



Frodsham

TOWN COUNCIL

Full Council

28th July 2025

Meeting Pack

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Agenda		
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The following councillors are summoned to attend the Full Council Meeting: Cllr D Critchley, 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 F Pennington, Cllr B Wade, Cllr G Wood

Location: Gallery 1, Castle Park Arts Centre, Castle Park, Frodsham, WA6 6SE
Date: 28th July 2025 at 7pm

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

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

Dated: 23/07/2025

Meeting 2

1. Apologies and reasons for absence

To receive apologies and approve reasons for absence from members.

2. Declarations of interest

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

3. PCSO

To note the report from PCSO N Flanagan (*please note this will be made available as soon as it is received and will be added to the website under this agenda item*).

4. 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.

5. Cheshire West and Chester Councillors

To note the report from Cllr M Garvey and Cllr L Sumner.

6. Approval of minutes

To approve the minutes from the Annual Town Council Meeting held on 19th May 2025

7. Councillor vacancy

To note that: the current casual vacancy was notified to Democratic Services on 26th June 2025; the vacancy notice was published on 30th June 2025; FTC has been informed by CWAC that no election has been called by Waterside Ward electors; a co-option notice will be published following this meeting.

8. Finance

- (a) To approve the Finance Report for the period 1st June 2025 to 30th June 2025 which includes a Qtr1 summary report and commentary.
- (b) To note that the sum of all bank accounts as at 30th June 2025 was £554,935.
- (c) To note that Councillor Holman reviewed and signed the bank reconciliation against the bank statement and cashbook on 22nd July 2025.
- (d) To nominate a councillor to check and sign the bank reconciliation reports for month ending 31st July 2025.
- (e) To agree to rename budget code 5112 (Promoting Frodsham) to Civic Pride.

9. Budget review

- (a) To note that there are no material variances within budget items for the period 1st April 2025 to 30th

June 2025 in excess of £100 or 15% of the budget.

10. To receive policy updates from the Town Clerk

- (a) To resolve to adopt the Finance Regulations as amended by the Finance & General Purposes Committee at its meeting held on 30 June 2025. These amendments align with the model regulations issued by NALC in March 2025 (Section 5.4), reflecting updates required under the Procurement Act 2023 and the Procurement Regulations 2024.
- (b) To resolve to adopt the Standing Orders as recommended by the Finance & General Purposes Committee at its meeting held on 30 June 2025.
- (c) To note that the Finance & General Purposes Committee approved the policies on the recording of meetings under GDPR regulations at its meeting on 30th June 2025, and that these policies have been published on the website.
- (d) To approve the Safeguarding Policy 2025-2026.

11. Green Gates Community Park

- (e) To note that the Grounds Maintenance SLA contains provision for rotary mowing, strimming around trees, play equipment, and street furniture based on 14 scheduled visits. Litter bin emptying, site inspections, and litter picking is carried out weekly, based on 52 visits per year. There is no provision for any other maintenance.
- (f) To receive a verbal report from the Town Clerk following a site meeting held on 24th July 2025. The meeting was attended by Chris Shaw (Chief Officer, Northwich Town Council), Cllr Lofts, Cllr Holman, Cllr Wade, Cllr J Critchley, Cllr D Critchley and J O'Donoghue (Town Clerk). The purpose of the meeting was to discuss the ongoing maintenance of the play area, beyond routine grass cutting and waste disposal.
- (g) To agree action to be taken.

12. Art installation – Hob Hey Wood

To consider proposal from a local artist to install temporary art works in Hob Hey Wood and note that the Friends of Hob Hey Wood have no objections.

13. FTC/FYA/FCA lease update

- (a) To note that a meeting took place between Frodsham Youth Association and Frodsham Community Association and that the solicitor representing FYA is progressing any outstanding issues with the solicitor representing FCA.
- (b) To note that a copy of the current insurance document held by FCA has been requested in order to obtain a comparative quote from Zurich; however, it has not yet been received. FTC's solicitor has also requested a copy from FCA's solicitor, but this has likewise not been provided to date (23rd July 2025).
- (c) To consider any action to be taken.

14. Frodsham Solar

- (a) To note that the Planning Inspectorate (PINS), acting on behalf of the Secretary of State, has accepted the Development Consent Order (DCO) Application for Frodsham Solar.
- (b) To note that there is an update available on the project's website: [Frodsham-Solar Pre-Examination-Project-Update-Newsletter July-2025.pdf](#)
- (c) To note that Until 28 August 2025, the Frodsham Solar team is inviting members of the public and any interested stakeholders to consider whether they would like to submit a Relevant Representation to PINS. By submitting a Relevant Representation (a written summary of a person's views on the Application), the person (or organisation) will then become an 'Interested Party' to the Examination. Interested Parties will receive ongoing correspondence from PINS on how to get further involved and have the opportunity to submit detailed written representations and attend and participate in the Examination hearings.
- (d) To note that Members of the public have until 28 August 2025 to register as an Interested Party and

submit their Relevant Representation to PINS, via this link: <https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/EN010153/register/register-have-your-say>

(e) To agree any action to be taken

15. Governance Review

(f) To note the report provided by the Town Clerk.

(g) To consider requesting a Community Governance Review with the aim of reducing the number of Town Councillors from 16 to 12, and to note that Cllr Garvey has offered to assist with the process should the Council decide to proceed.

16. Pubwatch

(h) To receive a report from Cllr Wood.

(i) To agree any action to be taken.

17. Cheshire West & Chester Council Highways Volunteer Scheme

(j) To note the information report provided.

(k) To consider whether to enter into the Scheme and if so (a) appoint a Self-Help Officer and (b) who will attend an induction and programme of training, including health and safety training.

18. Close of Meeting

Councillor's Report to Frodsham Town Council



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Ward Councillors report to Frodsham Town Council 28th July 2025

This Report, although the first for a little while is brief. A lot of things have been happening but nothing, as yet with a significant or reportable outcome.

The carriageway repairs are beginning to have some noticeable impact although we are still some way from being in an ideal situation. We ask that if residents do experience or see carriageway defects they report them to Cheshire West and Chester Council (CWaC) using the 'Report It' app. The link is below.

[Report it | Cheshire West and Chester Council](#)

This can be used to report many other things such as a street light not working or a missed bin collection. If you experience any difficulties in using this or do not receive an appropriate response please let us or any of your Town Councillors know and we can chase up.

