



Attended by: Cllr D Critchley, Cllr J Critchley, Cllr H Hayes (Chair), Cllr A Holman, Cllr Hook, Cllr Hughes, Cllr R Lofts (Vice Chair), Cllr Lowrie, Cllr Moorcroft, Cllr B Wade, & J O'Donoghue (Town Clerk)

Also attended by: 2 members of the public, Cllr Garvey (CWAC), Cllr Sumner (CWAC), PCSO Flanagan & PC Blake (Beat Manager, Cheshire Police), A Ranger (CWAC), K Goryl (Brio Leisure)

Meeting 10

1. Apologies and reasons for absence

To receive apologies and note reasons for absence from members.

RESOLVED: Apologies were received and accepted from Cllr Drapeur (work commitments), Cllr Nield (personal).

NOTED: Cllr Pennington and Cllr Wood were not in attendance.

2. Declarations of interest

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

NOTED: There were no declarations of interest.

3. PCSO

To note the report provided by PCSO N Flanagan.

NOTED: The report was noted, including ongoing issues with scrambler bikes, which are currently being addressed, and parking concerns at Manor House School, which will be considered by the Amenities Committee at its next meeting. It was also confirmed that the PCSO will continue to support Frodsham Town Council and neighbouring parishes, with the precise coverage area to be confirmed at the May meeting.

4. Frodsham Leisure Centre

To receive an update on the Leisure Centre development from Anna Ranger, Economic Growth Programme Manager (Leisure and Market Towns) Cheshire West and Chester Council and Kerry Goryl Operations Director at Brio Leisure.

NOTED: An update was provided which is appended to the minutes (Appendix A).

5. 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: One member of the public addressed Agenda Item 19, speaking in support of Frodsham Town Council continuing its current practice of audio recording meetings and publishing the recordings on the Town Council website.

6. CWAC

To note the report provided by Cllr Garvey and Sumner.

NOTED

7. Minutes

To approve the minutes of the meeting held on 26th January 2026.

RESOLVED: The minutes were approved and signed.

8. Finance

- (a) To approve and sign the Finance Report for the period 1st February to 28th February 2026.

RESOLVED: The Finance Report for the period 1st February to 28th February 2026 was approved and signed.

- (b) To note that the sum of all bank accounts as at 28th February 2026 was £341,776.

NOTED

- (c) To note that the January & February bank reconciliation have been signed against the bank statement and cashbook by Cllr Wood.

NOTED

- (d) To nominate a councillor to check and sign the bank reconciliation reports for month ending 31st March 2026.

RESOLVED: It was agreed to appoint Cllr B Wade to check and sign the bank reconciliation reports for month ending 31st March 2026.

9. Committee appointment

To appoint Cllr Hook to both the Finance and General Purposes Committee and the Events Committee.

RESOLVED: It was agreed to appoint Cllr Hook to both the Finance and General Purposes Committee and the Events Committee.

10. Internal audit

- (a) To note the Town Clerk's report on the provision of interim and year-end internal audits, and the year-end external audit.

NOTED

- (b) To note that the interim internal audit has been completed covering both financial and governance checks as per the Practitioner's Guide 2025 (<https://www.nalc.gov.uk/resource/practitioners-guide-2025.html>) and in accordance with the Annual Governance and Accountability Return and reported to the Finance & General Purposes Committee, actions indicated have been completed and the action log has been updated (copy provided in meeting pack).

NOTED

- (c) To note that FTC's Financial Regulations require the Clerk, once two councillors' signatures have been obtained on each invoice, to set up online payments and submit them to two authorised signatories for online approval (para 7.4), however the Co-operative Business Bank only allows one authorised signatory to complete the payment authorisation.

NOTED

- (d) To consider an amendment to Finance Regulations to amend para 7.4 to one authorised signatory in line with the Co-operative Business Bank authority.

RESOLVED: It was unanimously resolved to amend para 7.4 to one authorised signatory in line with the Co-operative Business Bank authority. Clerk to publish and circulate revised Finance Regulations to all councillors.

ACTION: JO

11. BT consultation – phone box O/S 101 Main Street

To note BT's consultation on the removal of telephony equipment from the listed telephone kiosk and to consider relocating the defibrillator currently at the Sainsbury's store to the kiosk, together with the installation of a bleed kit.

