



Frodsham

TOWN COUNCIL

Full Council Meeting

23rd March 2026

Meeting Pack

Contents

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Agenda		
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Please note that, at the time of preparing the meeting pack, no reports have yet been submitted by either Cheshire West and Chester Councillors or Frodsham's PCSO. These will be circulated to all councillors and published on the website once they are received.



Members of the press and public are welcome to attend.

Signed: *Jo O'Donoghue (FSLCC)*

Dated: 17/03/2026

Meeting 10

1. Apologies and reasons for absence

To receive apologies and note reasons for absence from members.

2. Declarations of interest

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

3. PCSO

To note the report provided by PCSO N Flanagan.

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.

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.

6. CWAC

To note the report provided by Cllr Garvey and Sumner.

7. Minutes

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

8. Finance

- (a) To approve and sign the Finance Report for the period 1st February to 28th February 2026.
- (b) To note that the sum of all bank accounts as at 28th February 2026 was £341,776.
- (c) To note that the January & February bank reconciliation have been signed against the bank statement and cashbook by Cllr Wood.
- (d) To nominate a councillor 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.

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.
- (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).
- (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.
- (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.

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.

12. Frodsham Leisure Centre

- (a) To note a request for funding.
- (b) To agree action to be taken.

13. Pubwatch

To receive an update from Cllr Lofts.

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.
- (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.
- (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.

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.

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.

17. Risk Assessment

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

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.

19. Recording meetings

- (a) To note the report provided by the Town Clerk.
- (b) To consider the recommendations of the Town Clerk.

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).

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).
- (b) To note that Cllr Moorcroft has requested consideration of governance matters relating to the Council's relationship with external companies, including any associated risks, compliance with policies and procedures.

22. Next Meeting

18th May 2026 at Forest Hills Hotel, Frodsham.

23. Close of meeting

Minutes from the **Full Council Meeting** held in
Gallery 1, Castle Park Arts Centre, Castle Park, Frodsham, WA6 6SE on
Monday 26th January 2026 at 7pm

The meeting was audio recorded.

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

Also attended by: 3 members of the public, Cllr Sumner (CWAC), PCSO Flanagan & PC Blake (Beat Manager, Cheshire Police)

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 (personal), Cllr Neild (personal), Cllr Pennington (personal).

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. Issues relating to electric bikes and associated drug activity were reported as being under close monitoring, with actions underway to identify those involved and an update expected at the next Full Council meeting. It was noted that incidents of nighttime crime and disorder have improved following the introduction of Pub Watch. An update was received regarding the reorganisation of Cheshire Police, noting that the original proposal to reduce the number of PCSOs from 87 to 27 has been revised, although notification to officers was only issued on 26 January, and that the number of posts proposed for removal has been reduced with voluntary redundancies now significantly limited. PCSO Flanagan advised that his intention to take voluntary redundancy is now unlikely to be an option, and it was agreed that the Council will be updated when further information becomes available.

4. Pubwatch

To receive a verbal update from a representative of the group.

NOTED: It was noted that Cllrs Sumner and Garvey had contributed to the funding for the radios, with Cheshire Police providing support for the first year of operation. It was reported that not all of the infrastructure required to operate the scheme is yet in place and that, at present, communication is limited to members of the Pubwatch scheme. Not all Frodsham pubs have agreed to participate; however, the scheme now has a Chair and Vice Chair. Thanks were extended to Cllrs Lofts and Wood for their support of the scheme and for attending regular meetings. It was further noted that there has been some take-up of Disc, a digital platform and smartphone app supporting Pub Watch schemes and GDPR-compliant information sharing, although not all publicans are currently using the system. Further updates will be provided at future Council meetings.

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 queried the proposed budget, suggested reallocating £5,000 to a disabled swing project and objected to management of the Artisan Market being assigned to the Events Committee. Concerns were also raised regarding encroachment, highway obstruction, and the TTRO associated with the Artisan Market on Main Street, which the member of the public advised had been raised with Highways.

6. CWAC

To note the report provided by Cllr Garvey and Sumner.

NOTED: Cllr Sumner responded to a resident's question regarding the land above the Medical Centre, advising that the land has been sold, although final details have not yet been made public and that surveyors are currently working on site with no permanent structures installed. It was also noted that the FTC will invite Rob Charnley, Head of Planning and Placemaking at Cheshire West and Chester Council, to attend a future FTC meeting to address any concerns relating to the emerging Local Plan.

7. Minutes

- (a) To approve the minutes from the meeting held on 19th November 2025

<https://frodsham.gov.uk/wp-content/uploads/2025/11/6.-FTC-EO-Meeting-Minutes-19-11-2025.pdf>

RESOLVED: The minutes were approved and signed.

- (b) To approve the minutes from the meeting held on 24th November 2025

<https://frodsham.gov.uk/wp-content/uploads/2025/11/7.-FTC-Minutes-24-11-2025.pdf>

RESOLVED: The minutes were approved and signed.

- (c) To approve the minutes from the meeting held on 12th January 2026.

<https://frodsham.gov.uk/wp-content/uploads/2026/01/8.-FTC-Meeting-Minutes-12-01-2026.pdf>

RESOLVED: The minutes were approved and signed.

8. Finance

- (a) To approve and sign the Finance Report for the period 1st December to 31st December 2025

<https://frodsham.gov.uk/wp-content/uploads/2026/01/Finance-Report-31-12-2025.pdf>

RESOLVED: The report was approved and signed.

- (b) To note the budget monitoring report and approve the recommendations contained within the report.