In this regards as CWaC Councillors we are working together with the Town Council in an initiative to restore pride in our Town. Over the coming weeks you will see Council Officers and Staff out and about doing some improvements to our Town, clearing rubbish, tidying up verges and making sure street signs are visible. However we will be looking for some volunteers to help in some other Community Projects.

In this regards we are pleased to say that Castle Park has had a full time gardener appointed. His name is Julian and he has already made a big difference. Say hello to him if you are in the Park. We also have a small volunteer group that works in the Park and if you have a little bit of time to help out please get in touch or visit our Facebook page

Friends of Castle Park Frodsham.

In recent weeks a couple of really fabulous events have been held, both in Castle Park the first being a 'Food and Drink' festival organised by, and for which we thank you, Frodsham Town Council. It was a great success and hopefully will become an annual event. The other was the annual Festival in the Park organised by Frodsham and Helsby Rotary, which incorporated the Downhill Run, an event arranged by the Frodsham Community Centre. The cost of the medical support was met through our Members Budgets and Mike awarded the medals – a great honour.

With this in mind in any Group or Organisation is looking for some small funds to support their work please get in touch and see if we can help.

Current issues and information regarding Frodsham

The Market Towns Regeneration Board has recently met following a period when, due to other factors, it has not been able to meet. A Report commissioned by CWaC as to how we can improve the footfall into our Town to ensure its continued viability has just been released. This will be discussed by the Regeneration Board at our next meeting and I would like to see the Board invite Frodsham Town Council to become active participants. The feasibility Study into the creation of a Community Hub located in one of the empty premises on Main Street is still being developed.

There has been accepted a preferred Developer for the vacant land adjacent to the Health Centre and whilst this remains confidential, even we do not know the details!!, more will be known following the presentation of a Report that is being placed before the CWaC Cabinet later this year. Then begins the process of community consultation and planning applications.

The Goods Shed at the train station has been placed on the open market for sale and so hopefully this will mean that this building will be taken back into use.

In respect of the Household Waste and Recycling Centre progress was delayed during the recent by-election but a planning application for improvements and the permanent location of the Centre at its present site will be submitted in the near future.

Concerns have been raised by the Local Plan consultation that is ongoing. It must be remembered that this is merely a consultation and many of the proposals are not even that, they are merely ideas and suggestions. We are considering holding a Town Meeting to discuss this and inviting a Planning Officer to that meeting. It may be worth a discussion with the Planning Sub-group.

A big thank you to all those who put forward areas of minor Highways works to be carried out across the Town. These included clearing encroaching grass and weeds onto the Highway, some low level tree pruning, the cleaning of road signs, fingerposts, street nameplates and bollards , and straightening and refixing of some signs. There were over

160 such tasks identified and these are now with Highways Officers. Some of these may form part of volunteer work we can do together.

Lucy, at a recent Overview and Scrutiny meeting brought up the issues of flooding in the Town, citing Ship Street and Castle Park as two examples. This leads us on to making some firm arrangements around a resilience plan for the Town in case of an emergency.

We also need to progress our discussions of the winter gritting plans and proposals so that we can be first in with the CWaC Highways Department.

Current issues and information regarding Borough

- Financial pressures

There are still significant financial pressure on the Authority particularly around social care provision. Some additional funds have been allocated to the Highways budget but as always it is never enough. There are two significant bridges in the Borough that require some immediate structural assessment and remedial work.



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



Frodsham
TOWN COUNCIL

Finance Report

As at 30th June 2025

Prepared by: J O'Donoghue (Town Clerk)

Dated: 23rd July 2025

Contents

1. Balance sheet
2. Management report
3. Cashbook report
4. Qtr 1 summary report

NOTES: All budget items remain on track for the first quarter of the year. The VAT claim for the period 1 April to 30 June was submitted on 10 July 2025, with a total claim amount of £5,415.81.

Signed.....

Dated.....

Minute ref.....

Detailed Balance Sheet - Excluding Stock Movement**Month 3 Date 01/07/2025**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control A/c	5,654	
200	Current Bank A/c Directplus	56,271	
210	Investment A/c CCLA	493,010	
	Total Current Assets		554,935
	<u>Represented by :-</u>		
300	Current Year Fund	286,695	
310	General Reserves	120,318	
331	EMR Cemetery extension	30,676	
332	EMR Elections	7,246	
333	EMR Play area repairs	20,000	
335	EMR Community Orchards	5,000	
336	EMR Replace Christmas Lights	15,000	
338	EMR Churchfields Safety Floor	17,000	
339	EMR Town Clocks	3,000	
340	EMR Memorial Tree	20,000	
341	EMR FTC Office	30,000	
	Total Equity		554,935

Initials:

Date:

Detailed Income & Expenditure by Budget Heading 01/07/2025

Month No: 4

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>100 Establishment</u>								
1076 Precept	0	301,646	301,646	0			100.0%	
1091 CCLA Interest Income	0	4,670	10,000	5,330			46.7%	
1990 Income - Other	0	63	0	(63)			0.0%	
Establishment :- Income	0	306,379	311,646	5,267			98.3%	0
4000 Staff Salaries (net)	0	12,298	53,000	40,702		40,702	23.2%	
4030 PAYE and NI	0	3,074	17,000	13,926		13,926	18.1%	
4040 Pension	0	4,654	21,000	16,346		16,346	22.2%	
4060 Expenses - Staff	0	150	1,000	850		850	15.0%	
4070 Training - Staff	0	0	1,000	1,000		1,000	0.0%	
4110 Bank Charges	0	25	100	75		75	25.0%	
4120 Audit Fees	0	(768)	2,000	2,768		2,768	(38.4%)	
4130 Professional Fees (Legal)	0	0	2,500	2,500		2,500	0.0%	
4131 Professional Fees (Accountant)	0	(589)	2,000	2,589		2,589	(29.4%)	
4140 Subscriptions & Memberships	0	2,506	2,700	194		194	92.8%	
4150 Insurance	0	2,718	4,000	1,282		1,282	68.0%	
4160 Stationery	0	0	500	500		500	0.0%	
4170 Postage	0	40	600	560		560	6.7%	
4180 Telephone & Broadband	0	471	1,200	729		729	39.3%	
4190 Photocopier	0	158	600	442		442	26.4%	
4200 Website	0	300	1,300	1,000		1,000	23.1%	
4210 IT	0	1,616	5,000	3,384		3,384	32.3%	
4212 Office Equipment	0	0	1,000	1,000		1,000	0.0%	
4213 Office Cleaning	0	471	2,284	1,813		1,813	20.6%	
4240 Rent	0	1,275	6,000	4,725		4,725	21.3%	
4250 CPH Rates	0	398	1,000	602		602	39.8%	
4270 Advertising	0	0	100	100		100	0.0%	
4400 Professional Fees (HR)	0	374	1,500	1,126		1,126	24.9%	
4420 Xmas Lights	0	372	0	(372)		(372)	0.0%	
4511 Storage Facility	0	77	1,000	924		924	7.7%	
Establishment :- Indirect Expenditure	0	29,620	128,384	98,764	0	98,764	23.1%	0
Net Income over Expenditure	0	276,759	183,262	(93,497)				
<u>101 Civic & Democratic</u>								
4080 Chairman's Allowance	0	0	500	500		500	0.0%	
4090 Training - Councillor	0	0	1,000	1,000		1,000	0.0%	
4260 Public Consultations	0	0	2,000	2,000		2,000	0.0%	
4823 Room hire	0	91	2,000	1,909		1,909	4.5%	
4824 Joint Surgery (CWAC)	0	0	1,000	1,000		1,000	0.0%	
Civic & Democratic :- Indirect Expenditure	0	91	6,500	6,409	0	6,409	1.4%	0
Net Expenditure	0	(91)	(6,500)	(6,409)				