RESOLVED: It was unanimously agreed to respond to the consultation via CWAC, confirming that Frodsham Town Council would be willing to adopt the phone box (outside 101 Main Street), take on responsibility for its ongoing maintenance, relocate the defibrillator currently at the Sainsbury's store to the kiosk, and install a bleed kit.

ACTION: JO

12. Frodsham Leisure Centre

- (a) To note a request for funding.

NOTED

- (b) To agree action to be taken.

RESOLVED: It was agreed to raise this as an agenda issue for the Town Meeting to be held in May 2026 and to invite A Ranger (CWAC) to attend and provide information to the meeting by way of public engagement.

ACTION: JO

13. Pubwatch

To receive an update from Cllr Lofts.

NOTED: Cllr Lofts presented a report, noting that the Chair has resigned while the Vice Chair remains in post. It was also reported that radios have been provided; however, they are not linked to a central base, meaning operatives can communicate with each other but not with a central point. It was further noted, with some disappointment, that not all pubs in the Frodsham area have agreed to participate in the scheme. Group meetings will continue, although not on a monthly basis.

14. Artisan Market

- (a) To note the advice of the National Association of British Market Authorities (NABMA) that the Artisan Market should be granted a licence to regularise its operation having operated on a monthly basis since March 2024.

NOTED

- (b) To approve the market licence prepared by the Town Clerk in consultation with NABMA, and to note NABMA's advice that there is no requirement to restrict the number of stalls operated by the licence holder, other than by specifying an appropriate geographical limit within the licence agreement.

RESOLVED: It was agreed to approve the market licence, prepared by the Town Clerk in consultation with NABMA, with the clarification that market fees will be reviewed annually. At Cllr Moorcroft's request, a named vote was taken, with the following councillors voting in favour: Cllr H Hayes (Chair), Cllr A Holman, Cllr Hook, Cllr Hughes, Cllr R Lofts (Vice Chair), Cllr Lowrie and Cllr B Wade. The motion was carried.

ACTION: JO

- (c) To note the report provided by the Town Clerk in relation to the TRO for the Artisan Market which took place on 20th December 2025.

NOTED

15. Asset Register

To approve the updated Asset Register submitted by the Town Clerk and to note that a physical verification of the condition of the listed assets was carried out by the Town Clerk during February 2026.

RESOLVED: The updated Asset Register was unanimously approved.

16. Insurance review

To note that the Town Clerk conducted an insurance review on 4 March 2026, which was submitted to Zurich Municipal, and that Zurich Municipal have updated the insurance schedule to reflect the revised valuations.

NOTED

17. Risk Assessment

To approve the updated Risk Assessment provided by the Town Clerk.

RESOLVED: The updated Risk Assessment was unanimously approved.

18. Frodsham Solar

To consider inviting Glyn Morris (FFOW), Paul Friston (CWAC), and Andrew Russell (Axis Planning Consultants) to attend a Full Council meeting to discuss the Public Rights of Way Management Plan, Solar Farm queries, and potential modifications to the Landscape and Ecology Master Plan to mitigate impacts.

RESOLVED: It was resolved to invite Glyn Morris (FFOW), Paul Friston (CWAC), and Andrew Russell (Axis Planning Consultants) to attend the July Full Council meeting to discuss the Public Rights of Way Management Plan, Solar Farm queries, and potential modifications to the Landscape and Ecology Master Plan to mitigate impacts.

19. Recording meetings

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

NOTED

(b) To consider the recommendations of the Town Clerk.

RESOLVED: The Council thanked the Town Clerk for the recommendations; however, it was agreed to continue audio recording meetings and publishing transcripts in accordance with the current policy.

20. Preferred suppliers

To note that, at the Finance & General Purposes Committee Meeting held on 23rd February 2026, a list of preferred suppliers was unanimously approved in accordance with the committee's terms of reference and Scheme of Delegation to the Clerk (para 3.12).

NOTED

21. Governance relationships with external companies

(a) To note that the report from the independent auditor, JDH Business Services, following the interim internal audit completed in February 2026, confirms that no governance risks, instances of non-compliance, or issues relating to policies, procedures, or procurement activities were identified (see also item 10b).