RESOLVED: The Council noted the overspends identified at Month 9, the explanations provided and approved the actions to be taken to manage and fund the variances through virement from general reserves.

- (c) To note that the sum of all bank accounts as at 31st December was £386,281.

NOTED

- (d) To note that the November bank reconciliation has been signed against the bank statement and cashbook by Cllr Wood.

NOTED

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

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

9. Budget/Precept/Reserves Approvals

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

NOTED

- b) To consider and approve the Council's Revenue Budget for the financial year 2026–2027, as recommended in the Town Clerk's report, totalling £336,997.

RESOLVED: The Council approved the Revenue Budget for the 2026–2027 financial year, as recommended in the Town Clerk's report, totalling £336,997 (Appendix A).

- c) To consider and approve earmarked reserves totalling £229,698, as set out in the approved reserves schedule.

RESOLVED: The Council approved EMRs totalling £229,698, as set out in the approved reserves schedule (Appendix B).

- d) To consider and approve general reserves at £120,000.

RESOLVED: The Council approved general reserves at £120,000.

- e) To consider and approve the Council's Precept Requirement for the financial year 2026–2027, calculated in accordance with the approved budget and reserves at £300,309.

RESOLVED: The Council approved the Council's Precept Requirement for the financial year 2026–2027, calculated in accordance with the approved budget and reserves at £300,309.

- f) To consider the delegation of authority to the Town Clerk / Responsible Financial Officer to:
- i. Complete and submit the Precept demand to Cheshire West and Chester Council; and
 - ii. Make any necessary minor presentational or administrative amendments arising from the Council's resolutions.

RESOLVED: The Council agreed that the Clerk will complete and submit the Precept demand to Cheshire West and Chester Council and make any necessary minor presentational or administrative amendments arising from the Council's resolutions.

ACTION: JO

10. Staffing

- (a) To note that at the Finance & General Purposes Committee meeting held on 15 December 2025, members unanimously approved, in principle, the creation of a Safeguarding Officer post (SLCC Scale 21) to address the gap arising from the reduction in PCSO numbers, and agreed to recommend this proposal to Full Council, with an estimated marginal revenue cost (EMR) of £44,000, inclusive of National Insurance and pension contributions.

NOTED

- (b) To agree action to be taken.

RESOLVED: The Council agreed to adopt the recommendation of the Finance & General Purposes Committee meeting held on 15 December 2025 and resolved to take no further action at the present time, other than approving the EMR.

11. Interim internal audit

To note that the Town Clerk has provided JDH Business Services with the information requested to conduct the audit.

NOTED

12. Code of Conduct

- (a) To note the Councillor Code of Conduct: <https://frodsham.gov.uk/wp-content/uploads/2025/03/Code-of-Conduct-2025-2027.pdf>

NOTED

- (b) To note that Frodsham Town Council has signed the Civility & Respect Pledge: <https://frodsham.gov.uk/wp-content/uploads/2023/03/Civility-Respect-Pledge.pdf>

NOTED

- (c) To receive a verbal update from Cllr H Hayes (Chair).

NOTED: Cllr Hayes reiterated the importance of both documents, and Cllr Critchley noted that public speaking time provides an opportunity for members of the public to speak on agenda items and that such contributions should be treated with respect.

13. Artisan Market

- (a) To approve the amended Terms of Reference for the Events Committee to include Frodsham Artisan Market.

RESOLVED: The proposed amendment to the Terms of Reference for the Events Committee to include the Frodsham Artisan Market was not approved. A named vote was then taken on the motion that the Frodsham Artisan Market should be managed by the Full Town Council. Cllrs Hayes, Hughes, Lowrie and Wade voted against the motion, while Cllrs D Critchley, J Critchley, Homan, Lofts, Moorcroft and Wood voted in favour. The motion was carried.

Standing Orders were suspended in order to allow a member of the public to speak.

- (b) To accept the recommendation of the Events Committee regarding the fees to be charged for the monthly Frodsham Artisan Market.

RESOLVED: No recommendation on fees was made by the Events Committee; however, it was unanimously resolved to charge a fee of £250 per monthly Artisan Market, with the fee to be reviewed annually.

Standing Orders were reinstated.

- (c) To allocate the monthly fees generated by the Artisan Market to an earmarked reserve, to increase to the annual grant budget.

RESOLVED: It was resolved to allocate the monthly fees generated by the Artisan Market to an earmarked reserve, to increase to the annual grant budget.

- (d) To note that the cost of the Traffic Regulation Order, to close the parking bays Main Street (parking bays facing the pavement from Swetenhams Estate Agents (at a junction with Moor Lane) to the Ashcroft Veterinary Surgery (at a junction with Marsh Lane) has been met by Independent Street Events Ltd for the 2026 calendar year.

NOTED

- (e) To note that Independent Street Events Ltd pay additional costs for bins, street cleaning and entertainment during the monthly Frodsham Artisan Market.

NOTED

- (f) To note that the Artisan Market operates on one side of Main Street between Marsh Lane and the Bear's Paw.

NOTED: The current operation was noted and it was agreed to consider this at the next full council meeting.

- (g) To note that the market licence will be issued following agreement of the market fees.

NOTED: The item was deferred to the next full council meeting.