Initials:

Date:

Detailed Income & Expenditure by Budget Heading 01/07/2025

Month No: 4

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>107 Discretionary Expenditure</u>								
4220 Grant Scheme	0	0	7,500	7,500		7,500	0.0%	
4513 Christmas vouchers	0	0	20,000	20,000		20,000	0.0%	
4519 Frodsham Youth Association	0	0	15,000	15,000		15,000	0.0%	
4730 Christmas Festival	0	0	15,000	15,000		15,000	0.0%	
5112 Promoting Frodsham	0	0	10,000	10,000		10,000	0.0%	
8010 Freedom of Frodsham	0	250	500	250		250	50.0%	
Discretionary Expenditure :- Indirect Expenditure	0	250	68,000	67,750	0	67,750	0.4%	0
Net Expenditure	0	(250)	(68,000)	(67,750)				
<u>130 Cemetery</u>								
1300 Burial Fees Income	0	8,430	20,000	11,570			42.1%	
1301 Memorial Income	0	240	0	(240)			0.0%	
Cemetery :- Income	0	8,670	20,000	11,330			43.4%	0
4140 Subscriptions & Memberships	0	105	100	(5)		(5)	105.0%	
4210 IT	0	0	500	500		500	0.0%	
4250 CPH Rates	0	0	1,607	1,607		1,607	0.0%	
4320 Maintenance	0	0	1,200	1,200		1,200	0.0%	
4550 Plaques & Memorials	0	0	500	500		500	0.0%	
4560 Waste Removal	0	359	1,080	721		721	33.3%	
4600 Utilities	0	167	1,000	833		833	16.7%	
4990 Sundries	0	190	0	(190)		(190)	0.0%	
Cemetery :- Indirect Expenditure	0	821	5,987	5,166	0	5,166	13.7%	0
Net Income over Expenditure	0	7,849	14,013	6,164				
<u>135 Allotments</u>								
1410 Allotment Income	0	632	0	(632)			0.0%	
Allotments :- Income	0	632	0	(632)				0
4140 Subscriptions & Memberships	0	0	55	55		55	0.0%	
4320 Maintenance	0	0	300	300		300	0.0%	
4600 Utilities	0	14	120	106		106	11.6%	
4990 Sundries	0	9	0	(9)		(9)	0.0%	
Allotments :- Indirect Expenditure	0	23	475	452	0	452	4.8%	0
Net Income over Expenditure	0	609	(475)	(1,084)				

Initials:

Date:

Detailed Income & Expenditure by Budget Heading 01/07/2025

Month No: 4

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>140 Events</u>								
4700 Town Meetings	0	0	200	200		200	0.0%	
4710 Festival of Walks	0	0	2,000	2,000		2,000	0.0%	
4720 Remembrance Day	0	0	100	100		100	0.0%	
4722 Halloween	0	0	2,000	2,000		2,000	0.0%	
4723 Christmas Lights	0	0	2,000	2,000		2,000	0.0%	
4731 Care in the Community	0	0	400	400		400	0.0%	
4734 VE-Day 2025	0	1,317	3,000	1,683		1,683	43.9%	
4737 Easter Trail	0	1,228	2,500	1,272		1,272	49.1%	
4738 Food & Drink Festival (June)	0	2,229	3,000	771		771	74.3%	
4739 Frodsham Festival 2025	0	0	20,000	20,000		20,000	0.0%	
4741 Event for Volunteers	0	0	5,000	5,000		5,000	0.0%	
Events :- Indirect Expenditure	0	4,774	40,200	35,426	0	35,426	11.9%	0
Net Expenditure	0	(4,774)	(40,200)	(35,426)				
<u>170 Amenities</u>								
1100 Grants & Donation Received	0	1,370	0	(1,370)			0.0%	
Amenities :- Income	0	1,370	0	(1,370)				0
2021 Grounds Maintenance SLA	0	6,184	36,000	29,816		29,816	17.2%	
4514 Winter Gritting	0	0	3,000	3,000		3,000	0.0%	
4516 War Memorial Maintenance	0	0	1,000	1,000		1,000	0.0%	
4517 CCTV	0	5,000	5,500	500		500	90.9%	
4760 Play areas add works	0	0	4,000	4,000		4,000	0.0%	
4802 Annual RoSPA	0	0	350	350		350	0.0%	
4804 Tree Works	0	0	3,000	3,000		3,000	0.0%	
4805 Hob Hey Wood	0	1,549	3,000	1,451		1,451	51.6%	
4806 Defibrillator Maintenance	0	925	1,000	76		76	92.5%	
4808 Daffodil Bulbs	0	0	600	600		600	0.0%	
4809 Rent & Rates	0	1,100	1,100	0		0	100.0%	
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	4,570	4,000	(570)		(570)	114.3%	
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	450	6,000	5,550		5,550	7.5%	
4817 Climate Action	0	0	5,000	5,000		5,000	0.0%	
4819 Accessible Play Equipment	0	0	5,000	5,000		5,000	0.0%	
4999 Ship Street Play Area	0	0	350	350		350	0.0%	
Amenities :- Indirect Expenditure	0	19,778	83,400	63,622	0	63,622	23.7%	0
Net Income over Expenditure	0	(18,407)	(83,400)	(64,993)				

