



**Frodsham**  
TOWN COUNCIL

Amenities Committee – 9<sup>th</sup> December 2024

Meeting pack

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4	Minutes from 11 <sup>th</sup> November 2024
5	Finance report
6b	Memorial tree budget report



Councillors named below are summoned to attend the **Amenities Committee Meeting** to be held in Gallery 1, Castle Park Arts Centre, Castle Park, Frodsham, WA6 6SE on **Monday 9<sup>th</sup> December 2024 at 7pm**

*Members of the press and public are welcome to attend. The meeting will be audio recorded.*

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**Committee Members:** Cllr R Lofts (Chair), Cllr B Wade (Vice Chair), Cllr D Critchley, Cllr J Critchley, Cllr H Hayes, Cllr A Holman, Cllr P Lowrie & Cllr M Nield

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**Note:** Per **Terms of Reference 1.10<sup>i</sup>**, council members who attend a committee meeting of which they are not a member may do so with the same rights as members of the public. This means they can attend and participate during the **Public Open Forum** but do not have voting rights or special privileges outside this context.

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Town Clerk:

*Jo O'Donoghue*

**Dated:** 4<sup>th</sup> December 2024

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## Meeting 7

### 1. Apologies and reasons for absence

To receive apologies and note reasons for absence from members.

### 2. Declarations of interest

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

### 3. Public participation

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.

### 4. Approval of minutes

To approve and sign the minutes of the Amenities Committee held on 11<sup>th</sup> November 2024.

### 5. Finance report

- (a) To note the finance report provided (in meeting pack) which includes breakdown of year-end projections
- (b) To agree any actions to be taken.

### 6. Memorial Tree

- (a) To note the quotation received for a memorial tree.
- (b) To note the report from the Town Clerk and consider the recommended actions contained within the report.
- (c) To receive any further report from Cllr Lofts.
- (d) To agree any further action to be taken.

### 7. Quotes received

- (a) To consider revised quote to provide replacement plastic bench on Top Road (£650).
- (b) To consider the quote to carry out annual maintenance works to the wildflower meadow in Green Gates Park (£1,150).

## **8. Progress report on works instructed**

- (c) Cut the oak that has destroyed bridge and smaller failed tree and leave stacked as habitat creation (£750.00) - **completed**
- (d) Fell the ash tree on bank to safe height cut and leave stacked habitat creation (£950.00) - **completed**

## **9. 2025-2026 Budget**

To consider including a budget of £1,500 for additional works to Green Gates Community Park to include sum for maintenance of the wildflower meadows and any additional planting.

## **10. Clerk's report**

To receive any further report/updates from the Town Clerk.

## **11. Date of next meeting – 13<sup>th</sup> January 2025**

## **12. Close of meeting**

Minutes from the **Amenities Committee Meeting** to be held in  
Gallery 1, Castle Park Arts Centre, Castle Park, Frodsham, WA6 6SE on  
**Monday 11<sup>th</sup> November 2024 at 7pm**

*Members of the press and public are welcome to attend. The meeting will be audio recorded.*

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**Attended by:** Cllr R Lofts (Chair), Cllr B Wade (Vice Chair), Cllr J Critchley, Cllr H Hayes, Cllr A Holman, Cllr P Lowrie & Cllr M Neild

**Also attended by:** 3 members of the public

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## Meeting 6

### 1. Apologies and reasons for absence

To receive apologies and note reasons for absence from members.

**RESOLVED:** Apologies were received and accepted from Cllr D Critchley (personal)

### 2. Declarations of interest

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

**NOTED:** Cllr Wade declared an interest in Green Gates Community Park and Cllr Hayes declared an interest in item 7, Hob Hey Wood.

### 3. Public participation

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.

**NOTED:** 1 member of the public attended to note that the replacement Christmas lights will take some time to deliver and raise concerns regarding the budget to be recommended to full council and the level of ear marked reserves.

### 4. Approval of minutes

To approve and sign the minutes of the Amenities Committee held on 14<sup>th</sup> October 2024.

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

### 5. Remembrance garden working group (Cllr R Lofts [lead], Cllr J Critchley Cllr M Neild, Cllr G Wood & Cllr L Sumner)

(a) To consider the quotation for installation and fabrication of a memorial tree.

**DEFERRED:** Quotation not yet received.

(b) To receive any further report from Cllr Lofts.

**NOTED:** The written report from Cllr J Critchley was noted together with the quotation for installation of a gate to an area of the Community Field identified as a suitable site for the installation of a memorial tree.

(c) To agree any further action to be taken.

**RESOLVED:** Cllr Lofts agreed to discuss the possibility of installing the memorial tree in Castle Park with Cheshire West and Chester Council. Cllr Wood agreed to obtain a quotation to fabricate and install a memorial tree. It was agreed to bring this back to the full council meeting to be held on 25<sup>th</sup> November to consider whether to continue with the project and move to a public consultation.