ACTION: JO

14. Clerk's Report

NOTED: It was noted that a constructive meeting had been held with one of the new owners of Frodsham Market and their contracted Market Manager, and that positive plans are in place to enhance and grow the Thursday market into a successful weekly event. The Community Governance Review consultation relating to Frodsham Town Council's membership and parish boundaries commenced on 26 January 2026 and will remain open until 13 March 2026, with councillors and residents encouraged to complete the initial consultation document. It was further noted that hearings relating to Frodsham Solar will take place at the Forest Hills Hotel in February, and that representatives of Frodsham Town Council and local residents are invited to attend on Tuesday 24 February at 1.00pm to consider access and active travel issues and on Wednesday 25

February at 9.00am to consider visual impact and biodiversity; attendance may be in person or via Microsoft Teams, subject to advance registration by 17 February 2026.

15. Co-option

- (a) To note there is one candidate for the vacancy in the Overton & Five Crosses Ward and that details have been circulated to members.

NOTED

- (b) To consider co-opting the applicant.

RESOLVED: Jeffrey Hook was unanimously co-opted as Councillors for the Overton & Five Crosses Ward. Clerk to arrange an induction session.

ACTION: JO

16. Next Meeting

23rd March @ 7pm at Castle Park Arts Centre.

17. Close of meeting

The meeting closed at 8.30pm.

Finance & General Purposes Committee

		2026-2027
4000	Staff Salaries (net)	£ 55,650.00
4030	PAYE and NI	£ 17,850.00
4040	Pension	£ 22,050.00
4060	Expenses - Staff	£ 500.00
4070	Training - Staff	£ 1,000.00
4110	Bank Charges	£ 100.00
4120	Audit Fees	£ 2,000.00
4130	Professional Fees (Legal)	£ 2,500.00
4131	Professional Fees (Finance/Rialtas)	£ 2,000.00
4140	Subscriptions & Memberships	£ 3,140.00
4150	Insurance	£ 6,000.00
4160	Stationery	£ 300.00
4170	Postage	£ 600.00
4180	Telephone & Broadband	£ 1,800.00
4190	Photocopier	£ 650.00
4200	Website	£ 1,300.00
4210	IT	£ 7,000.00
4212	Office Equipment	£ 1,000.00
4213	Office Cleaning	£ 900.00
4240	Rent	£ 9,900.00
4250	CPH Rates	£ 2,800.00
4270	Advertising	£ 100.00
4400	Professional Fees (HR)	£ 1,500.00
4420	Xmas Lights	£ 500.00
4511	Storage Facility	£ 1,000.00
4613	Neighbourhood Plan	£ -
4990	Sundries	£ -
		£ 142,140.00
101	Civic & Democratic	
4080	Chairman's Allowance	£ 500.00
4090	Training - Councillor	£ 1,000.00
4260	Public Consultations	£ 2,000.00
4823	Room hire	£ 2,000.00
4824	Joint Surgery (CWAC)	£ 200.00
		£ 5,700.00
107	Discretionary Expenditure	
4220	Grant Scheme	£ 7,500.00

4513	Christmas vouchers	£ 20,000.00
4519	Frodsham Youth Association	£ 15,000.00
4730	Christmas Festival	£ 15,000.00
5112	Civic Pride	£ 10,000.00
8010	Freedom of Frodsham	£ 500.00
		£ 68,000.00
	TOTAL	£ 215,840.00

Amenities and Planning Committee Budget

2026-2027		
170	Amenities	
2021	Grounds Maintenance SLA	£ 40,000.00
4514	Winter Gritting	£ 4,000.00
4516	War Memorial maintenance	£ 1,000.00
4517	CCTV	£ 5,500.00
4760	Play areas add works	£ 4,000.00
4802	Annual RoSPA	£ 400.00
4804	Tree Works	£ 3,000.00
4805	Hob Hey Wood	£ 3,800.00
4806	Defibrillator Maintenance	£ 1,300.00
4808	Daffodil Bulbs	£ 600.00
4809	Rent (Townfield Lane)	£ 1,100.00
4811	Street Furniture	£ 2,000.00
4812	Xmas Light Bulbs	£ 1,000.00
4813	Additional grounds maintenance	£ 6,000.00
4814	Manley Road Copse	£ 500.00
4815	Marshlands	£ 2,000.00
	TOTAL EXPENDITURE	£76,200.00

135	Allotments	
4140	Subscriptions & Memberships	£55.00
4210	IT software	£0.00
4320	Maintenance	£300.00
4600	Utilities	£120.00
	TOTAL ALLOTMENT EXPENDITURE	£475.00

130	Cemetery	
4140	Subscriptions & Memberships	£100.00
4210	IT	£500.00
4250	Rates	£1,607.00

4320	Maintenance	£1,200.00
4550	Plaques & Memorials	£500.00
4560	Waste Removal	£1,200.00
4600	Utilities	£1,000.00
	TOTAL CEMETERY EXPENDITURE	£6,107.00

	TOTAL AMENITIES BUDGET	£82,782.00
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Events Committee Budget

2026-2027		
4700	Town Meetings	£200.00
4710	Festival of Walks	£2,000.00
4720	Remembrance Day	£100.00
4722	Halloween	£2,000.00
4723	Christmas Lights (switch on)	£2,000.00
4731	Care in the Community	£400.00
4734	VE Day 2025	£0.00
4737	Easter Trail	£2,500.00
4738	Food & Drink Festival (June)	£3,000.00
4739	Picnic in the Park (August)	£20,000.00
4741	Event for volunteers (Sept)	£5,000.00
	TOTAL EVENTS EXPENDITURE	£37,200.00