Initials:

Date:

Detailed Income & Expenditure by Budget Heading 01/07/2025

Month No: 4

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
Grand Totals:- Income	0	317,051	331,646	14,595			95.6%	
Expenditure	0	55,356	332,946	277,590	0	277,590	16.6%	
Net Income over Expenditure	<u>0</u>	<u>261,695</u>	<u>(1,300)</u>	<u>(262,995)</u>				
Movement to/(from) Gen Reserve	<u>0</u>	<u>261,695</u>	<u>(1,300)</u>	<u>(262,995)</u>				

Initials:

Date:

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		11,511.73					11,511.73	
	Banked: 05/06/2025	20,000.00						
TRANS M3	Investment A/c CCLA	20,000.00			210		20,000.00	Working capital
	Banked: 05/06/2025	20,000.00						
TRANSM3	Investment A/c CCLA	20,000.00			210		20,000.00	Operating capital
T3594	Banked: 09/06/2025	45.00						
T3594	2025-3A	45.00			1410	135	45.00	Allotment fee
T3595	Banked: 09/06/2025	45.00						
T3595	2025-06	45.00			1410	135	45.00	Allotment fee
T3596	Banked: 09/06/2025	45.00						
T3596	2025-05	45.00			1410	135	45.00	Allotment fee
T3598	Banked: 09/06/2025	45.00						
T3598	2025-04	45.00			1410	135	45.00	Allotment fee
T3599	Banked: 09/06/2025	45.00						
T3599	2025-6B	45.00			1410	135	45.00	Allotment fee
T3593	Banked: 09/06/2025	63.92						
T3593	2025-11	63.92			1410	135	63.92	Allotment fee
T3597	Banked: 09/06/2025	63.92						
T3597	2025-14	63.92			1410	135	63.92	Allotment fee
T3600	Banked: 10/06/2025	63.93						
T3600	AD013	63.93			1410	135	63.93	Allotment fee
T3602	Banked: 10/06/2025	220.00						
T3602	DT Turner	220.00			1300	130	220.00	Burial fees
T3601	Banked: 10/06/2025	45.00						
T3601	2025-03	45.00			1410	135	45.00	Allotment fee
T3606	Banked: 12/06/2025	48.49						
T3606	My Post Shop	48.49			1990	100	48.49	Stamp payment returned
T3605	Banked: 12/06/2025	45.00						
T3605	2025-4	45.00			1410	135	45.00	Allotment fee
T3592	Banked: 13/06/2025	2,935.00						
T3592	Dignity FD	2,935.00			1300	130	2,935.00	Burial
T3607	Banked: 16/06/2025	45.00						
T3607	2025-1	45.00			1410	135	45.00	Allotment fee
T3603	Banked: 16/06/2025	240.00						
T3603	DT Turner FD	240.00			1300	130	240.00	Burial
T3608	Banked: 20/06/2025	2,825.00						
T3608	Jacqueline Wilson	2,825.00			1300	130	2,825.00	Burial
	Banked: 26/06/2025	50,000.00						

Initials:

Date:

Receipts for Month 3**Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
TR26/06/25	Investment A/c CCLA	50,000.00			210		50,000.00	Working capital
	Banked: 26/06/2025	50,000.00						
TRANS03	Investment A/c CCLA	50,000.00			210		50,000.00	Operating capital
T3611	Banked: 27/06/2025	45.00						
T3611	2025-8-Pennington	45.00			1410	135	45.00	Allotment fee
T3612	Banked: 28/06/2025	34.97						
T3612	2025-10	34.97			1410	135	34.97	Allotment fee
T3613	Banked: 30/06/2025	110.00						
T3613	DT Turner	110.00			1300	130	110.00	Burial fees
Total Receipts for Month		147,010.23	0.00	0.00			147,010.23	
Cashbook Totals		<u>158,521.96</u>	<u>0.00</u>	<u>0.00</u>			<u>158,521.96</u>	

Initials:

Date:

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/06/2025	CWAC	DD	132.00			4250	100	132.00	CPH rates M2
02/06/2025	Prism Ltd	DD	188.58		31.43	4180	100	157.15	Telecoms M2
02/06/2025	CWAC	DD	510.00		85.00	4240	100	425.00	CPH rent M3
05/06/2025	Investment A/c CCLA	TRANSM3	20,000.00			210		20,000.00	Duplicate transfer
12/06/2025	The White Marquee Co Ltd	BACS	1,390.80		231.80	4738	140	1,159.00	Marquee hire
12/06/2025	Allotment holder	BACS	8.89			4990	135	8.89	Key box repairs
12/06/2025	My Post Shop	BACS	48.49		8.08	4170	100	40.41	Postage stamps
12/06/2025	Soundcloud	BACS	72.00		12.00	4200	100	60.00	Jo O'Donoghue (reimb)
12/06/2025	Rabbit Digital	BACS	120.00			4200	100	120.00	Website SLA M2
12/06/2025	Private and Industrial Cleanin	BACS	188.34		31.39	4213	100	156.95	Office cleaning M1
12/06/2025	Private and Industrial Cleanin	BACS	188.34		31.39	4213	100	156.95	Office cleaning M2
12/06/2025	Private and Industrial Cleanin	BACS	188.34		31.39	4213	100	156.95	Office cleaning M3
12/06/2025	DT Turner	BACS	190.00			4990	130	190.00	Refund O/P burial fees
12/06/2025	H Hayes	BACS	31.97			4734	140	31.97	VE Day items
12/06/2025	H Hayes	BACS	250.00			8010	107	250.00	Voucher for FoF
12/06/2025	Not Just Bathbombs	BACS	300.00			4738	140	300.00	Circus acts (F&DF)
12/06/2025	Countyloos	BACS	924.00		154.00	4738	140	770.00	Countyloos
12/06/2025	Northwich Town Council	BACS	1,380.00		230.00	4813	170	1,150.00	Wildflower restoration
12/06/2025	Northwich Town Council	BACS	1,644.19		274.03	4813	170	1,370.16	Trees (Mersey F Grant)
12/06/2025	Northwich Town Council	BACS	1,668.00		278.00	4805	170	1,390.00	Hob Hey (11/11/24/7)
12/06/2025	Northwich Town Council	BACS	2,576.40		429.40	2021	170	2,147.00	Grounds SLA M12
12/06/2025	Northwich Town Council	BACS	3,554.20		592.37	2021	170	2,961.83	Grounds SLA M1
12/06/2025	Northwich Town Council	BACS	3,866.20		644.37	2021	170	3,221.83	Grounds SLA M2 + £260 water
12/06/2025	CWAC	BACS	6,000.00		1,000.00	4517	170	5,000.00	Town Centre CCTV SLA
12/06/2025	B & M Waste Services	BACS	130.32		21.72	4560	130	108.60	Cemetery waste
13/06/2025	PENINSULA	DD	149.50		24.92	4400	100	124.58	HR SLA M3
13/06/2025	ICO	DD	47.00			4140	100	47.00	Annual fee
13/06/2025	Staff salaries	BACS	4,199.80			4000	100	4,199.80	Staff salaries
13/06/2025	Cheshire Pensions	BACS	1,601.98			4040	100	1,601.98	Staff pensions
19/06/2025	British Gas	DD	22.72			4600	130	22.72	Electric cemetery
25/06/2025	Prism Ltd	DD	646.58		107.76	4210	100	538.82	IT SLA M4
26/06/2025	Waterplus	DD	32.48			4600	130	32.48	Cemetery water
26/06/2025	Investment A/c CCLA	TRANS03	50,000.00			210		50,000.00	Duplicate Transfer
Total Payments for Month			102,251.12	0.00	4,219.05			98,032.07	
Balance Carried Fwd			56,270.84						
Cashbook Totals			158,521.96	0.00	4,219.05			154,302.91	