NOTED

(b) To note that Cllr Moorcroft requested consideration of governance matters relating to the Council's relationship with external companies, including associated risks and compliance with policies and procedures, and that this has been addressed as set out in Minute 21(a) and 10(b).

NOTED

22. Next Meeting

18th May 2026 at Forest Hills Hotel, Frodsham.

23. Close of meeting

Frodsham Leisure Centre Redevelopment – Summary Report to Council 23/03/2026

Report by: Anna Ranger (Economic Growth Programme Manager, Leisure and Market Towns) Cheshire West and Chester Council

1. Introduction

Cheshire West and Chester Council, in partnership with Brio, is progressing plans to redevelop Frodsham Leisure Centre and Library. The purpose of the report is to outline progress to date and explore potential funding support options for elements of the scheme.

2. Project Vision

The vision for the Frodsham Leisure Centre redevelopment is to develop a sustainable offer for Leisure, Health and Wellbeing services across the A56 Corridor area which focusses on increasing participation and reducing health inequalities.

3. Progress to Date

Significant steps have already been completed, including:

- community & stakeholder consultation/ engagement
- a leisure needs analysis
- assessment of usage and trends
- building surveys and identification of energy efficiency options
- a feasibility study looking at a long list of options and potential funding
- exploration of options including co-location/demand for upper floor usage -however this has shown that refurbishment of upper floor is not viable
- appointed Ellis Williams Architects who have completed RIBA stages 1 and 2 which includes detailed structural, drainage, mechanical and electrical studies and design works
- secured an uplift from £1m to £4.5m and now £6m
- just completed engagement on the emerging plans

Brio Frodsham is performing strongly, over the last 12 months, maintaining growth despite operational challenges and the age of the building. Membership has increased steadily, rising above 1,000 in May and stabilising at around 1,050 since September, with current membership at 1,076. The centre remains well used, supporting 34 regular clubs and bookings and delivering a responsive fitness programme of 39 weekly classes.

The centre continues to play an important role within the local community, hosting major events and supporting a wide range of partner and community initiatives. Attendances has remained robust, averaging over 9,000 visits per month, an increase of 10% year on year. Financial performance is positive, with year-to-date income up 7.5% (as of January 2026) and the centre operates at a small operational surplus, supported by careful cost and staffing management.

4. Proposed Facilities

We will create a modern, vibrant and fit-for-purpose leisure, health and wellbeing facilities at Frodsham Leisure Centre, attached to the existing Sports Hall and Library. The objective is to create a fully accessible and welcoming space to build on the already strong levels of Brio membership, range of classes and sports clubs already using the facility, to further support and improve the health and wellbeing

of the local community. Frodsham Leisure Centre is an already important site for leisure, health and wellbeing and library services. The new facilities are designed to meet the needs of existing leisure and library customers and the wider community.

The redeveloped leisure centre will deliver:

- accessible design throughout
- 70-station gym - a brand new and much larger space, with modern equipment across multiple zones
- Air-conditioned studio - a new studio space for 35+ users, purpose-built for group fitness classes plus a dedicated spin studio
- Upgraded sports hall with new floor
- New community room
- Shared community area linking leisure and library services
- Modern changing facilities including a Changing Places toilet
- Enhanced accessibility and improved customer experience

5. Funding Context

The current budget of £6m is fully allocated. Several items have been removed from scope due to budget limitations. The Council is exploring alternative funding routes for future phases, but we are asking the Town Council to support the essential components already within the £6m scheme as they need to be delivered. If you would prefer to fund something that is further down the priority list and not currently included in the budget, please let us know and we can get those items costed up and we can continue this discussion.

As you know these are financially challenging times for everyone including Cheshire West and Chester Council, however the Council we will do everything they can to keep the cost under £6m to ensure the completion of the project to the proposals outlined but your funding can help reduce that pressure.

6. Funding Options for Frodsham Town Council

Following discussions at the last Frodsham Leisure centre and Library community group meeting made up of local ward members, your very own Cllr Richard Lofts, local residents and CWaC and Brio colleagues. Your local residents suggested that we should come to Frodsham Town Council to ask for your support on the Frodsham Leisure centre and library redevelopment.