**APPENDIX B
EAR MARKED RESERVES**

EMR		2026-2027
331	Cemetery extension	£ 60,676.00
332	Elections	£ 7,246.00
333	Play area improvements	£ 20,000.00
335	Community orchards	£ 5,000.00
339	Town clocks	£ 3,000.00
340	Memorial garden	£ 20,000.00
341	FTC office	£ 30,000.00
342	CIL	£ 776.00
343	Cemetery gates restoration	£ 2,000.00
345	Telephone box refurbishment	£ 5,000.00
346	Safeguarding Officer	£ 44,000.00
347	Active Travel	£ 4,000.00
348	Accessible play area equipment	£ 5,000.00
349	Climate action	£ 3,000.00
350	Christmas lights (Church St)	£ 20,000.00
	TOTAL	£ 229,698.00



Frodsham
TOWN COUNCIL

Finance Report

As at 28th February 2026

Prepared by: J O'Donoghue (Town Clerk)

Dated: 01/03/2026

Signed: *Jo O'Donoghue (FSLCC)*

Contents

1. Balance sheet
2. Management report
3. Cashbook report

Signed.....

Dated.....

Minute ref.....

Detailed Balance Sheet - Excluding Stock Movement**Month 11 Date 28/02/2026**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<i><u>Current Assets</u></i>		
105	VAT Control A/c	3,607	
200	Current Bank A/c Directplus	13,092	
210	Investment A/c CCLA	325,076	
	Total Current Assets		341,776
	<i><u>Represented by :-</u></i>		
300	Current Year Fund	38,536	
310	General Reserves	174,843	
331	EMR Cemetery extension	30,676	
332	EMR Elections	7,246	
333	EMR Play area improvements	17,200	
335	EMR Community Orchards	5,000	
336	EMR Replace Christmas Lights	10,828	
338	EMR Churchfields Safety Floor	5,170	
339	EMR Town Clocks	3,000	
340	EMR Memorial Garden	20,000	
341	EMR FTC Office	28,500	
342	EMR CIL 2025-2026	777	
	Total Equity		341,776

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	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	1,089	16,736	10,000	(6,736)			167.4%	
1415 Field hire income	0	300	0	(300)			0.0%	
1430 Income - Rent	0	1	0	(1)			0.0%	
1990 Income - Other	0	875	0	(875)			0.0%	777
Establishment :- Income	1,089	319,558	311,646	(7,912)			102.5%	777
4000 Staff Salaries (net)	4,455	47,975	53,000	5,025		5,025	90.5%	
4030 PAYE and NI	1,796	19,088	17,000	(2,088)		(2,088)	112.3%	
4040 Pension	1,702	18,329	21,000	2,671		2,671	87.3%	
4060 Expenses - Staff	0	150	1,000	850		850	15.0%	
4070 Training - Staff	0	433	1,000	567		567	43.3%	
4080 Chairman's Allowance	0	50	0	(50)		(50)	0.0%	
4090 Training - Councillor	0	175	0	(175)		(175)	0.0%	
4110 Bank Charges	0	25	100	75		75	25.0%	
4120 Audit Fees	1,475	1,139	2,000	861		861	57.0%	
4130 Professional Fees (Legal)	0	21	2,500	2,479		2,479	0.8%	
4131 Professional Fees (Accountant)	0	(589)	2,000	2,589		2,589	(29.4%)	
4140 Subscriptions & Memberships	0	3,140	2,700	(440)		(440)	116.3%	
4150 Insurance	193	2,911	4,000	1,089		1,089	72.8%	
4160 Stationery	0	192	500	308		308	38.3%	
4170 Postage	0	173	600	427		427	28.8%	
4180 Telephone & Broadband	157	1,710	1,200	(510)		(510)	142.5%	
4190 Photocopier	163	731	600	(131)		(131)	121.8%	
4200 Website	120	1,260	1,300	40		40	96.9%	
4210 IT	690	7,561	5,000	(2,561)		(2,561)	151.2%	
4212 Office Equipment	0	17	1,000	983		983	1.7%	
4213 Office Cleaning	451	1,805	2,284	479		479	79.0%	
4240 Rent	425	4,940	6,000	1,060		1,060	82.3%	
4250 CPH Rates	0	1,058	1,000	(58)		(58)	105.8%	
4270 Advertising	0	0	100	100		100	0.0%	
4320 Maintenance	1,500	1,500	0	(1,500)		(1,500)	0.0%	1,500
4400 Professional Fees (HR)	125	1,370	1,500	130		130	91.4%	
4420 Xmas Lights	0	372	0	(372)		(372)	0.0%	
4511 Storage Facility	77	857	1,000	143		143	85.7%	
4990 Sundries	15	15	0	(15)		(15)	0.0%	
Establishment :- Indirect Expenditure	13,344	116,407	128,384	11,977	0	11,977	90.7%	1,500
Net Income over Expenditure	(12,255)	203,151	183,262	(19,889)				
6000 plus Transfer from EMR	1,500	1,500	0	(1,500)				
6001 less Transfer to EMR	0	777	0	(777)				
Movement to/(from) Gen Reserve	(10,755)	203,875	183,262	(20,613)				

