£ 6,000.00
4250	Rates & Water	£ 1,500.00
4260	Public Consultations	£ 1,000.00
4270	Advertising	£ 100.00
4320	Maintenance	£ -
4400	Professional Fees H R	£ 1,500.00
4511	Storage Facility	£ 1,000.00
4613	Neighbourhood Plan	£ 1,000.00
4990	Sundries	£ 300.00
		£ 145,280.00

101	Civic & Democratic	
4080	Chairman's Allowance	£ 500.00
4090	Training - Councillor	£ 1,000.00
4260	Public Consultations	£ 2,000.00
4810	Elections	£ 2,000.00
4823	Room hire	£ 600.00
		£ 6,100.00
107	Discretionary Expenditure	
4220	Grants Scheme	£ 5,000.00
4513	Over 70s Xmas Voucher Scheme	£ 18,000.00
4519	Frodsham Youth Association	£ 15,000.00
4730	Christmas Festival	£ 15,000.00
		£ 53,000.00

TOTAL BUDGET	£ 151,380.00
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Frodsham
TOWN COUNCIL

Finance Report

As at 30th November 2023

Prepared by: J O'Donoghue (Town Clerk)

Dated: 11th December 2023

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 11/12/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control A/c	6,183	
200	Current Bank A/c Directplus	32,855	
210	Investment A/c CCLA	188,141	
220	Instant Access A/c	25,443	
	Total Current Assets		252,621
	<u>Current Liabilities</u>		
520	Retentions	1,820	
530	Deposits for Field	200	
	Total Current Liabilities		2,020
	Net Current Assets		250,601
	Total Assets less Current Liabilities		250,601
	<u>Represented by :-</u>		
300	Current Year Fund	101,471	
310	General Reserves	150,505	
324	EMR Memorial Path	(1,315)	
330	EMR Ship Street play area	(60)	
	Total Equity		250,601

Detailed Income & Expenditure by Budget Heading 11/12/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Establishment								
1076 Precept	0	350,921	350,921	0			100.0%	
1090 Bank Interest received	0	143	100	(43)			142.8%	
1091 CCLA Interest Income	1,027	6,726	0	(6,726)			0.0%	
1092 Transfer to CCLA	0	200,000	0	(200,000)			0.0%	
1430 Income - Rent	0	600	0	(600)			0.0%	
1990 Income - Other	0	1,608	0	(1,608)			0.0%	
9010 Grants Received	0	5,000	0	(5,000)			0.0%	
Establishment :- Income	1,027	564,998	351,021	(213,977)			161.0%	0
4000 Staff Salaries (net)	5,399	34,894	70,000	35,106		35,106	49.8%	
4030 PAYE and NI	2,157	12,193	12,463	270		270	97.8%	
4040 Pension	2,115	12,819	20,000	7,181		7,181	64.1%	
4060 Expenses - Staff	101	171	0	(171)		(171)	0.0%	
4070 Training - Staff	100	939	2,000	1,061		1,061	47.0%	
4110 Bank Charges	0	50	0	(50)		(50)	0.0%	
4120 Audit Fees	0	480	1,500	1,020		1,020	32.0%	
4130 Professional Fees	0	236	2,000	1,764		1,764	11.8%	
4140 Subscriptions & Memberships	0	2,135	2,200	65		65	97.0%	
4150 Insurance	0	3,086	3,000	(86)		(86)	102.9%	
4160 Stationery	97	235	300	65		65	78.4%	
4170 Postage	0	112	600	488		488	18.6%	
4180 Telephone & Broadband	0	2,213	1,000	(1,213)		(1,213)	221.3%	
4190 Photocopier	97	510	700	190		190	72.9%	
4200 Website	120	912	1,300	388		388	70.2%	
4210 IT	415	3,141	4,750	1,609		1,609	66.1%	
4212 Office Equipment	77	737	0	(737)		(737)	0.0%	
4213 Office Cleaning	0	824	0	(824)		(824)	0.0%	
4220 Grants (Permitted) paid	200	200	0	(200)		(200)	0.0%	
4240 Rent	425	3,400	6,000	2,600		2,600	56.7%	
4250 Rates & Water	131	1,048	1,500	452		452	69.9%	
4270 Advertising	0	0	100	100		100	0.0%	
4320 Maintenance	0	50	0	(50)		(50)	0.0%	
4400 Professional Fees H R	249	249	2,000	1,751		1,751	12.5%	
4420 Xmas Lights	0	19	0	(19)		(19)	0.0%	
4511 Storage Facility	77	834	1,000	166		166	83.4%	
4513 Over 70s	0	11	0	(11)		(11)	0.0%	
4613 Neighbourhood Plan	210	2,055	3,000	945		945	68.5%	
4853 Room hire - use 4823	0	(0)	0	0		0	0.0%	
4990 Sundries	0	208	0	(208)		(208)	0.0%	
8050 Transfer to CCLA	0	200,000	0	(200,000)		(200,000)	0.0%	
Establishment :- Indirect Expenditure	11,970	283,761	135,413	(148,348)	0	(148,348)	209.6%	0
Net Income over Expenditure	(10,943)	281,237	215,608	(65,629)				