The Town Council is invited to contribute towards specific, high-impact elements. Indicative costs (early-stage estimates) include:

Option 1 – Sports Hall Floor - £107,000

The sports hall floor is nearing the end of its useful life, a replacement will allow for a sustainable use of the sports hall. The new sports hall floor will be 812m² of high-performance, multi-purpose playing surface designed to meet modern sporting, safety, and accessibility standards. It will benefit all the users which includes, school groups and sports groups such as volleyball and badminton. It will provide a durable, resilient, and visually appealing finish suitable for a wide range of indoor sports, physical education activities, community use, and events.

Option 2 – Community Room - £89,000

One of the squash courts will be transformed into a 66m² community room with a flexible open floor space. It will be a multi-purpose indoor space designed to host a range of activities, events, and gatherings such as parties, meetings, small group activities or community sessions.

Option 3 – Community Area - £83,000

The community area will be a new 33m² space that links the leisure centre and the library in a communal

area that feels like a shared community living room. It will be a comfortable and welcoming space where wellbeing, learning, and social connection flow together. The space will feature vending machines along with cosy sofas, chairs and desks to encourage people to relax, socialise and enjoy the library. We also hope it will become a vibrant hub for community groups to host events and meetings.

Option 4 – Changing Places Unit - £28,000

In addition to brand new changing facilities and toilets, there will also be a 14m² Changing Places unit. They are fully accessible toilets designed to provide users with a safe and comfortable experience. They offer more space than a standard accessible WC and include specialist equipment such as a height adjustable changing bench, a peninsular toilet, and a ceiling hoist. People with profound and multiple learning disabilities or with physical disabilities such as spinal injuries, muscular dystrophy and multiple sclerosis often need extra equipment and space to allow them to use the toilets safely and comfortably. The closest one currently is in Halton Lea Library according to [Changing Places Toilets](#) org. Changing Places Toilets (CPTs) are the key to unlocking community access ensuring that everyone can visit a toilet that supports them to have their personal care needs met safely and with dignity and respect. This additional facility will be an excellent addition to the facilities in Frodsham and will benefit users of not only the leisure centre and library but also Castle Park, Frodsham Town Centre and the GP surgery be people who previously may not have felt comfortable to visit Frodsham because of the lack of facilities.

It is hoped that you will see this not only as a funding request, but as a valuable opportunity to play a visible role in supporting a project that will directly benefit this community. Your funding would be recognised through plaques, branding (e.g., Town Council crest in sports hall flooring), and inclusion in press and promotional activity and the project launch, highlighting your commitment and support in making this project happen.

7. Rationale for Town Council Support

Ideally the Council would fund the full refurbishment and all the unforeseen costs that occur once you start building a project like this. Contingency and risk are included within the £6m but with the changes in economic climate and a large refurbishment and new build projects like these there are sometimes obstacles that you can never fully derisked. We have done all we can at this stage to derisk the project for example extra surveys and we will continue to derisk as much as we can. The items that mentioned above are all currently included within the £6m budget to reduce the pressure of this ask on the Town Council.

All proposed improvements will promote social inclusion, increase activities to aid social inclusion, enhance the social wellbeing of Frodsham residents and directly benefit the local community, who are the primary users of the Leisure Centre and Library. The aim of the redevelopment is to improve accessibility on many levels, enabling residents who currently face barriers to participation to make full use of all the facilities.

Your investment will have direct benefits to your local residents as the new leisure centre will increase footfall, increased visitor numbers to Frodsham high street, increase the local economy, and enhanced civic pride and community identity.

Funding this project sends a message to the whole community that we are working together, and this is a partnership. The Town Council's contribution can help make the project go further and will delivers significantly more value for residents.

8. Conclusion

The Frodsham Leisure Centre redevelopment represents a major, once-in-a-generation investment in the wellbeing of local residents. With the core project funded but pressures and unknown risks remaining, financial support from Frodsham Town Council could support key enhancements and maximise community benefit.

Further information or alternative funding item suggestions can be provided on request.

Useful links

Brio Frodsham redevelopment website [brio frodsham refurb](#)
Proposed floor layout [SK 50401](#)

[A56 Leisure Corridor | Cheshire West and Chester Council](#)

[Have your say on the new £6m plans to transform Frodsham Leisure Centre | Cheshire West and Chester Council](#)