



Minutes from the Finance & General Purposes Committee held on Monday 15<sup>th</sup> December 2025 in Gallery 2, Castle Park Arts Centre at 7pm

**Attended by:** Cllrs H Hayes (Chair), A Holman, P Lowrie, J Moorcroft, G Wood & J O'Donoghue (Town Clerk)

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## **FINANCE AND GENERAL PURPOSES COMMITTEE**

### **Meeting 4**

#### **1. Apologies**

To receive apologies and reasons for absence.

**NOTED:** There were no apologies.

#### **2. Declarations of interest**

To note any declarations of interest

**NOTED:** There were no declarations of interest.

#### **3. Requests from the public to speak**

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

**NOTED:** No member of the public attended the meeting.

#### **4. Minutes of the meeting held on 27th October 2025.**

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

**RESOLVED:** The minutes were signed as a true and accurate record of the meeting.

#### **5. Finance**

(a) To note that the sum of all accounts as at 30th November 2025 was £436,780

**NOTED**

(b) To approve the monthly finance report.

**RESOLVED:** The monthly finance report was approved and signed.

(c) To appoint a councillor to carry out the bank reconciliation checks as at 31st December 2025.

**RESOLVED:** Cllr Moorcroft was appointed to carry out the bank reconciliation checks as at 31st December 2025.

(d) To approve an application for a debit card with a daily cash withdrawal limit of £200.00.

**RESOLVED:** The application was unanimously approved and signed by Cllr Hayes and Cllr Wood.

(e) To note the current reserves and movement during the year.

**NOTED**

(f) To consider reserves for 2026-27 and make recommendation to full council on 6<sup>th</sup> January 2025.

**RESOLVED:**

It was agreed to recommend reserves as follows:

331 EMR Cemetery extension	60,676
332 EMR Elections	7,246
333 EMR Play area improvements	20,000
335 EMR Community orchards	5,000
339 EMR Town clocks	3,000
340 EMR Memorial garden	20,000
341 EMR FTC office	30,000
342 EMR CIL	776
343 EMR Cemetery gates	20,000
345 EMR Telephone box refurbishment	5,000
246 EMR Christmas lights (Church Street)	20,000

**6. 2025-2026 Budget Report**

To receive a budget report from the Town Clerk with an explanation of the financial position to 30<sup>th</sup> November 2025.

**NOTED**

**7. Frodsham Town Council office**

To note that the Clerk is progressing the lease for 44 Main Street in consultation with Frodsham Town Council's solicitor, the asbestos report has been received and a condition report, to be attached to the lease has been requested from a qualified surveyor.

**8. Civic Pride**

(a) To receive a verbal update from Helen Hayes following the completion of the November Civic Pride programme.

**NOTED:** The area around the war memorial was cleaned and tidied together with the car park and Station Approach was weeded.

(b) To note the December Civic Pride programme.

**NOTED:** Church entry was cleared of vegetation by a group of volunteers and councillors and works are planned for removal of epicormic growth on Main Street and High Street.

(c) To agree the January/February Civic Pride programme.

**NOTED:** There are 5 more planned activities for January/February which will include further visits to the memorial path and Church Entry and it was noted that Colas are collecting the spoils as part of community benefit pay-back.

- (d) To agree to promote the Frodsham Civic Pride programme/events in Frodsham News (quote required).

**NOTED:** Frodsham News has agreed to include a link to the activities and does not require payment.

## **9. Exclusion of press and public<sup>i</sup>**

To consider that, in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential staffing matters to be discussed.

**RESOLVED:** It was resolved to move the following items into a confidential session and the recording was stopped at this point.

### **10. Staffing**

- (a) To receive confidential report A.

**NOTED** The document was previously circulated to members of the committee.

- (b) To approve the recommendations contained within the report.

**RESOLVED:** It was agreed to approve all the recommendations contained within the report and advance the Assistant Clerk to SPC 17 backdated to 1<sup>st</sup> August 2025 (SCP 17-20) and that the employment contract would be updated to reflect this.

**ACTION: JO**

- (c) To receive confidential report B.

**NOTED** The document was previously circulated to members of the committee.

- (d) To decide action to be taken.

**RESOLVED:** It was unanimously agreed to approve in principle the creation of a Safeguarding Officer post (SLCC Scale 21) to address the gap created by the reduction in PCSO numbers and to recommend this to full council with an EMR of £44,000 to include NI and pension arrangements.

**ACTION: JO**

## **11. Close of meeting**

The meeting closed at 19:50.

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<sup>i</sup> <https://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/section/1>