**ACTION: RL/GW**

**6. Christmas street lighting working group (Cllr Neild [lead], Cllr D Critchley, Cllr J Critchley, Cllr Lowrie & Cllr Sumner)**

(a) To note the report provided by Cllr Neild (deferred from the meeting held 14<sup>th</sup> October 2024).

**NOTED:** The report was noted.

***Standing Orders were suspended to allow a member of the public to take part in the discussion.***

**NOTED:** A member of the public noted that there had been a previous meeting where banners on street lights was discussed and suggested that the same brackets could be used for motif lighting. It was also noted that the Christmas motifs in Helsby had been added to over a number of years.

***Standing Orders were reinstated.***

(b) To agree any action to be taken.

**RESOLVED:** It was agreed to recommend £15,000 be placed in an ear marked reserve for replacement Christmas lights.

**ACTION: JO**

**7. Hob Hey Wood**

To consider the quotation received for improved drainage (deferred from the meeting held 14th October 2024) pending further information.

**RESOLVED:** It was proposed by Cllr Wade and unanimously agreed to accept the quotation in the sum of £1,390 to improve the draining at Hob Hey Wood.

**ACTION:JO**

**8. Works instructed**

- (a) Cut the oak that has destroyed bridge and smaller failed tree and leave stacked as habitat creation (£750.00).
- (b) Fell the ash tree on bank to safe height cut and leave stacked habitat creation (£950.00).
- (c) Replacement metal trellis at Green Gates Community Park between the uprights (£1,145).
- (d) Remove vegetation from building at the cemetery (£120).

**NOTED:** Items (a) – (d) were noted.

**9. Finance report**

(a) To note the finance report provided (in meeting pack).

**NOTED**

(b) To agree any actions to be taken.

**NOTED:** There were no further actions.

**10. Budget**

(a) To note the amendment to the budget approved on 14<sup>th</sup> October 2024 to include the additional EMR for the cemetery following the refund of non domestic rates (in meeting pack).

**NOTED**

(b) To approve a budget for tree planting in the orchards.

**NOTED:** It was noted that the works need to be completed by 31<sup>st</sup> March 2024 and that this will be covered by ear market reserves in the 2024-25 budget. Cllr Hayes agreed to progress the matter with Mersey Forest who have approved a grant for the trees.

**ACTION: HH**

(c) To consider any further revisions/additions.

**NOTED:** No further revisions were approved.

**11. Daffodil planting**

(a) To note that Ron Sale organised the planting of 1,000 daffodil and tulip bulbs along the A56 with the support of the Scouts.

**NOTED**

(b) To propose a vote of thanks to the volunteers.

**RESOLVED:** Clerk to convey thanks to the volunteers and Ron Sale in particular.

**ACTION: JO**

**12. Active Travel**

To note the minutes from the meeting held 23rd October 2024 (in meeting pack).

**NOTED**

**13. Clerk's report**

To receive any further report/updates from the Town Clerk.

**NOTED:** There were no further updates.

**14. Date of next meeting – 9<sup>th</sup> December 2024**

**15. Close of meeting**

17:12

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2024

Month No: 8

## Amenities Committee Budget Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>170 Amenities</u>								
2021 Grounds Maintenance SLA	2,782	23,294	36,000	12,706		12,706	64.7%	
4500 Tree Planting	0	1,111	0	(1,111)		(1,111)	0.0%	
4514 Winter Gritting	0	0	1,000	1,000		1,000	0.0%	
4516 War Memorial Maintenance	0	0	1,000	1,000		1,000	0.0%	
4517 CCTV	0	0	5,000	5,000		5,000	0.0%	
4760 Play areas add works	0	0	4,000	4,000		4,000	0.0%	
4802 Annual RoSPA	0	767	350	(417)		(417)	219.1%	
4804 Tree Works	0	402	3,000	2,598		2,598	13.4%	
4805 Hob Hey Wood	0	537	3,000	2,463		2,463	17.9%	
4806 Defibrillator Maintenance	106	886	1,000	114		114	88.6%	
4807 Replacement Lights	0	0	5,000	5,000		5,000	0.0%	
4808 Bulbs	291	556	600	44		44	92.7%	
4809 Rent & Rates	0	0	1,100	1,100		1,100	0.0%	
4811 Street Furniture	0	0	1,000	1,000		1,000	0.0%	
4812 Xmas Light Bulbs	0	0	1,000	1,000		1,000	0.0%	
4813 Additional grounds maint	0	2,228	4,000	1,772		1,772	55.7%	
4814 Manley Road Copse	0	0	500	500		500	0.0%	
4815 Marshlands	0	0	2,000	2,000		2,000	0.0%	
4816 Active Travel Dev't Fund	0	0	8,000	8,000		8,000	0.0%	
4817 Climate Action	0	0	10,000	10,000		10,000	0.0%	
4818 Churchfields Safety Flooring	0	0	17,000	17,000		17,000	0.0%	
4991 Memorial Path	0	823	0	(823)		(823)	0.0%	
4999 Ship Street Play Area	0	1,005	1,000	(5)		(5)	100.5%	
8000 Town Clock	0	16,332	15,000	(1,332)		(1,332)	108.9%	
Amenities :- Indirect Expenditure	<b>3,179</b>	<b>47,940</b>	<b>120,550</b>	<b>72,610</b>	<b>0</b>	<b>72,610</b>	<b>39.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,179)</b>	<b>(47,940)</b>	<b>(120,550)</b>	<b>(72,610)</b>				
Grand Totals:- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>	
Expenditure	<b>3,179</b>	<b>47,940</b>	<b>120,550</b>	<b>72,610</b>	<b>0</b>	<b>72,610</b>	<b>39.8%</b>	
<b>Net Income over Expenditure</b>	<b>(3,179)</b>	<b>(47,940)</b>	<b>(120,550)</b>	<b>(72,610)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(3,179)</b>	<b>(47,940)</b>						