Initials:

Date:

Summary Income & Expenditure by Budget Heading 01/07/2025

Month No: 4

Qtr 1 Summary Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Establishment							
	Income	0	306,379	311,646	5,267			98.3%
	Expenditure	0	29,620	128,384	98,764		98,764	23.1%
	Net Income over Expenditure	0	276,759	183,262	(93,497)			
	plus Transfer from EMR	0	0	0	0			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	0	276,759	183,262	(93,497)			
101	Civic & Democratic							
	Expenditure	0	91	6,500	6,409		6,409	1.4%
107	Discretionary Expenditure							
	Expenditure	0	250	68,000	67,750		67,750	0.4%
130	Cemetery							
	Income	0	8,670	20,000	11,330			43.4%
	Expenditure	0	821	5,987	5,166		5,166	13.7%
	Net Income over Expenditure	0	7,849	14,013	6,164			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	0	7,849	14,013	6,164			
135	Allotments							
	Income	0	632	0	(632)			0.0%
	Expenditure	0	23	475	452		452	4.8%
	Movement to/(from) Gen Reserve	0	609					
140	Events							
	Expenditure	0	4,774	40,200	35,426		35,426	11.9%
	plus Transfer from EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	0	(4,774)	(40,200)	(35,426)			
170	Amenities							
	Income	0	1,370	0	(1,370)			0.0%
	Expenditure	0	19,778	83,400	63,622		63,622	23.7%
	Net Income over Expenditure	0	(18,407)	(83,400)	(64,993)			
	plus Transfer from EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	0	(18,407)	(83,400)	(64,993)			
Grand Totals:- Income		0	317,051	331,646	14,595			95.6%
Expenditure		0	55,356	332,946	277,590	0	277,590	16.6%
Net Income over Expenditure		0	261,695	(1,300)	(262,995)			
plus Transfer from EMR		0	0	0	0			
less Transfer to EMR		0	0	0	0			
Movement to/(from) Gen Reserve		0	261,695	(1,300)	(262,995)			

Initials:

Date:

Safeguarding Policy

Adopted on:

Minute Reference:

Review Date:

1. Purpose

This policy outlines the responsibilities of Frodsham Town Council in protecting and promoting the welfare of children, young people, and adults at risk. It applies to all employees, councillors, volunteers, contractors, and partners who may encounter vulnerable individuals through their work with the council.

2. Scope

This policy covers:

- Children and young people under the age of 18.
- Adults at risk (aged 18 or over) who may need care and support due to age, disability, mental or physical illness, or who may be unable to protect themselves from harm or exploitation.

3. Policy Statement

Frodsham Town Council believes that all individuals, regardless of age, gender, ability, race, religion, or sexual orientation, have the right to live free from harm, abuse, and exploitation.

The Council is committed to:

- Promoting the welfare of children and vulnerable adults.
- Ensuring robust safeguarding practices in its services and events.
- Responding promptly and appropriately to safeguarding concerns.

4. Legal Framework

This policy is guided by:

- Children Act 1989 and 2004
- Working Together to Safeguard Children (2018)
- The Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018 and UK GDPR

5. Responsibilities

5.1 The Council Will:

- Appoint the Town Clerk as the Designated Safeguarding Lead (DSL)
- Provide safeguarding training for staff, councillors, and volunteers.
- Maintain clear procedures for reporting safeguarding concerns.
- Work in partnership with local safeguarding boards and statutory services.

5.2 Councillors, Staff, Volunteers and Contractors Must:

- Understand and follow this policy and related procedures.
- Attend safeguarding training where relevant.
- Immediately report any safeguarding concerns to the DSL.

6. Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Receiving and recording safeguarding concerns.
- Liaising with external agencies such as police or social services.
- Supporting and advising staff and volunteers.
- Keeping records securely and confidentially.

DSL: Jo O'Donoghue, Town Clerk, townclerk@frodsham.gov.uk

7. Recognising Abuse

Abuse can take many forms, including:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Financial or material abuse (particularly for adults at risk)
- Discriminatory abuse
- Domestic abuse
- Modern slavery

All concerns, regardless of how minor they may seem, should be reported.

8. Reporting a Concern

- Report any concerns immediately to the DSL.
- In an emergency or if a crime is in progress, contact the police on 999.
- Concerns can also be reported to local safeguarding partners:
 - **Children:** Integrated Access and Referral Team (i-ART) on 0300 123 7047. If you have an urgent concern outside of their office hours (8:30am to 5pm

Monday to Thursday, and 8:30am to 4:30pm on Friday), you should contact the Emergency Duty Team on 01244 977277

- **Adults:** Adult Social Care Portal on 0300 123 7034. If you have an urgent concern outside of their office hours (8:30am to 5pm Monday to Thursday, and 8:30am to 4:30pm on Friday), you should contact the Emergency Duty Team on 01244 977277.