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Civic & Democratic</u>								
1990 Income - Other	0	25	0	(25)			0.0%	
Civic & Democratic :- Income	0	25	0	(25)				0
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	560	1,774	2,000	226		226	88.7%	
4824 Joint Surgery (CWAC)	0	0	1,000	1,000		1,000	0.0%	
Civic & Democratic :- Indirect Expenditure	560	1,774	6,500	4,726	0	4,726	27.3%	0
Net Income over Expenditure	(560)	(1,749)	(6,500)	(4,751)				
<u>107 Discretionary Expenditure</u>								
4220 Grant Scheme	0	7,750	7,500	(250)		(250)	103.3%	
4513 Christmas vouchers	9,135	15,843	20,000	4,157		4,157	79.2%	
4519 Frodsham Youth Association	0	15,000	15,000	0		0	100.0%	
4730 Christmas Festival	0	15,000	15,000	0		0	100.0%	
5112 Civic Pride	0	1,807	10,000	8,193		8,193	18.1%	
8010 Freedom of Frodsham	0	250	500	250		250	50.0%	
Discretionary Expenditure :- Indirect Expenditure	9,135	55,650	68,000	12,350	0	12,350	81.8%	0
Net Expenditure	(9,135)	(55,650)	(68,000)	(12,350)				
<u>130 Cemetery</u>								
1300 Burial Fees Income	960	25,690	20,000	(5,690)			128.4%	
1301 Memorial Income	0	1,035	0	(1,035)			0.0%	
Cemetery :- Income	960	26,725	20,000	(6,725)			133.6%	0
4140 Subscriptions & Memberships	0	105	100	(5)		(5)	105.0%	
4210 IT	0	90	500	410		410	18.0%	
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	115	1,245	1,080	(165)		(165)	115.3%	
4600 Utilities	389	1,342	1,000	(342)		(342)	134.2%	
4990 Sundries	390	880	0	(880)		(880)	0.0%	
Cemetery :- Indirect Expenditure	894	3,662	5,987	2,325	0	2,325	61.2%	0
Net Income over Expenditure	66	23,063	14,013	(9,050)				

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>135 Allotments</u>								
1410 Allotment Income	0	1,107	1,000	(107)			110.7%	
Allotments :- Income	0	1,107	1,000	(107)			110.7%	0
4140 Subscriptions & Memberships	0	84	55	(29)		(29)	152.7%	
4320 Maintenance	0	0	300	300		300	0.0%	
4600 Utilities	0	86	120	34		34	71.6%	
4990 Sundries	0	9	0	(9)		(9)	0.0%	
Allotments :- Indirect Expenditure	0	179	475	296	0	296	37.6%	0
Net Income over Expenditure	0	928	525	(403)				
<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	250	100	(150)		(150)	250.0%	
4722 Halloween	0	1,579	2,000	421		421	79.0%	
4723 Christmas Lights	3,710	3,710	2,000	(1,710)		(1,710)	185.5%	
4731 Care in the Community	0	0	400	400		400	0.0%	
4734 VE-Day 2025	0	1,512	3,000	1,488		1,488	50.4%	
4737 Easter Trail	0	1,228	2,500	1,272		1,272	49.1%	
4738 Food & Drink Festival (June)	0	2,832	3,000	168		168	94.4%	
4739 Picnic in the Park 2025	0	6,474	20,000	13,526		13,526	32.4%	
4741 Event for Volunteers	0	0	5,000	5,000		5,000	0.0%	
Events :- Indirect Expenditure	3,710	17,585	40,200	22,615	0	22,615	43.7%	0
Net Expenditure	(3,710)	(17,585)	(40,200)	(22,615)				
<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	5,924	32,088	36,000	3,912		3,912	89.1%	
4420 Xmas Lights	0	39,236	0	(39,236)		(39,236)	0.0%	39,172
4514 Winter Gritting	305	586	3,000	2,414		2,414	19.5%	
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	280	4,000	3,720		3,720	7.0%	
4802 Annual RoSPA	0	0	350	350		350	0.0%	
4803 Play Area repairs/refurb	0	1,450	0	(1,450)		(1,450)	0.0%	
4804 Tree Works	0	0	3,000	3,000		3,000	0.0%	

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4805 Hob Hey Wood	134	2,221	3,000	779		779	74.0%	
4806 Defibrillator Maintenance	0	1,135	1,000	(135)		(135)	113.5%	
4808 Daffodil Bulbs	0	249	600	351		351	41.5%	
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	7,820	4,000	(3,820)		(3,820)	195.5%	2,800
4814 Manley Road Copse	0	840	500	(340)		(340)	168.0%	
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%	
4818 Churchfields Safety Flooring	0	11,830	0	(11,830)		(11,830)	0.0%	11,830
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%	
5000 Annual RoSPA	0	472	500	28		28	94.4%	
8000 Town Clock	235	235	0	(235)		(235)	0.0%	
Amenities :- Indirect Expenditure	6,598	104,992	83,900	(21,092)	0	(21,092)	125.1%	53,802
Net Income over Expenditure	(6,598)	(103,622)	(83,900)	19,722				
6000 plus Transfer from EMR	0	53,802	0	(53,802)				
Movement to/(from) Gen Reserve	(6,598)	(49,820)	(83,900)	(34,080)				
Grand Totals:- Income	2,049	348,785	332,646	(16,139)			104.9%	
Expenditure	34,241	300,249	333,446	33,197	0	33,197	90.0%	
Net Income over Expenditure	(32,192)	48,536	(800)	(49,336)				
plus Transfer from EMR	1,500	55,302	0	(55,302)				
less Transfer to EMR	0	777	0	(777)				
Movement to/(from) Gen Reserve	(30,692)	103,061	(800)	(103,861)				

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		49,496.70					49,496.70	
T3675	Banked 02/02/2026	960.00						
T3675	DT Turner	960.00			1300	130	960.00	T3675
Total Receipts for Month		960.00	0.00	0.00			960.00	
Cashbook Totals		<u>50,456.70</u>	<u>0.00</u>	<u>0.00</u>			<u>50,456.70</u>	