Detailed Income & Expenditure by Budget Heading 11/12/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Civic & Democratic</u>								
4080 Chairman's Allowance	0	30	500	470		470	6.0%	
4090 Training - Councillor	0	631	1,500	869		869	42.1%	
4260 Public Consultations	0	0	1,000	1,000		1,000	0.0%	
4810 Elections	0	2,182	7,246	5,064		5,064	30.1%	
4823 Room hire RECODE 23/24	0	63	500	437		437	12.6%	
Civic & Democratic :- Indirect Expenditure	0	2,906	10,746	7,840	0	7,840	27.0%	0
Net Expenditure	0	(2,906)	(10,746)	(7,840)				
<u>107 Discretionary Expenditure</u>								
4220 Grants (Permitted) paid	0	0	5,000	5,000		5,000	0.0%	
4513 Over 70s	379	699	18,000	17,301		17,301	3.9%	
4519 Frodsham Youth Association	15,000	15,000	15,000	0		0	100.0%	
4730 Christmas Festival	0	10,000	10,000	0		0	100.0%	
Discretionary Expenditure :- Indirect Expenditure	15,379	25,699	48,000	22,301	0	22,301	53.5%	0
Net Expenditure	(15,379)	(25,699)	(48,000)	(22,301)				
<u>130 Cemetery</u>								
1300 Burial Fees Income	2,740	16,765	20,500	3,735			81.8%	
1301 Memorial Income	75	600	1,200	600			50.0%	
Cemetery :- Income	2,815	17,365	21,700	4,335			80.0%	0
4140 Subscriptions & Memberships	0	95	0	(95)		(95)	0.0%	
4210 IT	0	391	500	109		109	78.2%	
4250 Rates & Water	746	1,607	1,490	(117)		(117)	107.9%	
4320 Maintenance	0	3,804	1,200	(2,604)		(2,604)	317.0%	
4550 Plaques & Memorials	0	0	500	500		500	0.0%	
4560 Waste Removal	129	594	1,080	486		486	55.0%	
4600 Utilities	137	472	1,200	728		728	39.4%	
4990 Sundries	0	380	0	(380)		(380)	0.0%	
Cemetery :- Indirect Expenditure	1,012	7,343	5,970	(1,373)	0	(1,373)	123.0%	0
Net Income over Expenditure	1,803	10,022	15,730	5,708				
<u>135 Allotments</u>								
1410 Allotment Income	0	1,278	1,300	22			98.3%	
Allotments :- Income	0	1,278	1,300	22			98.3%	0
4140 Subscriptions & Memberships	0	55	0	(55)		(55)	0.0%	
4250 Rates & Water	0	7	0	(7)		(7)	0.0%	

Detailed Income & Expenditure by Budget Heading 11/12/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4320 Maintenance	0	55	300	245		245	18.3%	
4600 Utilities	8	53	0	(53)		(53)	0.0%	
4990 Sundries	0	35	0	(35)		(35)	0.0%	
Allotments :- Indirect Expenditure	8	205	300	95	0	95	68.4%	0
Net Income over Expenditure	(8)	1,072	1,000	(72)				
<u>140 Events</u>								
4700 Town Meetings	0	0	200	200		200	0.0%	
4710 Festival of Walks	0	1,927	2,000	74		74	96.3%	
4720 Remembrance Day	0	0	500	500		500	0.0%	
4722 Halloween	1,042	1,355	1,500	145		145	90.3%	
4723 Christmas Lights	3,890	3,965	2,000	(1,965)		(1,965)	198.3%	
4759 Royal Events-Plat Jub/Coron'n	0	925	5,000	4,075		4,075	18.5%	
4990 Sundries	0	283	0	(283)		(283)	0.0%	
Events :- Indirect Expenditure	4,932	8,454	11,200	2,746	0	2,746	75.5%	0
Net Expenditure	(4,932)	(8,454)	(11,200)	(2,746)				
<u>170 Amenities</u>								
2021 Grounds Maintenance SLA	0	15,010	36,000	20,990		20,990	41.7%	
4130 Professional Fees	0	9	0	(9)		(9)	0.0%	
4514 Winter Gritting	0	7	1,000	993		993	0.7%	
4516 War Memorial Maintenance	275	275	1,000	725		725	27.5%	
4517 CCTV	0	5,000	4,750	(250)		(250)	105.3%	
4760 Play areas add works	0	3,780	0	(3,780)		(3,780)	0.0%	
4802 Annual RoSPA	0	325	350	25		25	92.9%	
4803 Play Area repairs/refurb	0	500	10,000	9,500		9,500	5.0%	
4804 Tree Works	0	970	3,000	2,030		2,030	32.3%	
4805 Hob Hey Wood	537	537	2,000	1,463		1,463	26.9%	
4806 Defibrillator Maintenance	0	1,248	1,000	(248)		(248)	124.8%	
4809 Rent & Rates	0	0	1,100	1,100		1,100	0.0%	
4811 Street Furniture	0	1,835	1,000	(835)		(835)	183.5%	
4812 Xmas Light Bulbs	0	0	1,000	1,000		1,000	0.0%	
4813 Additional grounds maint	0	626	2,000	1,374		1,374	31.3%	
4814 Manley Road Copse	0	0	1,000	1,000		1,000	0.0%	
4815 Marshlands	0	18	2,000	1,982		1,982	0.9%	
4816 Active Travel Dev't Fund	0	0	30,000	30,000		30,000	0.0%	
4817 Climate Action	0	4,730	10,000	5,270		5,270	47.3%	
4818 Churchfields Safety Flooring	0	0	17,000	17,000		17,000	0.0%	
4819 Accessible Play Equipment	0	0	10,000	10,000		10,000	0.0%	

Detailed Income & Expenditure by Budget Heading 11/12/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4991 Memorial Path	0	7,711	0	(7,711)		(7,711)	0.0%	1,315
4999 Ship Street Play Area	0	109,856	0	(109,856)		(109,856)	0.0%	105,723
5000 Annual RoSPA	0	339	0	(339)		(339)	0.0%	
8000 Town Clock	0	1,024	5,000	3,976		3,976	20.5%	
Amenities :- Indirect Expenditure	812	153,801	139,200	(14,601)	0	(14,601)	110.5%	107,038
Net Expenditure	(812)	(153,801)	(139,200)	14,601				
6000 plus Transfer from EMR	0	107,038						
Movement to/(from) Gen Reserve	(812)	(46,762)						
Grand Totals:- Income	3,842	583,640	374,021	(209,619)			156.0%	
Expenditure	34,114	482,169	350,829	(131,340)	0	(131,340)	137.4%	
Net Income over Expenditure	(30,272)	101,471	23,192	(78,279)				
plus Transfer from EMR	0	107,038						
Movement to/(from) Gen Reserve	(30,272)	208,509						