9. Confidentiality and Information Sharing

All information relating to safeguarding will be:

- Treated confidentially.
- Only shared with appropriate agencies on a need-to-know basis.

10. Safer Recruitment

The council will:

- Carry out appropriate background checks (DBS) for roles involving contact with vulnerable groups.
- Use safer recruitment practices in all hiring and volunteer appointments.

11. Training

The council will ensure that:

- The DSL receives regular safeguarding training.
- Staff, councillors, and volunteers receive appropriate awareness training.

12. Monitoring and Review

This policy will be:

- Reviewed annually or in response to changes in legislation.
- Updated as needed to reflect best practice and guidance.

Lydia O'Hara Hob Hey Woods Proposal

"Into the Woods" is a series of 4 free hanging oil on fabric paintings. Each is a portrait of a mother with her baby who was born during the COVID-19 pandemic, including a self portrait of the artist and her first born. During this time new parents were only allowed to connect with each other socially distanced in green spaces. Hob Hey Woods was one of those green spaces for Lydia and it became a sanctuary offering relief from worry and anxiety.

To reflect the feelings of isolation experienced by new parents during the Pandemic, and ways people found to support each other even from a distance, Lydia would like to temporarily hang this series of paintings in Hob Hey Woods. The paintings will be hung socially distanced from one another, allowing nature to interact with them and leave her mark on them in the same way we had to weather the trials that presented themselves to us at that time. Hanging them in Hob Hey Woods will be a very special experience, rounding a circle and leaving a temporary monument to a difficult experience, honouring all the new parents who had to go through the transformative experience of bringing life into the world at a time where "the village" that it takes to raise a child was not able to support them.

Logistical Considerations

- The paintings are light weight so will be able to hang from tree branches using materials that ensure no damage is caused to the trees or surrounding wildlife.
- Ideally paintings will remain in situ for up to 4 weeks. However this will depend on their condition over the course of this time. Lydia will check on the paintings twice per week and make herself known in the Hob Hey friends Facebook group so that other walkers can get in touch if they notice significant deterioration that requires their removal.
- Lydia accepts the possibility for the paintings to become damaged beyond repair either by nature or anti-social behaviour. This is all part of the work for her.
- Lydia has her own Public Liability Insurance, evidence of which can be provided. Paintings will be installed securely high enough not to block paths or create risks to the public.

About Lydia O'Hara

Lydia O'Hara is a multidisciplinary artist based in Helsby whose practice is concerned with embodied cognition, unconscious processes, and how we understand our worlds through our bodies. She has examined this through various lenses including mental health, play, womanhood, collective consciousness, and motherhood. Her work has taken many forms, including moving image, performance, painting, participatory art, and music. Lydia often collaborates with marginalised voices, and aims to ensure that her work resonates with the lived experiences of everyday people.

Website: lydiaohara.wordpress.com

Instagram: [@lydiaoharaartist](https://www.instagram.com/lydiaoharaartist)

Images of the Paintings



Report Title: Governance Review – to reduce the number of Town Councillors from 16 to 12

Meeting Date: 28th July 2025

Report by: Jo O'Donoghue (Town Clerk)

1. Introduction

This report outlines the necessary steps and considerations for undertaking a governance review to reduce the number of elected members on a Town Council from 16 to 12. Such a review ensures the council structure remains effective, representative, and aligned with the needs of the local community.

2. Purpose of the Governance Review

The main purpose of the review is to assess whether the current number of councillors (16) remains appropriate given the town's population, governance effectiveness, and representation needs. The objective is to determine whether a reduction to 12 councillors would result in more efficient and streamlined local governance.

3. Legislative Framework

The governance review must comply with:

- **The Local Government and Public Involvement in Health Act 2007**
- **Guidance issued by the Local Government Boundary Commission for England (LGBCE)**
- **The Local Government Act 1972** (for parish and town councils)

These regulations set out how and when governance reviews can be initiated, the consultation requirements, and the process for implementing changes.

4. Initiating the Review

The process may be initiated in one of the following ways:

- A resolution of the principal authority (district or unitary council)
- A valid community petition (signed by a required percentage of local electors)
- A request from the Town Council to the principal authority

For this review, it is assumed that the Town Council is requesting a review via the principal authority.

5. Key Stages of the Governance Review

a) Terms of Reference

The principal authority drafts Terms of Reference (ToR) for the review. The ToR should include:

- The purpose and scope of the review
- The rationale for reducing the number of councillors
- Timelines and consultation arrangements

b) Consultation

Public consultation is a key requirement. This typically includes:

- Consulting local electors
- Seeking views of local community groups, businesses, and stakeholders
- Ensuring a minimum consultation period (usually 6–12 weeks)

Methods may include:

- Online surveys
- Public meetings
- Notices in local media and council buildings

c) Assessment and Analysis

The principal authority analyses the responses, population data, and electoral equality to determine whether the proposed change is justified.

d) Draft Recommendations

Based on the evidence, draft recommendations are published. These will:

- Propose reducing the number of councillors from 16 to 12
- Justify the proposal in terms of improved governance and representation

e) Further Consultation

A second phase of consultation is typically held on the draft recommendations. This allows for public feedback on the specific proposal.

f) Final Recommendations

Following consultation, final recommendations are prepared and submitted to the full council of the principal authority for approval.

6. Implementation

If approved, the principal authority will make a Reorganisation of Community Governance Order to bring the changes into effect. This will:

- Define the new number of councillors (12)
 - Set out transitional arrangements
 - Take effect at the next ordinary election of the Town Council
-

7. Considerations and Risks

a) Democratic Representation

A balance must be struck between efficient governance and fair representation. Reducing councillors may increase workloads or affect ward representation.

b) Public Opinion

Significant opposition during consultation can impact the legitimacy or acceptance of the change.

c) Legal Challenges

A robust, transparent process helps avoid challenges based on procedural grounds.

8. Timeline (Example)

Stage	Timeframe
Draft Terms of Reference	Month 1
Public Consultation (Stage 1)	Months 2–3
Draft Recommendations	Month 4
Public Consultation (Stage 2)	Month 5
Final Recommendations	Month 6
Decision by Principal Authority	Month 7
Implementation (via Order)	Prior to next election

9. Conclusion

Reducing the number of councillors on a Town Council from 16 to 12 requires a carefully planned and legally compliant governance review process. Through transparent consultation and sound analysis, the review can ensure any changes reflect the needs of the local community while enhancing council effectiveness.