Payments for Month 11

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/02/2026	Waterplus	2/02/2026	32.48			4600	130	32.48	Cemetery water
02/02/2026	CWAC	DD	510.00		85.00	4240	100	425.00	Rent CPH
02/02/2026	Prism Ltd	BACS	188.58		31.43	4180	100	157.15	Telecoms
03/02/2026	HM Land Registry	DD	15.00			4990	100	15.00	Land search/TS
04/02/2026	Private and Industrial Cleanin	BACS	70.00		11.67	4213	100	58.33	Outstanding on T9514
04/02/2026	Jenny Penny	BACS	120.00			4513	107	120.00	Vouchers x 8
04/02/2026	Lee Harris	BACS	135.00			4513	107	135.00	Vouchers x 9
04/02/2026	Main Street Community Church	BACS	135.00			4513	107	135.00	Vouchers x 9
04/02/2026	Private and Industrial Cleanin	BACS	188.34		31.39	4213	100	156.95	Office cleaning
04/02/2026	44 Main Street	BACS	193.42			4150	100	193.42	Insurance 44 Main Street
04/02/2026	Will to Work	BACS	195.00			4513	107	195.00	Vouchers x 13
04/02/2026	4 Seasons 4 Food	BACS	225.00			4513	107	225.00	Vouchers x 15
04/02/2026	Castle Park Arts Centre	BACS	280.00			4823	101	280.00	Room hire
04/02/2026	Private and Industrial Cleanin	BACS	282.52		47.09	4213	100	235.43	Office cleaning to 12/02/26
04/02/2026	4 Seasons 4 Food	BACS	295.00			4513	107	295.00	Vouchers x 13
04/02/2026	HE Coward LLP	BACS	1,095.00			4513	107	1,095.00	Vouchers x 73
04/02/2026	HE Coward LLP	BACS	1,665.00			4513	107	1,665.00	Vouchers x 111
04/02/2026	PKF Littlejohn	BACS	1,260.00		210.00	4120	100	1,050.00	External audit 2024-25
04/02/2026	CANDA COPYING	BACS	118.59		19.76	4190	100	98.83	Copier hire
04/02/2026	Scottish Power	BACS	33.60		5.60	4723	140	28.00	Festive lights standing charge
05/02/2026	Waterplus	DD	7.16			4600	130	7.16	Allotment water
11/02/2026	Rabbit Digital	BACS	120.00			4200	100	120.00	Website SLA
11/02/2026	Hog Hey Wood Friends	BACS	134.40			4805	170	134.40	Insurance
11/02/2026	Staff expenses	BACS	141.16			4210	100	141.16	Software
11/02/2026	Robert Gleave and Sons	BACS	304.50			4514	170	304.50	34 bags grit
11/02/2026	KDE	BACS	386.94		64.49	4600	130	322.45	Cemetery work
11/02/2026	Home & Beauty	BACS	660.00			4513	107	660.00	44 x vouchers
11/02/2026	HMRC	BACS	1,796.36			4030	100	1,796.36	Tax & NI
11/02/2026	KDE	BACS	2,502.00		417.00	4723	140	2,085.00	Festive light check
11/02/2026	CANDA COPYING	BACS	77.48		12.91	4190	100	64.57	3/11 to 2/02
11/02/2026	Morgan Maine	BACS	1,800.00		300.00	4320	100	1,500.00	44 Main Str survey
						341	0	-1,500.00	44 Main Str survey
						6000	100	1,500.00	44 Main Str survey
13/02/2026	Staff salaries	BACS	4,455.26			4000	100	4,455.26	Staff salaries
13/02/2026	Cheshire Pensions	BACS	1,701.77			4040	100	1,701.77	Staff pensions
13/02/2026	PENINSULA	DD	149.50		24.92	4400	100	124.58	HR SLA
20/02/2026	B & M Waste Services	DD	138.24		23.04	4560	130	115.20	Cemetery waste
23/02/2026	British Gas	DD	27.18			4600	130	27.18	Cemetery electric
24/02/2026	St Laurence Church	BACS	15.00			4513	107	15.00	1 x voucher
24/02/2026	Will to Work	BACS	30.00			4513	107	30.00	2 x vouchers
24/02/2026	Lee Harris	BACS	30.00			4513	107	30.00	3 x vouchers
24/02/2026	Castle Park Arts Centre	BACS	45.00			4513	107	45.00	3 x vouchers
24/02/2026	4 Seasons 4 Food	BACS	50.00			4513	107	50.00	Voucher adjustmenet
24/02/2026	4th Frodsham Scouts	BACS	90.00			4513	107	90.00	6 x vouchers
24/02/2026	Frodsham Coffee Shop	BACS	90.00			4513	107	90.00	6 x vouchers
24/02/2026	H & L Self Storage Ltd	BACS	91.80		15.30	4511	100	76.50	Self storage
24/02/2026	Bene Gelateria	BACS	135.00			4513	107	135.00	9 x vouchers
24/02/2026	4 Seasons 4 Food	BACS	150.00			4513	107	150.00	10 x vouchers