Receipts for Month 8

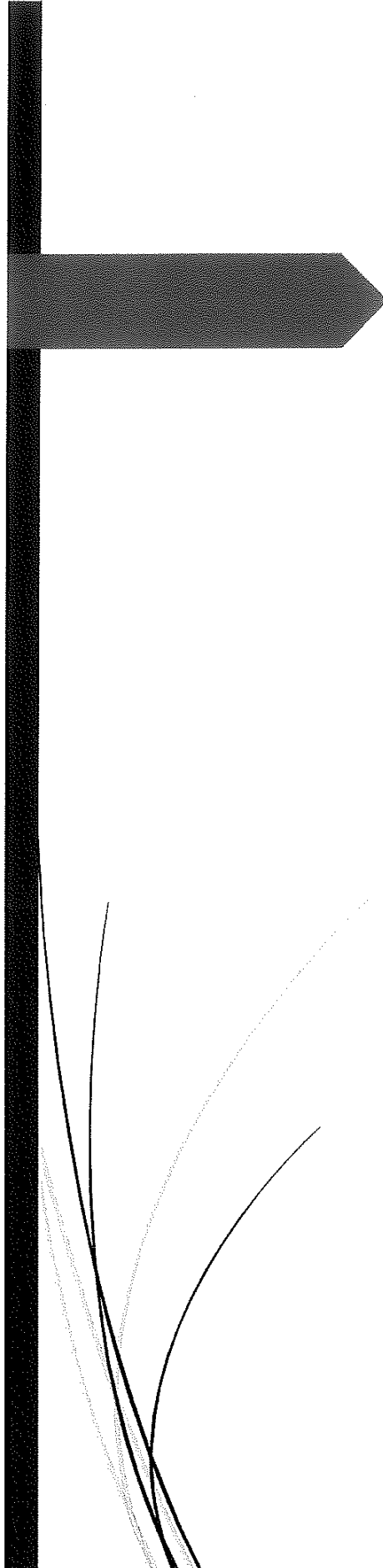
Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		65,475.37					65,475.37	
T3405	Banked: 02/11/2023	660.00						
T3405	MINISTRY OF JUSTICE	660.00			1300	130	660.00	T3405
T3404	Banked: 02/11/2023	220.00						
T3404	DIGNITY FUNERALS	220.00			1300	130	220.00	T3404
T3409	Banked: 03/11/2023	100.00						
T3409	DT TURNER	100.00			1300	130	100.00	T3409
T3410	Banked: 17/11/2023	880.00						
T3410	JACQUELINE WILSON	880.00			1300	130	880.00	T3410
T3411	Banked: 20/11/2023	75.00						
T3411	BLACKWELLS	75.00			1301	130	75.00	MEMORIAL PERMIT
T3413	Banked: 22/11/2023	880.00						
T3413	D T Turner	880.00			1300	130	880.00	T3413
Total Receipts for Month		2,815.00	0.00	0.00			2,815.00	
Cashbook Totals		<u>68,290.37</u>	<u>0.00</u>	<u>0.00</u>			<u>68,290.37</u>	

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/11/2023	CWAC	DD	131.00			4250	100	131.00	Rates CPH M8
01/11/2023	Scottish Power	DD	113.94			4600	130	113.94	CEMETERY M8
01/11/2023	CWAC	DD	510.00		85.00	4240	100	425.00	RENT CPH M8
07/11/2023	CANDA COPYING	BACS	116.59		19.43	4190	100	97.16	COPIES QTR3
08/11/2023	CWAC	BACS	746.26			4250	130	746.26	RATES CEMETERY
13/11/2023	PENINSULA	DD	149.50		24.92	4400	100	124.58	PENINSULA
14/11/2023	Hawk Publications Ltd	BACS	644.40		107.40	4805	170	537.00	HOB HEY CALENDAR
14/11/2023	SALARIES	BACS	5,398.83			4000	100	5,398.83	SALARIES M7
14/11/2023	HMRC	BACS	2,157.15			4030	100	2,157.15	PAYE & NI M7
14/11/2023	Cheshire Pensions	BACS	2,115.41			4040	100	2,115.41	STAFF PENSIONS M7
14/11/2023	ROBBIE STAR ENTERTAINMENTS	BACS	309.19			4722	140	309.19	HALLOWEEN MAGIC
14/11/2023	TRAINING AT WORK	BACS	48.00		8.00	4070	100	40.00	TRAINING AT WORK
14/11/2023	KDE	BACS	2,508.26		418.04	4723	140	2,090.22	REPAIR XMAS LIGHTS
14/11/2023	Jo O'Donoghue	BACS	8.10			4060	100	8.10	MEETING NTC
14/11/2023	Jo O'Donoghue	BACS	76.83			4212	100	76.83	ZOOM SUBS, MOBILE, HEATER
14/11/2023	H & L Self Storage Ltd	BACS	91.80		15.30	4511	100	76.50	SLA M7
14/11/2023	Jo O'Donoghue	BACS	92.66			4060	100	92.66	STAFF EXPENSES
14/11/2023	L BOSMAN	BACS	97.43			4722	140	97.43	HALLOWEEN EXP
14/11/2023	Rabbit Digital	BACS	120.00			4200	100	120.00	WEBSITE SLA M7
14/11/2023	T ADSHEAD	BACS	125.00			4722	140	125.00	HALLOWEEN ENT
14/11/2023	L WELLS	BACS	125.00			4722	140	125.00	HALLOWEEN ENT
14/11/2023	J BURKE	BACS	125.00			4722	140	125.00	HALLOWEEN ENT
14/11/2023	PENINSULA	BACS	149.50		24.92	4400	100	124.58	DUPLICATE T8581
14/11/2023	NP ADMIN	BACS	210.00			4613	100	210.00	NP ADMIN
14/11/2023	D FOWLES	BACS	260.00			4722	140	260.00	HALLOWEEN ENT
14/11/2023	Northwich Town Council	BACS	330.00		55.00	4516	170	275.00	COMBINATION LOCK, MEMORIAL
14/11/2023	My Post Shop	BACS	454.99		75.83	4513	107	379.16	2nd class stamps
20/11/2023	B & M Waste Services	DD	154.92		25.82	4560	130	129.10	CEMETERY WASTE M7
21/11/2023	Waterplus	DD	8.22			4600	135	8.22	Allotment water
24/11/2023	Waterplus	DD	23.04			4600	130	23.04	Cemetery water
28/11/2023	Knutsford Town Council	BACS	72.00		12.00	4070	100	60.00	Social Media Training LB
28/11/2023	CWAC	BACS	200.00			4220	100	200.00	Summer Reading Scheme
28/11/2023	Bates Office Services Ltd	BACS	116.22		19.37	4160	100	96.85	Paper supplies
28/11/2023	Prism Ltd	DD	498.47		83.08	4210	100	415.39	IT SLA M8
28/11/2023	Frodsham Youth Association	BACS	15,000.00			4519	107	15,000.00	Donation for youth services
28/11/2023	KDE	BACS	2,160.00		360.00	4723	140	1,800.00	Xmas lights
28/11/2023	Knutsford Town Council	BACS	-72.00		-12.00	4070	100	-60.00	Knutsford Town Council
28/11/2023	Knutsford Town Council	BACS	60.00			4070	100	60.00	Social Media Training LB
Total Payments for Month			35,435.71	0.00	1,322.11			34,113.60	
Balance Carried Fwd			32,854.66						
Cashbook Totals			68,290.37	0.00	1,322.11			66,968.26	