10. Financial Considerations

The cost of the governance review, including all associated public consultations, administrative tasks, and legal work, is the responsibility of the principal authority (district, borough, or unitary council) conducting the review. This includes:

- Preparing and publishing Terms of Reference
- Organising and analysing public consultations
- Drafting and enacting the Reorganisation Order

Frodsham Town Council is not expected to bear the costs of the review, though it may choose to support the process with non-financial resources (such as use of premises or staff input). Local residents are not charged for participating in the review.

It is the duty of the principal authority to fund and facilitate the process as part of its legal obligation to ensure effective community governance.



Cheshire West & Chester Council Highways Volunteer Self-Help Scheme

1. Introduction

Highways Volunteer Self-Help initiative will be developed in partnership with Town and Parish Councils across the borough in response to demands to be allowed to do more to improve the look and feel of their communities by undertaking minor maintenance activities that Cheshire West and Chester Highways are no longer able to deliver or are not able to deliver to a standard communities would like.

The limitations on local authority budgets means that CW&C must prioritise its funding and focus on maintaining a safe network for all users. As a result, we are not able to carry out the extra work which Town and Parish Councils would like in order to maintain and improve the aesthetic value of their areas.

Our aim is to be clear about the services which we can and cannot provide and to enable communities to make informed decisions regarding whether they would like to get involved in Highways Volunteer Self-Help Scheme. Works on the live carriageway (open to traffic) should only be carried out by contractors who hold the necessary qualifications. Volunteers should not carry out works on the live carriageway. We will allow and enable work alongside the highway, where it is deemed safe to do so.

This guide has been designed to provide simple guidance to volunteers working alongside the highway. It provides guidance to help ensure all volunteers remain safe whilst helping improve the local highways.

This guide is not fully comprehensive, individuals are responsible for their own safety and ensuring any tasks they undertake are within their own capability and skill set. Safety is paramount for anyone working on or near the highway – if in doubt, STOP, and seek advice.

2. Who is it aimed at?

This option enables Town and Parish Councils to utilise community volunteers to undertake work on the highway. Town and Parish councils will be responsible for ensuring there is somebody suitably trained and qualified to supervise volunteers and ensure that work is undertaken in accordance with the legal requirements of working on the highway. Cheshire West and Chester will provide the relevant training for 'lead' volunteers.

3. What will Cheshire West and Chester Council Provide?

The Parish/Town Council will be expected to sign up to a Highways Volunteer Self-help agreement with Cheshire West and Chester Council, and in return the Council will provide a number of things including Public Liability Insurance and where possible PPE and equipment such as buckets, shovels, brushes etc
For full details please review the agreement.

4. How do you get Involved?

Now that you understand the Community Self-Help option is available to you, all you need to do is follow these next steps:

1. As a Town or Parish Council, consider the types of work you'd like to carry out.
2. Any enquiries about this scheme to highways@cheshirewest.gov.uk along with any helpful supplementary documentation such as location plans, training requirements PPE etc.

We will aim to acknowledge any email requests/submissions within 10 working days of receipt. This may be with a proposed 'way forward', or to request further information. Once you've expressed an interest in getting involved with Community Self-Help, we will happily work with you to ensure your application is signed off and plan your chosen maintenance activities appropriately. This will include making decisions regarding volunteer training, the provision of PPE and equipment.

5. What kind of maintenance can be carried out?

5.1 Vegetation works:

- Overhanging vegetation

Trimming back overhanging vegetation can help passage along the highway (Including public rights of way) and tidy up an overgrown area.

During March to August, special care must be taken to not disturb nesting birds avoid impact to nesting birds and infringement of the Wildlife and Countryside Act 1981 and breaching the European Habitats Directive 1992/Nesting Birds Directive. Check areas of vegetation for nests before cutting, particularly amongst dense scrub and ivy. Start lightly so if a nest is discovered, it can be left undisturbed.

From September to December, avoid cutting fruit and berry bearing branches unless absolutely necessary.

It is also important to ensure that any vegetation belongs to CW&C and is not privately owned, please check if you are unsure. Things such as conifers are likely to be private, and hence should not be cut by volunteers without permission of the householder. Areas such as this can be emailed to: highways@cheshirewest.gov.uk, with a photo and a good location, and the local area team can deal with the overgrown private vegetation.

- Brambles & weeds

Check no fences or wire cables within the vegetation before you start work.
Beware of 'flying' debris as you undertake the works.

Avoid 'wildflowers' – wait to the end of season, unless it is a safety issue.
Ensure arisings don't block the highway – think about where to store them safely. Hoe or use a stiff brush on weeds. Look out for litter and sharps.

- General tree trimming

Trimming of most highway trees, in order to allow passage along the footway can be approved. Branches can be cut up to a maximum of 50mm in diameter. **It is important first of all to establish and ensure it is a Council owned tree – you must contact us.**

It is important to cut the branches in such a manner as to reduce the risk of infection to the tree. Prior to cutting any branches, consider the size of the branch, and the likely weight of it. Plan where it is likely to fall down and ensure that a safe area is identified. Do not stand underneath the branch to cut it and be aware of the wind direction to avoid getting particles in your eyes. Consider cutting the branch into smaller chunks if it is very long.

When undertaking pruning of a tree, it is important to cut near the shoulder of the trunk and branch. Where a branch is heavy, it is advisable to first make an undercut and then cut down from the top of the branch to avoid splitting the branch or trunk.

- Epicormic growth

Is the annual growth that occurs on the lower part of the main trunk of the tree. The growth can block the footway and occurs mostly between May and August. Volunteers may trim this new growth but must ensure that it is as close to the main trunk as possible. Growth can be cut up to 2m in height, to ensure clear passage along the highway.

5.2 Siding out footways:

Ensure no cables are located high in the verge. Kick back the edge of the verge to find the original path edge – a concrete or wooden edging strip is usually there indicating the edge of the footway. You must consider where to place the dugout grass – potentially further back into a woody area or removed from site so as not to cause a further hazard. Use straight lines to edge out the footway.

5.3 Sign and Bollard cleaning

Cleaning signs and bollards can be undertaken with water and soft brushes or sponges, very small amounts of household cleaner (e.g., washing up liquid) can be used if necessary. It is important not to overreach when cleaning signs. Make sure that both feet are always on the ground.