Payments for Month 11

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/02/2026	Fussy Cow	BACS	195.00			4513	107	195.00	13 x vouchers
24/02/2026	Castle Park Arts Centre	BACS	280.00			4823	101	280.00	Room hire
24/02/2026	Cumbria Clock Company	BACS	282.00		47.00	8000	170	235.00	Town clocks service
24/02/2026	St Laurence Church	BACS	345.00			4513	107	345.00	23 x vouchers
24/02/2026	JDH Business Services	BACS	510.00		85.00	4120	100	425.00	Interim Internal audit
24/02/2026	The Cottage Tea Shop	BACS	585.00			4513	107	585.00	34 x vouchers
24/02/2026	Robert Gleave and Sons	BACS	655.00			4513	107	655.00	43 x vouchers
24/02/2026	3 Peas in a Pod	BACS	2,205.00			4513	107	2,205.00	147 x vouchers
24/02/2026	Northwich Town Council	BACS	3,554.20		592.37	2021	170	2,961.83	Grounds maintenance SLA M9
24/02/2026	Northwich Town Council	BACS	468.00		78.00	4990	130	390.00	Turfing cemetery
24/02/2026	Northwich Town Council	BACS	3,554.20		592.37	2021	170	2,961.83	Grounds maintenance SLA M10
24/02/2026	LITE	BACS	1,916.40		319.40	4723	140	1,597.00	Anchor testing & replace
24/02/2026	Prism Ltd	BACS	658.39		109.73	4210	100	548.66	IT SLA
24/02/2026	Robert Gleave and Sons	BACS	-655.00			4513	107	-655.00	incorrect entry
24/02/2026	Robert Gleave and Sons	BACS	645.00			4513	107	645.00	43 x vouchers
Total Payments for Month			37,364.47	0.00	3,123.47			34,241.00	
Balance Carried Fwd			13,092.23						
Cashbook Totals			50,456.70	0.00	3,123.47			47,333.23	



Internal Audit Report

1. Introduction

This report summarises the work undertaken as part of the internal audit of Frodsham Town Council and provides assurance regarding the adequacy and effectiveness of the Council's system of internal control.

The Annual Governance and Accountability Return (AGAR) is the statutory annual return that local councils in England must complete to demonstrate that proper financial management and governance arrangements are in place. The AGAR includes the Annual Governance Statement, the Accounting Statements, and the Internal Audit Report. Together these provide transparency and assurance that the Council is managing public funds responsibly and in accordance with relevant legislation and proper practices.

As part of this framework, the Internal Auditor provides an independent review of the Council's financial systems, transactions and governance procedures. The internal audit helps support the Council's annual governance assertions within the AGAR by confirming that appropriate internal controls are operating effectively.

The current Internal Auditor appointed by Frodsham Town Council is JDH Business Services Ltd. The Government-appointed External Auditor responsible for reviewing the AGAR submission is PKF Littlejohn LLP.

2. Scope and Approach

The internal audit examines a sample of financial transactions during the year to ensure that they have been properly authorised, supported by appropriate documentation and recorded accurately in the accounting records.

This includes verifying that payments are supported by invoices, approved by councillors in accordance with the Council's Financial Regulations, and that a clear audit trail exists for payments made through online banking.

In addition to reviewing financial transactions, the internal audit also considers the Council's governance arrangements to confirm that appropriate internal controls are operating effectively. This includes reviewing procedures for authorising expenditure, ensuring appropriate separation of duties where possible, and confirming that adequate evidence of approval for payments is retained.

3. Internal Audit Testing

The internal audit of Frodsham Town Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's Financial Regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for

- Reviewing the Council’s risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the Council’s reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked, and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliations
- Undertaking year-end testing on the accuracy and completeness of the financial statements

4. Interim Internal Audit

The interim internal audit provides evidence to support the annual internal audit conclusion in the AGAR Annual Return for larger councils.

Findings and recommendations arising from the internal audit are reported to the Council. These reports assist the Council in ensuring that its financial management and governance arrangements remain effective and compliant with statutory and regulatory requirements.

5. Conclusion

JDH Business Services Ltd has stated on their report that: “On the basis of the internal audit work carried out, in our view the Council’s system of internal controls is in place, adequate for the purpose intended and effective”.

INTERIM INTERNAL AUDIT 2025-2026

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	<p>In testing a sample of payments. we didn't see evidence of two signature authorisation before the following payment was made:</p> <ul style="list-style-type: none"> • 12/06/2025 CCTV SLA £6,000 	<p><i>Evidence should be retained showing which members approved online payments as required by the financial regulations.</i></p>	<p>The Clerk has informed us that two signatures weren't obtained as it is covered by an agreed annual payment. We recommend in future that the amount of the agreement is recorded in the minutes on an annual basis.</p>
2	<p>In November 2025 a duplicate payment was made in respect of the internal audit invoice amounting to £518.40. This was repaid to the council.</p>	<p><i>Internal controls should be in place to prevent duplicate payments.</i></p>	<p><i>The recording spreadsheet has been updated with advanced formula to identify duplicate payments. Actioned 16/02/2026 by TC following receipt of internal audit report.</i></p>
3	<p>Compliance with data protection laws is a new category (Assertion 10) within the Annual Governance Statement for 2025/26.</p>	<p><i>The council needs to ensure that all the systems, procedures, and policies to demonstrate compliance with data protection laws as required by the new Assertion 10 are in place.</i></p>	<p><i>Appointment of DPO (JDH Business Services) made by F&GP (ref:23/02/2026/8b). The Clerk has completed SLCC data protection training (23/02/2026), the Assistant Clerk is enrolled on the SLCC data protection and the following Councillors have completed the online ICO training: Cllr H Hayes (Chair), Cllr A Holman, Cllr R Lofts (Vice Chair), Cllr P Lowrie, Cllr J Moorcroft, Cllr M Nield & Cllr Wood</i></p>

Legal Agreement for Operation of Frodsham Artisan Market

The National Association of British Market Authorities, has advised that, as the market has now been operating for a period of 23 months, it is appropriate to formalise the arrangement by issuing a Letter of Agreement under the provisions of the Food Act 1984 (Part III).