Frodsham Town Council

Internal Audit 2023/24

Interim Report Dated 23/11/2023

The internal audit of Prodsnam Town Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

The interim internal audit provides evidence to support the annual internal audit conclusion in the AGAR Annual Return for larger councils.

Conclusion

On the basis of the internal audit work carried out, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the issues reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited

**FRODSHAM TOWN COUNCIL 2023/24 INTERIM AUDIT
ACTION PLAN**

ISSUE	RECOMMENDATION	FOLLOW UP
<p>1 Testing of a sample of payments identified:</p> <ul style="list-style-type: none"> • £133.82 of VAT had not been coded separately within the nominal ledger for a payment to the Noticeboard Company. • A grant of £10,000 was made to the Christmas Festival Organising Group. We have not seen a letter of receipt for this payment. 	<p><i>The Council must ensure VAT is reclaimed on all eligible payments.</i></p> <p><i>Letters of receipt should be requested for significant grants/donations.</i></p>	<p>The nominal ledger has been amended to include £133.82 VAT for the payment to The Noticeboard Company. The VAT claim will be submitted 1/12/2023.</p> <p>The letter of receipt was received 22/11/2023. Letters of receipt will be requested with payment in future.</p>
<p>2 The financial regulations allow for payment via banking transfer or BACS/CHAPS (FR ref 6,9,6,10), which is how the majority of payments are made. They require that evidence is retained showing which members approved the payment. This is evidenced by the Councillors who have authorised each payment initialing the invoices. We note however that the date of authorisation (which would evidence authorisation before payment) is not recorded with the signatures.</p>	<p><i>The date of authorisation should be recorded when invoices are initialled by councillors to ensure that all payments are authorised before payment.</i></p>	<p>The date of authorisation will be recorded on all invoices from 23/11/2023.</p> <p>The date of payment will be recorded on all invoices from 23/11/2023.</p>
<p>3 The payroll agent is informed of pay increases solely via an email from the Clerk.</p>	<p><i>The email to the payroll agent informing them of pay increases should be copied to the Chair of the Council.</i></p>	<p>The Clerk will inform the payroll agent of pay increases and copy the information to the Chair from 23/11/2023.</p>

Festival of Walks 2024

At the Events Committee Meeting held on 5th December 2023 a request was made to increase the financial contribution from Frodsham Town Council from £2,000 to £5,000. The request was deferred to F&GP Committee for consideration.

On 14th November 2023, The Marshes Community Benefit Fund (MCBF) announced that Frodsham Festival of Walks was awarded a grant of £5,000 to increase awareness amongst the local population during the group's 20th anniversary. The application noted a plan to attract new participants through additional walks, talks and celebrations, some of which will be led, presented, or attended by celebrity guests.

The grant provided by MCBF of £5,000, together with the budget funding from FTC of £2,000 would provide a total budget of £7,000 for the 2024 Festival of Walks.

FoW Budgets

- In previous years the budget was set at £1,500 however this was increased to £2,000 in 2022 and covered expenditure as follows:

12/12/2023		Frodsham Town Council 2022/2023				Page 1	
18:41		Nominal Ledger Report by ACCOUNT				User :JO	
A/c Code	4710	Festival of Walks		Annual Budget	2,000		
Centre	140	Events		Committed	0		
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00		
1	01/04/2022	BACS	Cashbook	FoW banner	153.92		
3	10/05/2022	BACS	Cashbook	Poetry workshop	80.00		
3	11/05/2022	BACS	Cashbook	FoW walk books	441.67		
3	11/05/2022	BACS	Cashbook	FoW date banners	60.00		
3	26/05/2022	BACS	Cashbook	Foraging FoW	95.00		
5	17/08/2022	BACS	Cashbook	Forest school	516.67		
9	24/11/2022	207468	Cashbook	Frodsham CA - room hire	13.00		
12	31/03/2023	72	Journal	T8260 FoW banners wrongly code	90.00		
12	31/03/2023	73	Journal	Creditor:Hawk Publications	724.00		
		Account	Festival of Walks	Account Totals	2,174.26	0.00	
		Centre	Events	Net Balance Month 12	2,174.26		

- In 2023 the budget was set at £2,000 which covered expenditure as follows:

A/c Code	4710 Festival of Walks				Annual Budget	2,000	
Centre	140 Events				Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance	0.00		
1	01/04/2023	80	Journal	Creditor:Hawk Publications		724.00	
1	19/04/2023	BACS	Cashbook	2000 booklets & 100 posters	625.83		
2	10/05/2023	BACS	Cashbook	Foraging walk	250.00		
2	10/05/2023	BACS	Cashbook	Creative writing workshop	80.00		
3	08/06/2023	BACS	Cashbook	Festival of Walks logo	100.00		
3	30/06/2023	BACS	Cashbook	Family Forest School	785.00		
3	30/06/2023	BACS	Cashbook	Design & printing	129.17		
4	12/07/2023	BACS	Cashbook	FFoW domain	84.00		
4	25/07/2023	BACS	Cashbook	FoW banners x 8 (1451)	125.00		
7	24/10/2023	BACS	Cashbook	Bookmarks FFoW	142.50		
7	25/10/2023	BACS	Cashbook	Budget funding	329.00		
		Account	Festival of Walks		Account Totals	2,650.50	724.00
		Centre	Events		Net Balance Month 10	1,926.50	

3. The Events Committee requested a budget summary from Festival of Walks to justify a 150% increase (£3,000) in budget and the following information was received:

2024-5 Additional Budget for FFoW

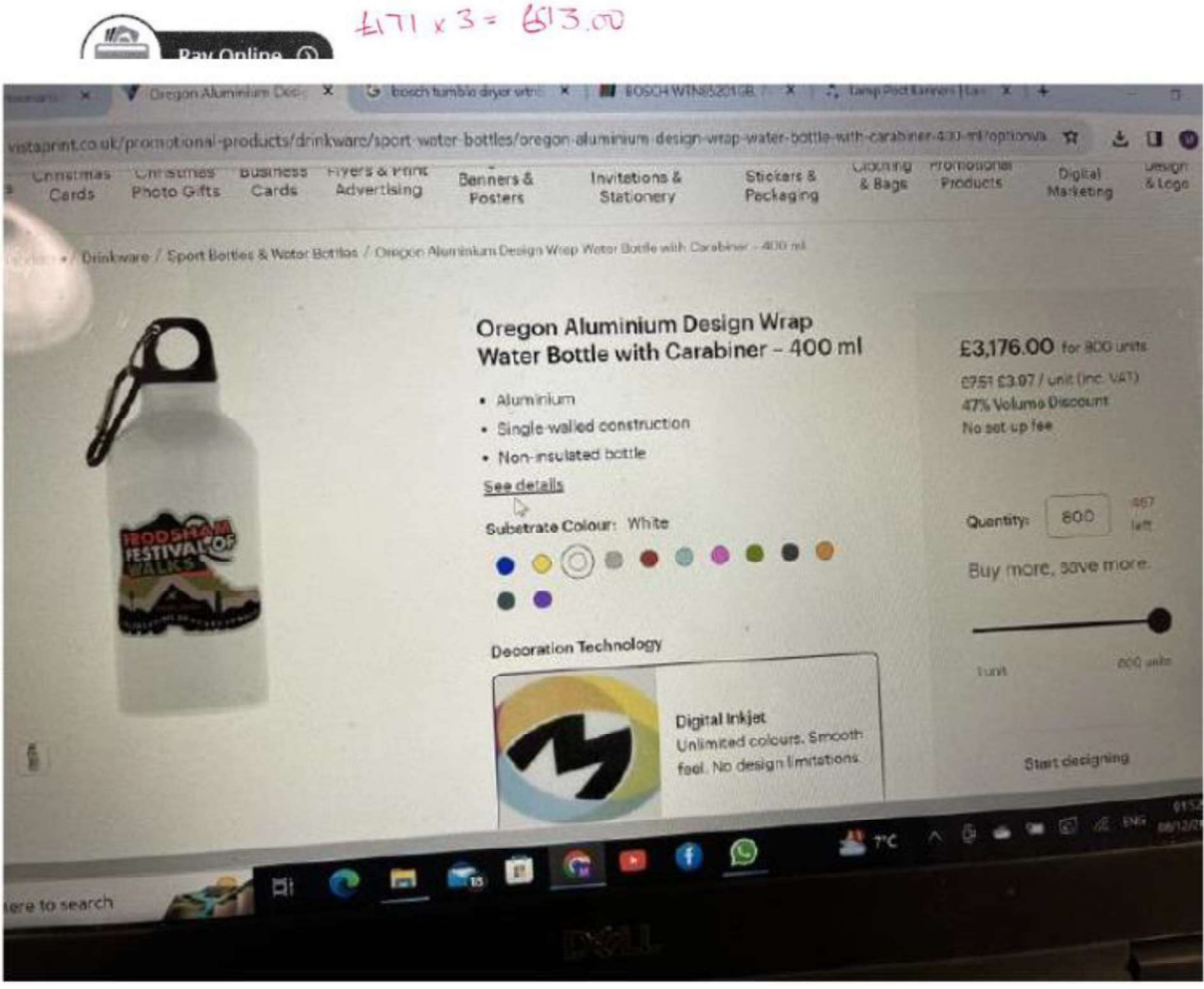
Item	Description	Amount
1	Commemorative gift for 2024 Festival with FFoW 'boot' and Funders' logos (part contribution)	£1,000
2	Special Guest to publicise 2024 Festival (part contribution)	£1,500
3	Advanced publicity for 2025 Festival following successful small pilot for 2024	£500
	TOTAL	£3,000

Quotes provided as follows:

	Description	Rate	Total	VAT
1	Bookmark Design	30.00	30.00	6.00
1	4 x 250qty 74mm x 210mm 350gsm Silk D/S	135.00	135.00	0.00

*2024 Festival pre-festival
possibly 250 x
2025 plan 750 - 100 x
£171 x 3 = £513.00*

Total Net Amount: £165.00
VAT @ 0%: £0.00
VAT @ 20%: £6.00
Invoice Total Inc VAT: £171.00



Officer Recommendation

1. No increase in the budget provision of £2,000 for the Frodsham Festival of Walks 2024 as the Festival of Walks Committee has received a grant of £5,000 from MCBF for the 2024 event.
2. All promotional material to include FTC logo
3. It is recommended that all promotional material includes MCBF logo

UK Shared Prosperity Fund

The UK Shared Prosperity Fund (UKSPF) is the government's domestic replacement for the European Structural and Investment Programme (ESIF). It provides local authorities funding for communities, places, businesses, people and skills.

Rural England Prosperity Fund

DEFRA has launched the Rural England Prosperity Fund (Rural Fund), a top up to the UK Shared Prosperity Fund worth up to £110 million for 2023/24 and 2024/25. It is the domestic replacement for the European funded LEADER Programme used to support the development of rural economies.

Culture, tourism and sport

By supporting and cultivating a thriving culture, tourism, leisure and sport offer, local authorities can foster places that are attractive for residents, workers, and visitors alike.

The main aim of the UKSPF is to instil a sense of place-based pride and enhance the life opportunities throughout the UK. By investing in and championing the culture and tourism industry, local authorities can take strides towards realising this ambition.