Signs have a retroreflective covering to ensure they can be seen during low light. For this reason, it is important not to use chemicals or to scrub too hard when trying to remove dirt or detritus.

Before working on a signpost, give it a head-to-toe check. Ensure that it is not rotten and won't collapse if leant on. The back of the sign should also be checked make sure that the bolts and clips are in place and the sign will not fall.

Report any dangerous illuminated signs or bollards to your Council Co Ordinator.

5.4 Cleaning around Gullies

Removal of soil and debris from around gully frames and gratings. Small drainage works including the removal of vegetation and debris from water channels (excluding ditches) and grips

6. Safety first

- Ensure you are safe!
- Ensure people can still pass by safely.
- Think about where you will store your equipment.
- Think about where you are going to store any arisings.
- Don't start something you can't finish.

Key hazards and possible control measures

Manual handling

Manual handling covers lifting, putting down, pushing, pulling, carrying, manoeuvring or transporting items. It is important that anyone undertaking manual handling is aware of the correct method of undertaking manual handling.

The weight of an item is an important factor, but other factors should be considered, such as how many times you are undertaking the task, any twisting, bending, stretching or other awkward posture you may adopt whilst doing a task.

Where possible use a mechanical aid or split the load between two people. Always use good lifting techniques.

Control of Hazard Substances

When working on the public highway, it is important for Volunteers to understand that many household substances are covered under COSHH. The symbols below explain some of the more common ones, however no volunteer should be using a COSHH substance without undertaking a risk assessment and being suitably trained.

Users shall be aware of the safety requirements for product being used and keep product quantity to a minimum.

Risk Assessments

These will be provided prior to the day and the volunteers will need to be familiar with these.



Cheshire West & Chester Council Highways Volunteer Scheme Agreement

This Agreement is drawn up between Cheshire West and Chester Council and the Town/Parish Council each time a volunteer activity is to take place.:

(Add name and address of Self-Help Co-ordinator)

.....

And

(Add name and address of Town / Parish Council)

.....

Purpose of the Agreement

This is an informal agreement between local Town/Parish Councils and Cheshire West and Chester Council. The agreement aims to help facilitate Self-Help working within Cheshire West by combining local knowledge and assistance with the resources of the Council to make improvements for residents in local communities.

Appointment

The Self-Help co-ordinator can be a member of the Town / Parish Council or a person with the appropriate expertise to lead a group but must be approved by the Town or Parish Council.

The work involved would be discussed and an agreement between the Town / Parish Council, Lead Self Help Co Ordinator and the Council is signed by both parties.

Duties

Self-Help Co-ordinators are expected to:

1. Work in accordance with any policies & procedures as set out by the Council;

2. Act as representatives of Cheshire West and Chester Council and actively support the policies and working practices of the Council;
 3. Manage the activities of all Self-Help officers working on their behalf;
 4. Work in accordance with agreed Council Risk Assessments and Health & Safety legislation;
 5. Attend relevant training events as required;
 6. Do not put themselves, other Self-Help officers or members of the public at risk, when undertaking any activities, including **no works in the live carriageway**;
 7. Any accident, incident, dispute or claim of which the local council becomes aware must be reported immediately to CW&C Council;
 8. Update their Town / Parish Council on all activities undertaken at Parish Council meetings;
 9. The position is voluntary, is undertaken voluntarily and is unpaid;
 10. All Self-Help officers, when working on behalf of the Council, are covered by Cheshire West and Chester's Employers' and Public Liability Insurance. The Council does not provide personal accident cover for volunteers. If appropriate, groups engaged in outside tasks should make their own arrangements or seek advice from the Council; and
 11. Self-Help officers will be provided with generic Risk Assessments. More detailed / issue relevant Risk Assessments will be provided if necessary.
12. CW&C will not be liable for any damage to property belonging to or injury to any Volunteers working on behalf of the Town or Parish council, within the scope of this agreement.
13. The Town/ Parish Council must ensure it complies with the General Data Protection Regulation 2018 and all other applicable data protection legislation. The Community Volunteers and Community Volunteer Supervisors must consent to their personal data being retained for the purposes of this agreement by CW&C Council before undertaking any work.

Scope of Works

Under the terms of this agreement, the following range of work may be undertaken:

1. Weed clearance – removal of excess weed growth from footpaths and footways.
2. Sign cleaning – cleaning of highway signs
3. Siding out – removal of grass, soil and weeds encroaching upon footpaths and footways
4. Cleaning around gullies – removal of soil and debris from around gully frames and gratings.
5. Small drainage works – the removal of vegetation and debris from water channels (excluding ditches) and grips.
6. Finger post repairs – maintenance, replacement and repair of finger posts.
7. Hedge/tree cutting – cutting back of hedges on roadside banks, verges, public rights of way, and small branches and offshoots of

- trees that obstruct the highway or obscure road signs.
8. Other works – as agreed with CWaC Highways

Role limitations

Self-Help Co-ordinators will not be authorised to:

1. Enter into written correspondence with landowners, users, press etc;
2. Use power tools or chainsaws;

Provision of support

Cheshire West and Chester will provide:

1. Support to the Self-Help officer in their role;
2. Authorisation statement for Self-Help officer;
3. An induction and programme of training, including health and safety training if required;
4. Basic hand tools and appropriate Personal Protective Equipment; and
5. Public Liability Insurance for the Self-Help officers when they are carrying out authorised work.

Agreement

I agree to the principles and commitments outlined in this document and confirm that I have also read the Cheshire West and Chester Council Corporate Volunteer Policy, HSE Lone Working document and the risk assessments provided.

Clerk (Authorised Signatory) of Town or Parish Council

.....(Print name and signature)

Lead Self-Help Co Ordinator

.....(Print name and Signature)

Signed.....(Print name and signature) on behalf of Cheshire West and Chester (Highways Engineer)

Please provide the following information for all Self-Help officers undertaking activities. This information is intended for the Council's records only and will not be shared with any other individual or organisation either internally or externally.

Self-Help Officer Information

Name

Address

.....

.....

Tel. Home Tel. Mob

Any Medical Conditions you feel we need to know about:-

.....

.....

If yes: What medication are you currently taking:-

.....

.....

Next Of Kin:

Name

Address

.....

.....

Tel. Home Tel. Mob

Thank you for filling in this form and we look forward to working with you.