



Frodsham

TOWN COUNCIL

Minutes from the Annual Town Council Meeting held on 19th May 2025 at Forest Hills Hotel, Frodsham at 7pm

Attended by: Cllr J Critchley, Cllr R Drapeur, Cllr H Hayes (Chair), Cllr A Holman, Cllr R Lofts (Vice Chair), Cllr P Lowrie, Cllr J Moorcroft, Cllr M Nield, Cllr B Wade, Cllr G Wood & J O'Donoghue (Town Clerk)

Also attended by: 16 members of the public

ANNUAL TOWN COUNCIL MEETING MINUTES

1. Election of Chair

(a) To elect the Chair to serve until the Annual Meeting of the Council in May 2026

RESOLVED: Cllr Hayes was elected as Chair.

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

NOTED: The declaration was received.

2. Election of Vice Chair

(a) To elect the Vice Chair to serve until the Annual Meeting of the Council in May 2026

RESOLVED: Cllr Lofts was elected as Vice Chair.

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

NOTED: The declaration was received.

3. Apologies for absence

To approve apologies for absence

NOTED: Cllr Pennington did not attend the meeting and no apologies were received.

4. Public Open Forum

To invite members of the public to speak on items on the agenda.

NOTED:

- a) The Chair of the newly formed Pubwatch Scheme attended the meeting and reported the following:
- Currently, there is limited interaction between the pubs in Frodsham. One of the primary aims of the Pubwatch initiative is to improve communication and collaboration among local establishments.
 - Funding is required to support the purchase of 10 radios for 10 pubs in Frodsham. These radios would be linked to an app and the British Transport Police, at a total cost of £3,650, to help improve safety for both residents and pub staff.
 - Pubwatch will also be working in partnership with the CWAC licensing officer to ensure consistent standards across Frodsham's pubs.

- The next Pubwatch meeting is scheduled for Tuesday, 17th June.
It was agreed to add this item to a future Town Council agenda to consider the requested funding.

b) One member of the public raised a complaint regarding the VE Day commemoration events, specifically concerning the lack of communication about the events which took place.

c) The editor of Frodsham News attended the meeting to address concerns about inaccurate reporting in Issue 2, which led to the withdrawal of the printed edition and the release of a revised online version. It was noted that the Town Council has offered to provide a regular update to Frodsham News to help prevent future inaccuracies. The editor agreed to discuss this proposal with the editorial team.

d) A member of the public expressed that it was unacceptable for a newsletter that receives grant funding from Frodsham Town Council (FTC) to publish unverified or inaccurate information about FTC.

e) It was also noted that FTC should ensure that all information published on its website is proofread prior to publication to avoid further occurrences of the unfortunate publication.

5. Cheshire West & Chester Councillors

To receive a report.

NOTED: No report was received and no councillor was able to attend the meeting.

6. Chair report 2024-2025

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

NOTED: Cllr Hayes provided a report and was thanked for her services to the community over the past year.

7. Councillor resignation

(a) To note the resignation of Cllr Sumner.

NOTED

(b) To note that the vacancy notice will be issued shortly and CWAC Electoral Services have been informed.

NOTED

8. Annual finance report

To receive the report from J O'Donoghue (Town Clerk & RFO)

NOTED: The Town Clerk provided a report which was noted.

9. Declarations of interest

To note any declarations of interest.

NOTED: There were no declarations of interest.

10. Requests from the public to speak

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

Duplication of item 4 – not required

11. Schedule of meetings 2025-2026

To approve the schedule of meetings provided by the Clerk.

RESOLVED: The schedule of meetings was approved (APPENDIX A)

12.Appointment to committees

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

RESOLVED:

Committees	No places	Quorum	Members
Finance & General Purposes Committee	8	3	H Hayes, A Holman, P Lowrie, J Moorcroft, G Wood (5)
Amenities & Planning Committee	10	4	D Critchley, J Critchley, R Drapeur, H Hayes, A Holman, R Lofts, P Lowrie, M Neild, B Wade, G Wood (10)
Events Committee	8	3	H Hayes, A Holman, R Lofts, P Lowrie, J Moorcroft, B Wade (6)
Staffing Sub Committee	3	3	H Hayes, M Neild, B Wade (3)

13.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:

Brio Future Offer	R Lofts
Castle Park Trust	R Lofts
Cheshire Association of Local Councils	H Hayes
Frodsham Community Association	J Moorcroft
Frodsham Youth Association	H Hayes

Liverpool Airport Consultative Committee	G Wood
North Cheshire Rail Users Group	A Holman
PCC Parish & Town Council Meetings	H Hayes
Protos Community Benefit Fund	A Holman
Pubwatch	G Wood
Red Lion Bowling Club	M Nield
Weaver & Sandstone Cycle Forum	A Holman
Weaver Navigation Society	J Moorcroft
Wind Farm Community Liaison Committee	J Moorcroft

14. Year end internal audit 2024-2025

- (a) To note the year end internal audit report completed by JDH Business Services and included in the meeting pack.

NOTED

- (b) To note that the only issue identified in the report is that all contracts with a value over £5,000 must be published on the Council's website and that this has been actioned.

NOTED

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

NOTED

15. Annual Governance and Accountability Return 2024-2025 (AGAR)

- (a) To approve and sign Section 1 Annual Governance Statement 2024/2025

RESOLVED: Section 1 Annual Governance Statement 2024/2025 was approved and signed by the Chair.