How the UKSPF could be used:

1. Communities and places - there is an opportunity to improve the number and quality of tourism, sports facilities, cultural and heritage assets. It could also support communities to attract more visitors and improve the sense of pride in their surroundings.
2. Supporting businesses - by investing in the local culture and tourism industry, authorities can stimulate visitor numbers and increase visitor spending in local businesses, benefiting the local economy. Public investment in culture also supports wider growth in the rapidly growing commercial creative industries sector and benefits the wider hospitality and night-time economies.
3. People and skills - support ambitions to build a capable and trained workforce which is essential to the success of the culture and tourism industry. Cultural venues such as libraries also have a significant role to play in supporting the development of local skills for employment in the wider local economy, with a wide culture, tourism and sport offer creates better health and wellbeing in a community, which boosts productivity.

Bumping into Culture bid

- The bid, being developed by Martin Maris of Frodsham, is to fund a lamppost banner project. The project's goal is to highlight the town as a cultural destination, elevate the visibility of community events and enhance the visual appeal of our Main and High Streets.
- Events such as Weaver Words, Frodsham Festival of Walks, Downhill Run, Castle Park Live, D-Day 80th Anniversary, Armistice Day and Christmas Festival could be promoted and featured on up to 18 750cm x 1.5m banners hung from lamppost columns in the heart of Frodsham.
- The bid is to fund the installation of bespoke brackets on lamppost columns raised at least 2.4m above street level so campaigns will always be visible above street clutter.
- Lamppost banners could then be sponsored by local groups wishing to use this method of media.
- Frodsham Town Council has an opportunity to fully support this bid, with the option of curating the ongoing use of the lamppost columns highlighting the heritage, cultural and sporting aspects which make it a special place for locals and visitors alike.

Ref: 18/12/2023/

		2023-2024	2024-2025		
		Budget	Proposed	Comment	EMR
100	Establishment				
1076	Precept	£ 350,921.00	£ -		
4000	Staff Salaries (net)	£ 70,000.00	£ 63,000.00		
4030	PAYE and NI	£ 12,463.00	£ 23,100.00		
4040	Pension	£ 20,000.00	£ 23,100.00		
4050	Mileage & Benefits - Staff	£ -	£ -	Unknown fig	
4060	Expenses - Staff	£ -	£ -	Unknown fig	
4070	Training - Staff	£ 2,000.00	£ 2,000.00		
4110	Bank Charges	£ -	£ 100.00		
4120	Audit Fees	£ 1,500.00	£ 2,000.00		
4130	Professional Fees Legal	£ 2,000.00	£ 2,500.00		
4131	Professional Fees Accountant	£ -	£ 2,000.00		
4140	Subscriptions & Memberships	£ 2,200.00	£ 2,200.00		
4150	Insurance	£ 3,000.00	£ 4,000.00		
4160	Stationery	£ 300.00	£ 200.00		
4170	Postage	£ 600.00	£ 600.00		
4180	Telephone & Broadband	£ 1,000.00	£ 1,000.00	Est exp 2023 £3,000 includes moving router	
4190	Photocopier	£ 700.00	£ 700.00		
4200	Website	£ 1,300.00	£ 1,300.00		
4210	IT	£ 4,750.00	£ 4,750.00		
4212	Office Equipment	£ -	£ 500.00		
4213	Office Cleaning	£ -	£ 1,200.00		
4240	CPH Rent	£ 6,000.00	£ 6,000.00		
4250	CPH Rates	£ 1,500.00	£ 1,500.00		
4270	Advertising	£ 100.00	£ 100.00		
4400	Professional Fees H R	£ 2,000.00	£ 1,500.00		
4511	Storage Facility	£ 1,000.00	£ 1,000.00		
4613	Neighbourhood Plan	£ 3,000.00	£ 1,000.00		
	TOTAL ESTABLISHMENT	£ 135,413.00	£ 145,350.00		

		2023-2024	2024-2025		
		Budget	Proposed	Comment	EMR
101	Civic & Democratic				
4080	Chairman's Allowance	£ 500.00	£ 500.00		
4090	Training - Councillor	£ 1,500.00	£ 1,000.00		
4260	Public Consultations	£ 1,000.00	£ 2,000.00		
4810	Elections	£ 7,246.00	£ 2,000.00		
4823	Room hire RECODE 23/24	£ 500.00	£ 600.00		
	TOTAL CIVIC & DEMOCRATIC	£ 10,746.00	£ 6,100.00		
107	Discretionary Expenditure				
4220	Grant Scheme	£ 5,000.00	£ 5,000.00		
4513	Over 70s	£ 18,000.00	£ 18,000.00		
4519	Frodsham Youth Association	£ 15,000.00	£ 15,000.00		
4730	Christmas Festival	£ 10,000.00	£ 15,000.00	To include road closure	
	TOTAL DISCRETIONARY EXP	£ 48,000.00	£ 53,000.00		
	TOTAL F&GP 2024-2025	£ 194,159.00	£ 204,450.00		

140	Events				
4321	D-Day 2024	£ -	£ 3,000.00		
4700	Town Meetings	£ 200.00	£ 200.00		
4710	Festival of Walks	£ 2,000.00	£ 2,000.00		
4720	Remembrance Day	£ 500.00	£ 100.00		
4722	Halloween	£ 1,500.00	£ 1,800.00		
4723	Christmas Lights	£ 2,000.00	£ 2,000.00		
4730	Christmas Festival (add)	£ -	£ 500.00		
4731	Care in the Community	£ -	£ 300.00		
4759	Coronation	£ 5,000.00	£ -		
4823	Room hire (hHalloween)	£ 92.00	£ -		
	TOTAL EVENTS EXPENDITURE	£ 11,292.00	£ 9,900.00		