A/c Code	2021	Grounds Maintenance SLA				<b>Annual Budget</b>	36,000
Centre	170	Amenities				<b>Committed</b>	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					<b>Opening Balance</b>	<b>0.00</b>	
1	01/04/2024	109	Journal	Accrue NTC inv 3/04/24			2,902.08
1	09/04/2024	BACS	Cashbook	Grounds SLA M12 (23/24)		2,802.08	
2	14/05/2024	BACS	Cashbook	Grounds SLA M1		3,046.41	
4	09/07/2024	BACS	Cashbook	SLA M3		3,296.41	
4	24/07/2024	BACS	Cashbook	Grounds SLA M2		3,046.41	
6	25/09/2024	BACS	Cashbook	SLA (7831)		3,796.41	
7	09/10/2024	BACS	Cashbook	Grounds SLA M4		3,754.74	
7	29/10/2024	BACS	Cashbook	SLA M6		3,671.41	
8	13/11/2024	BACS	Cashbook	SLA M7		2,782.00	
					<b>Account Totals</b>	<b>26,195.87</b>	<b>2,902.08</b>
					<b>Centre Amenities</b>	<b>Net Balance Month 9</b>	<b>23,293.79</b>

A/c Code	4500	Tree Planting				<b>Annual Budget</b>	0
Centre	170	Amenities				<b>Committed</b>	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					<b>Opening Balance</b>	<b>0.00</b>	
1	09/04/2024	BACS	Cashbook	Oak posts for trees		533.00	
1	24/04/2024	BACS	Cashbook	Tree naming posts/dedication		525.00	
3	05/06/2024	BACS	Cashbook	Refreshments - tree planting		53.33	
					<b>Account Totals</b>	<b>1,111.33</b>	<b>0.00</b>
					<b>Centre Amenities</b>	<b>Net Balance Month 9</b>	<b>1,111.33</b>

A/c Code	4802	Annual RoSPA				<b>Annual Budget</b>	350
Centre	170	Amenities				<b>Committed</b>	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					<b>Opening Balance</b>	<b>0.00</b>	
1	24/04/2024	BACS	Cashbook	RoSPA Green Gates		415.00	
3	05/06/2024	BACS	Cashbook	Annual play area insp		352.00	
					<b>Account Totals</b>	<b>767.00</b>	<b>0.00</b>
					<b>Centre Amenities</b>	<b>Net Balance Month 9</b>	<b>767.00</b>

A/c Code	4804	Tree Works				<b>Annual Budget</b>	3,000
Centre	170	Amenities				<b>Committed</b>	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					<b>Opening Balance</b>	<b>0.00</b>	
1	01/04/2024	109	Journal	Creditor Hurst Joinery			533.00



A/c Code 4804 Tree Works

Centre 170 Amenities

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
1	24/04/2024	BACS	Cashbook	Fallen tree/memorial path	410.00		
4	24/07/2024	BACS	Cashbook	Cemetery trees	525.00		
Account <b>Tree Works</b>					<b>Account Totals</b>	<b>935.00</b>	<b>533.00</b>
Centre <b>Amenities</b>					<b>Net Balance Month 9</b>	<b>402.00</b>	

A/c Code 4805 Hob Hey Wood

Centre 170 Amenities

Annual Budget 3,000

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
7	21/10/2024	BACS	Cashbook	Hob Hey Calendar	537.00		
Account <b>Hob Hey Wood</b>					<b>Account Totals</b>	<b>537.00</b>	<b>0.00</b>
Centre <b>Amenities</b>					<b>Net Balance Month 9</b>	<b>537.00</b>	