- (b) To approve and sign Section 2 Accounting Statement 2024/2025 which has been signed by the Clerk prior to the meeting

RESOLVED: Section 2 Accounting Statement 2024/2025 which was signed by the Clerk prior to the meeting was approved and signed by the Chair.

16. Exercise of public rights

To agree that the period for the Exercise of Public Rights and the publication of the unaudited Annual Governance and Accountability Return will commence on Tuesday, 3rd June 2025, and end on Monday, 14th July 2025.

RESOLVED: It was agreed that the period for the Exercise of Public Rights and the publication of the unaudited Annual Governance and Accountability Return will commence on Tuesday, 3rd June 2025, and end on Monday, 14th July 2025.

17. Meeting minutes

To approve the minutes from the meeting held 24th March 2025

RESOLVED: The minutes were approved and signed.

18.Accounts

(a) To note that the precept of £301,646 was received on 7th April 2025.

NOTED

(b) To note that £290,000 was transferred from the Co-op Community account to the CCLA account on 14th April 2025.

NOTED

(c) To note that the balance on the Co-op Community account on 30th April 2025 was £28,599.08

NOTED

(d) To note that the balance on the CCLA account on 30th April 2025 was £559,427.31

NOTED

(e) To approve and sign Month 12 (2024-2025) finance report: <https://frodsham.gov.uk/wp-content/uploads/2025/04/Finance-Report-31-03-2025.pdf>

RESOLVED: The report was approved and signed.

(f) To approve and sign Month 1 (2025-2026) finance report included in the meeting pack.

RESOLVED: The report was approved and signed.

(g) To approve a councillor to check April/May 2025 bank statements against April/May 2025 bank reconciliation reports on a date to be agreed in June 2025.

RESOLVED: It was agreed to appoint Cllr Wood to carry out the checks

(h) To approve the following monthly direct debits for the 2025-26 financial year

Organisation	Purpose	Amount (GBP)
PENINSULA BUSINESS	HR SLA	£ 149.50
CHESHIRE WEST FUND	CPH Office rent	£ 510.00
TELECOMS (Prism)	Office phone/broadband	variable
CHESHIRE WEST	CPH Office rates	£ 132.00
PRISM BUSINESS DEV	IT SLA	£ 646.58
BAGNALL & MORRIS	Cemetery waste	£ 162.90
BRITISH GAS	Cemetery electricity	£ 23.59
HM LAND REGISTRY	Land searches	variable

RESOLVED: The monthly direct debits were approved

(i) To approve the following subscriptions for the 2025-26 financial year

Subscriptions	Amount
ChALC affiliation fee	£ 1,592.00

Annual subscription	£ 141.60
SLCC Membership fee	£ 383.00
NABMA annual subs	£ 384.00
ICO Annual fee	£ 35.00
Cheshire Community Action	£ 100.00
Frodsham Community Association	£ 15.00
Allotment Society	£ 55.00
ICCM	£ 100.00

RESOLVED: The subscriptions were approved

19.PCSO report

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

NOTED

20.Christmas Voucher Scheme

To note the report provided.

NOTED

21.Lease – Frodsham Town Council/Frodsham Youth Association/Frodsham Community Association

(a) To note the report provided by the Clerk

NOTED: It was noted that the solicitor representing Frodsham Youth Association has been in contact with FTC's solicitor and Heads of Terms have been discussed. Following these discussions, FTC's solicitor has made several recommendations that require consideration by Frodsham Town Council. In contrast, there has been no contact between the solicitor appointed by Frodsham Community Association and FTC's solicitor, despite multiple requests from FTC for engagement in order to resolve the matter.

(b) To agree actions to be taken as recommended in the report by FTC's solicitor

RESOLVED: It was agreed that the Town Clerk will prepare a full report for consideration at the next meeting of the Finance & General Purposes Committee, which has been granted delegated authority to respond in full to FTC's solicitor and to report its decision to the next Full Council meeting.

ACTION: JO

22.Frodsham News

(a) To note the matters raised in Issue 2 of Frodsham News, which is published by an independent group and partially supported by grant funding from Frodsham Town Council.

NOTED: The issues were noted during agenda item 4c.

(b) To consider the Clerk's offer to provide a regular article on behalf of Frodsham Town Council, in order to help prevent the publication of inaccurate information relating to the Council.

NOTED: The offer was noted during agenda item 4c.

23.Close of meeting

The meeting closed at 20:46

**APPENDIX A
SCHEDULE OF MEETINGS 2025-26**

2025-2026	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
ANNUAL TOWN MEETING @ 6.30	19												18
ANNUAL COUNCIL MEETING @ 7pm	19												18
FULL COUNCIL – 4 th Monday @ 7pm			28		29		24		26		30		
FULL COUNCIL – Budget setting @ 7pm									12				
AMENITIES & PLANNING – 2 nd Monday @ 7pm		9	14	11	8	13	10	8	12	9	9	13	11
EVENTS – 1 st Tuesday @ 7pm		3	1	5	2	7	4	2	6	3	3	7	5
FINANCE & GENERAL PURPOSES @ 7pm 4 th Monday		30		18 ¹		27		15 ¹		23		27	

¹ Moved back one week due to Bank Holiday