		2023-2024	2024-2025		
		Budget	Proposed	Comment	EMR
170	Amenities				
2021	Grounds Maintenance SLA	£ 36,000.00	£ 36,000.00		
4514	Winter Gritting	£ 1,000.00	£ 1,000.00		
4516	War Memorial maintenance	£ 1,000.00	£ 1,000.00		
4517	CCTV	£ 4,750.00	£ 5,000.00		
4760	Play areas add works	£ -	£ 4,000.00		
4802	Annual RoSPA	£ 350.00	£ 350.00		
4803	Play Area repairs/refurb	£ 10,000.00	£ -		£ 20,000.00
4804	Tree Works	£ 3,000.00	£ 3,000.00		
4805	Hob Hey Wood	£ 2,000.00	£ 3,000.00		
4806	Defibrillator Maintenance	£ 1,000.00	£ 1,000.00		
4807	Replacement tree lights		£ 5,000.00		
4808	Bulbs	£ -	£ 300.00	Daffodil bulbs for A56 (Scouts)	
4809	Rent (Townfield Lane)	£ 1,100.00	£ 1,100.00		
4811	Street Furniture	£ 1,000.00	£ 1,000.00		
4812	Xmas Light Bulbs	£ 1,000.00	£ 1,000.00		
4813	Additional grounds maint	£ 2,000.00	£ 2,000.00		
4814	Manley Road Copse	£ 1,000.00	£ 500.00		
4815	Marshlands	£ 2,000.00	£ 2,000.00		
4816	Active Travel Dev't Fund	£ 30,000.00	£ 10,000.00		
4817	Climate Action	£ 10,000.00	£ 10,000.00		
4818	Churchfields Safety Flooring	£ 17,000.00	£ 17,000.00		
4819	Accessible Play Equipment	£ 10,000.00	£ -		£ 5,000.00
4999	Ship Street Play Area (maint)	£ -	£ 1,000.00		
5100	Community Orchards	£ -	£ -		£ 5,000.00
8000	Town Clocks	£ 5,000.00	£ 15,000.00		
	TOTAL EXPENDITURE	£ 139,200.00	£ 105,250.00		

		2023-2024	2024-2025		
		Budget	Proposed	Comment	EMR

135	Allotments				
1410	Allotment Income	£ 1,300.00	£ 1,300.00		
	TOTAL INCOME	£ 1,300.00	£ 1,300.00		
4140	Subscriptions & Memberships	£ -	£ 55.00		
4320	Maintenance	£ 300.00	£ 300.00		
4600	Utilities	£ -	£ 50.00		
	TOTAL ALLOTMENT EXPENDITURE	£ 300.00	£ 405.00		

130	Cemetery				
1300	Burial Fees Income	£ 20,500.00	£ 20,000.00		
1301	Memorial Income	£ 1,200.00	£ 1,000.00		
	TOTAL INCOME	£ 21,700.00	£ 21,000.00		
4140	Subscriptions & Memberships	£ -	£ 100.00		
4210	IT	£ 500.00	£ 500.00		
4250	Rates	£ 1,490.00	£ 1,607.00		
4320	Maintenance	£ 1,200.00	£ 1,200.00		
4550	Plaques & Memorials	£ 500.00	£ 500.00		
4560	Waste Removal	£ 1,080.00	£ 1,080.00		
4600	Utilities	£ 1,200.00	£ 1,000.00		
	TOTAL CEMETERY EXPENDITURE	£ 5,970.00	£ 5,987.00		

TOTAL BUDGET	£ 350,921.00	£ 325,992.00	TOTAL EMR	£ 30,000.00
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FRODSHAM TOWN COUNCIL

TENANCY AGREEMENT FOR EXTENSION OF GARDENS – LONDON ROAD, FRODSHAM

This Agreement is made on the 1st day of January in the year 2024, between
Frodsham Town Council of Frodsham (hereinafter called the Council) and [XXXXXX]

Of

[XX] Blue Hatch, Frodsham, Cheshire, WA6 7QJ (hereinafter called the Tenant) by which it is
agreed that;

1. The Council shall let to the Tenant for him/her to hold as tenant for a period of seven years from the 1st January 2024, an area of land measuring [9] metres by [3] metres, being part of the land known as London Road field owned by the Council and adjacent to the rear garden of the Tenant’s home in Blue Hatch, Frodsham.
2. The Tenant shall pay a yearly rental of £1.00 (one pound) on the 1st day of January in each year, commencing in January 2024.
3. The Tenant shall, during the tenancy, carry out the following obligations
 - The Tenant shall not assign the tenancy, nor sub-let, or part with any portion of the land.
 - The Tenant shall not erect any building or other permanent structure on the land, with the exception of fencing, without first obtaining permission of the Council.
 - **[The Tenant shall maintain in decent order all fences bordering on to London Road field].**
 - The Tenant shall not dispose of any waste matter over their respective fences onto the field at the rear
4. The Tenant shall understand that the land is adjacent to a football field, and that the Council will not be responsible for any damage or injury caused by misdirected footballs. The Council will not let the field for organised football matches without ensuring that the leasees have adequate public liability insurance cover.
5. If the Tenant shall have been in breach of any of the foregoing provisions of this Agreement, for a period of one month or longer, the tenancy shall thereupon come to an end, but without prejudice to any right the Council may have to claim damage for any such breach.

Signed.....
 Town Clerk
 Frodsham Town Council
 Castle Park
 Frodsham
 WA6 6SB

Signed.....
 Tenant
 [XX] Blue Hatch
 Frodsham
 WA6 [XX]

Revised Criteria and Appointment of Honorary Aldermen and Freedom of the Town 2023

1.0 What is the report about?

1.1 This report sets out recommendations relating to the selection and appointment process for Honorary Aldermen and Freedom of the Town.

2.0 What Decision is required by the Council?

2.1 The Town Council is asked to approve the appointment process and criteria for Honorary Aldermen and Freedom of the Town.

3.0 How does the Decision contribute to the Council's Corporate Priorities?

3.1 The granting of the honour of Honorary Alderman and Honorary Freedom of the Town celebrates the contributions made directly or indirectly to the Council's Priorities.

4.0 Report Details

4.1 Granting the Freedom of the Town is the highest honour that the Town can bestow. Although it carries no privileges those who receive the honour are able to use the title of Freeman, receive invitations to major civic events and have their exceptional and significant contribution to life in the Town to be formally recognised. Granting Freedom of the Town to Military Units provides for Freedom of Entry and the historic privilege "to march through the streets of the District with colours flying, band playing and bayonets fixed".

4.2 There is no statutory guidance that sets out any criteria for the appointment of Aldermen and Freemen. Generally Aldermen are former Councillors who have served on the Council for a considerable length of time and/or who have held a significant position such as Leader or Chair. As Freedom of the Town is awarded in recognition of exceptional service to the Town it would be inappropriate to set out strict judging criteria, instead guidance on the attributes successful candidates would be expected to have is provided.