A/c Code 4806 Defibrillator Maintenance

Centre 170 Amenities

Annual Budget 1,000

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
4	24/07/2024	BACS	Cashbook	Debit electrodes	49.95		
4	24/07/2024	BACS	Cashbook	Defib batteries x 2	507.50		
6	03/09/2024	BACS	Cashbook	Defib batteries	222.50		
8	13/11/2024	BACS	Cashbook	Defib adult pads	105.95		
Account <b>Defibrillator Maintenance</b>					<b>Account Totals</b>	<b>885.90</b>	<b>0.00</b>
Centre <b>Amenities</b>					<b>Net Balance Month 9</b>	<b>885.90</b>	

A/c Code 4808 Bulbs

Centre 170 Amenities

Annual Budget 600

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
7	21/10/2024	BACS	Cashbook	Daffodil bulbs	265.05		
8	13/11/2024	DD	Cashbook	Daffodil bulbs	290.87		
Account <b>Bulbs</b>					<b>Account Totals</b>	<b>555.92</b>	<b>0.00</b>
Centre <b>Amenities</b>					<b>Net Balance Month 9</b>	<b>555.92</b>	

A/c Code	4813	Additional grounds maint			Annual Budget	4,000
Centre	170	Amenities			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	24/04/2024	BACS	Cashbook	Bins x 2*	1,453.00	
1	24/04/2024	BACS	Cashbook	Bench works/Memorial car park	200.00	
1	24/04/2024	BACS	Cashbook	Remove Rotunda	575.00	
Account <b>Additional grounds maint</b>					Account Totals	2,228.00
Centre <b>Amenities</b>					Net Balance Month 9	2,228.00

A/c Code	4991	Memorial Path			Annual Budget	0
Centre	170	Amenities			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	09/04/2024	BACS	Cashbook	Memorial path fees	787.50	
4	24/07/2024	BACS	Cashbook	Memorial gate sign	35.00	
Account <b>Memorial Path</b>					Account Totals	822.50
Centre <b>Amenities</b>					Net Balance Month 9	822.50

A/c Code	4999	Ship Street Play Area			Annual Budget	1,000
Centre	170	Amenities			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
6	25/09/2024	BACS	Cashbook	Final invoice GGCP	1,004.60	
Account <b>Ship Street Play Area</b>					Account Totals	1,004.60
Centre <b>Amenities</b>					Net Balance Month 9	1,004.60

A/c Code	8000	Town Clock			Annual Budget	15,000
Centre	170	Amenities			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	24/04/2024	BACS	Cashbook	Town Clock deposit	3,873.00	
2	14/05/2024	BACS	Cashbook	TM Town Clock refurb	1,639.20	
2	14/05/2024	BACS	Cashbook	TM Town Clock refurb		1,639.20
2	14/05/2024	BACS	Cashbook	TM Town Clock refurb	1,366.00	
6	03/09/2024	BACS	Cashbook	Power to Town Clock (reufrb)	180.00	
6	09/09/2024	BACS	Cashbook	CUMBRIA CLOCK COMPANY	9,037.00	
6	25/09/2024	BACS	Cashbook	Town clock lane closure	1,876.00	

**A/c Code** 8000 Town Clock

**Centre** 170 Amenities

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	<b>Town Clock</b>			
				<b>Account Totals</b>	<b>17,971.20</b>	<b>1,639.20</b>
		Centre	<b>Amenities</b>			
				<b>Net Balance Month 9</b>	<b>16,332.00</b>	

## Amenities Committee Meeting – 11<sup>th</sup> December 2024

*Agenda item:* 6b

*Report by:* Jo O'Donoghue (Town Clerk)

*Report title:* Memorial Tree

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### Proposal

It is proposed to install a memorial tree as a community project. To finance this initiative, it is recommended that the Council allocate £20,000 into an earmarked reserve. This approach provides flexibility and avoids an immediate increase to the precept, allowing for public consultation to gauge community support for the project.

### Public Consultation

The earmarked reserve will enable the Council to conduct a public consultation to ascertain the level of support from residents for the memorial tree. This process is essential to ensure the project aligns with community preferences and priorities.

### Financial Considerations

If the consultation indicates a lack of support for the project, the reserved funds can be returned to general reserves. This ensures that the money remains available for alternative projects, safeguarding its use for community benefit.

### Procurement Requirements

In accordance with the Council's financial regulations, it will be necessary to obtain at least two additional quotations for the project. This will ensure compliance with procurement guidelines and provide a transparent and competitive process to achieve value for money.

### Conclusion

Allocating £20,000 into an earmarked reserve for the memorial tree allows the Council to proceed thoughtfully, ensuring public input shapes the decision. This approach minimises financial risk, maintains flexibility for alternative uses, and ensures procurement standards are upheld.