5.0 Officer's Recommendations

5.1 That the process for selecting and appointing Alderman and giving Freedom of the Town be approved.

6.0 Reasons for the Recommendation

6.1 The proposed procedure, attached as Appendix 1, would provide a clear yet flexible mechanism for selecting and appointing Honorary Aldermen and Freemen.

7.0 What will it cost?

7.1 Section 249 (6) of the Local Government Act 1972 allows Councils to spend "such reasonable sum as they see fit" on presenting an address to Honorary Aldermen and Freemen. A scroll and commemorative gift would need to be purchased. It is suggested that a maximum of [£1000] be spent on this. The cost of the scroll and gift, together with that of the civic reception would be met from the [existing Civic Hospitality] budget. Honorary Aldermen and Freemen are not entitled to any allowance.

8.0 What are the legal aspects?

8.1 Section 248 of the Local Government Act 1972 allows the Council of a relevant authority, by a resolution passed by not less than two-thirds of the members at a meeting of the Council specially convened for that purpose to admit to be Honorary Freemen of the Town to those persons of distinction who have, in the opinion of the Council, rendered eminent services to the Town.

8.2 Section 249 of the Local Government Act 1972 allows that a principal council may, by a resolution passed by not less than two-thirds of the members at a meeting of the Council specially convened for that purpose, confer the title of Honorary Aldermen on persons who have, in the opinion of the Council, rendered eminent services to the council as past members of that council, but who are not then members of that council.

a relevant authority may admit to be honorary freemen or honorary freewomen of the place or area for which it is the authority—

(a) persons of distinction, and

(b) persons who have, in the opinion of the authority, rendered eminent services to that place or area.

(6) In this section “relevant authority” means—

(a) a principal council;

(b) a parish or community council;

(c) charter trustees in England constituted—

(i) under section 246 of the Local Government Act 1972,

(ii) by the Charter Trustees Regulations 1996 (SI 1996/263), or

(iii) under Part 1 of the Local Government and Public Involvement in Health Act 2007.

(7) The power in subsection (5) above is exercisable by resolution of the relevant authority.

(8) A resolution under subsection (7) above must be passed—

(a) at a meeting of the relevant authority which is specially convened for the purpose and where notice of the object of the meeting has been given; and

(b) by not less than two-thirds of the members of the relevant authority (or, in the case of charter trustees, of the trustees) who vote on it.

(9) A relevant authority may spend such reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person on whom the authority has conferred the title of honorary freeman or honorary freewoman under subsection (5) above.

(10) The admission of a person as honorary freeman or honorary freewoman does not confer on that person any of the rights referred to in section 248(4) above.]

8.3 Sections 32 and 33 of the Local Government (Structural Changes) (Transition Arrangements) (No 2) Regulations 2008 confirm that those who have been admitted as Honorary Alderman or Honorary Freemen of a local government area that has been abolished shall be treated as being admitted as an Honorary Alderman or Freeman of the new local government area.

8.4 Part 1 Chapter 5 – of the Local Democracy, Economic Development and Construction Act 2009 amends Sections 248 and 249 of the Local Government Act 1972 allows women to use the title “Honorary Freewoman”. The title of “Honorary Alderwoman” is also allowed.

PROCEDURE FOR THE APPOINTMENT OF HONORARY ALDERMEN AND FREEMEN/WOMEN

1. All Members of Frodsham Town Council are responsible for nominating to the Council the names of past Members of the Council, who in their opinion, have rendered eminent services to the Council and who should be granted the title of Honorary Alderman or Honorary Alderwoman.
2. All Members of Frodsham Town Council are responsible for nominating to the Council individuals or organisations, who in their opinion, have rendered eminent services to the Town of Frodsham and who should be granted Freedom of the Town, freedom of Entry and the title of Honorary Freeman or Honorary Freewoman.
3. The Member of the Council making a nomination for either Honorary title needs to demonstrate to the Council that the criteria listed in points 7 or 9 below have been met and that the candidate commands substantial support in Frodsham Town Council.
4. The Council will consider any recommendations for either Honorary title and if approved will request the Chair to convene a special meeting of Council to consider the nomination.
5. The roll of Honorary Aldermen and Honorary Freemen shall be maintained by the Town Clerk.

An Honorary Alderman of Frodsham Town Council shall be entitled to:

- a) attend Civic Receptions and other civic ceremonies where all Members of the Council are invited and where spouses and partners of members are invited to attend so shall spouses and partners of Aldermen;
- b) be notified of matters of significant civic interest.

A candidate for Honorary Alderman of Frodsham Town Council will need to have a minimum of twelve years service as a Councillor and /or service as Chair / Chair of the Council.

Those granted Freedom of the Town shall be entitled to attend civic receptions and other civic ceremonies where all members of the council are invited and where spouses and partners of members are invited to attend so shall spouses and partners of Freeman. Organisations granted Freedom of Entry shall be entitled to “to march through the streets of the Town with colours flying, band playing and bayonets fixed”;

When considering candidates for Freedom of the Town the following should be considered;

- a) Candidates should have a strong and continuing connection with and commitment to Frodsham or have made a major contribution to national life and in doing so have enhanced the reputation of the Town
- b) Candidates should have made a substantial contribution to the Town in any area of activity, which could include:

- Artistic and Cultural endeavours
- Business, Economic growth and prosperity
 - Charitable work
- Improvement to the built and natural environment
 - Political Activities
- Religious and spiritual life
 - Sports activities

c) Candidates should be considered from all walks of life, the honour should not be considered exclusive to a particular endeavour or activity

d) Candidates should be considered from all parts of the Town.

At the special meeting of Council called to appoint Honorary Alderman or give Freedom of the Town the following procedure shall be adopted;

- The Chair shall open the meeting of Council and welcome all those in attendance
- The Chair shall move the motion to appoint the Honorary Alderman or grant Freedom of the Town
- The Chair shall invite a Member to second the motion
- The Chair of the Council shall pay tribute
- The Chair shall invite other members to pay tribute
- The Chair shall invite the Council to pass the resolution, which should recite the particular grounds upon which the Council have come to their decision and details of the public services rendered by the
- recipient
- The Chair shall invite to recipient(s) to come forward to sign the Roll of Honorary Aldermen and Freemen and receive the scroll and civic gift
- The recipient(s) will give a response
- The Chair will conclude proceedings and invite all Members and guests to attend the civic reception