NABMA reviewed the draft Agreement and recommended a number of amendments and additions, which have been incorporated into the revised version appended to this report. The Agreement will provide legal certainty, protect the interests of both Frodsham Town Council and Independent Street Events Ltd, and place the continued operation of the market on a sound legal footing.

Recommendation

It is recommended that Members approve the execution of the Letter of Agreement with Independent Street Events Ltd as set out in the draft below.



Jo O'Donoghue (FSLCC)
Town Clerk
Frodsham Town Council
Castle Park House
Castle Park
Frodsham
WA6 6SB
Office: 01928 735150
Mobile: 07737 787360
Email: townclerk@frodsham.gov.uk

[DATE]

[ADDRESS]

Dear [NAME]

Frodsham Artisan Market, Main Street, Frodsham - March 2026 to February 2027.

I write to confirm that permission has been granted for Independent Street Events Ltd, on behalf of Frodsham Town Council, under the Food Act 1984 (Part 111), to hold the above event in the above location. The timings and conditions to be met for your event are contained within the Temporary Event Notice issued by Cheshire West and Chester Council and the event management plan.

This is providing the following terms and conditions are adhered to:

1. A minimum of £10,000,000 Public Liability Insurance must be held by yourselves. Frodsham Town Council will not be liable for any loss or damage to persons or property how so ever occasioned as a result of your event. A copy of Independent

Street Events Ltd PLI certificate must be sent to Frodsham Town Council prior to the event.

2. Independent Street Events Ltd must also carry out a full site-based risk assessment. A copy of which you must send to Frodsham Town Council prior to the event. I confirm this has been received.
3. It is Independent Street Events Ltd responsibility as the event organiser to provide a full Event Management Plan, detailing every safety aspect of the event, such as emergency routes, fencing and barrier plans, security, first aid, toilet provision, traffic management, electric supply, catering etc. I confirm this has been received.
4. Independent Street Events Ltd must liaise with Frodsham Town Council in advance of the event if there is a need to revert to the event management.
5. Before erecting any large marquees, gazebos, or other structures etc Independent Street Events Ltd must first carry out a full-service check and be able to provide evidence of such upon request.
6. All catering facilities must hold a minimum of 5-star rating and evidence of such must be retained and displayed.
7. Stewarding of the event is entirely the responsibility of Independent Street Events Ltd.
8. All security should be SIA badged, DBS checked and have training and experience of working at this type of event.
9. All litter and debris generated as a result of the event must be cleaned up by Independent Street Events Ltd.
10. Where possible, the event must not interfere with any other vehicle and pedestrian users in the immediate vicinity to the satisfaction of Frodsham Town Council.
11. Alcohol sales are not permitted without a valid Temporary Event Notice and evidence of such has been received and all conditions therein must be adhered to.
12. Please note that all cars must be parked on the public pay and display car parks only and no vehicles are to be parked on the kerbside other than for loading and unloading purposes.
13. Any damage done to area as a result of the event must be repaired by Independent Street Events Ltd at your cost. It is important that you bring to the attention of Frodsham Town Council any issues be they created by yourselves or not, before, during and after the event.
14. All laws with regards to drugs and alcohol must be adhered to.

15. Please make sure any electrical equipment is Portable Appliance Tested, and any generators are earth spiked.
16. Independent Street Events Ltd must have appropriate first aid cover throughout the event including set up and take down. It is the responsibility of Independent Street Events Ltd to notify the Health and Safety Executive (HSE) if any accidents or incidents occur that come under the scope of the RIDDOR regulations 2013.
17. The security of the site during set up, take down and throughout the duration of the event is entirely the responsibility of Independent Street Events Ltd, Frodsham Town Council will not be held responsible for any damage to or loss/theft of equipment.
18. The event including temporary structures must be accessible to all members of the community.
19. If deemed appropriate by Frodsham Town Council, on the day of the event prior to the agreed start time, an appropriate person from Frodsham Town Council will carry out a random inspection of the site and a representative of Frodsham Town Council may remain on site throughout the event. However, this will not in any way interfere with the working of your event.
20. Frodsham Town Council reserves the right to cancel the event at any time. This will only be done in case of extreme weather, civil unrest or on advice from the police or other agencies. In the event of such an occurrence, Frodsham Town Council will not be liable for any costs.
21. All current general and local government guidance must be adhered to at all times.
22. The market will operate from the junction of Marsh Lane and Main Street to The Bear's Paw.
23. Frodsham Town Council will charge a fee of £250 per market to Independent Street Events Ltd.
24. The Artisan Market will operate on the last Saturday or each month with the exception of December when it will operate on the last Saturday before Christmas Day.

I hope that the Artisan Markets, operated by Independent Street Events Ltd, on behalf of Frodsham Town Council, under the Food Act 1984 (Part 111) are a success. I ask that you continue to liaise with Frodsham Town Council if you have any queries.

Yours sincerely,



Jo O'Donoghue (FSLCC)
Town Clerk

With my signature I agree to the terms and conditions laid out in this agreement

Signature:

On behalf of Independent
Street Events Ltd

Print:

Date:

INTERNAL REPORT

Subject: Artisan Market – Temporary Traffic Regulation Order (TTRO) and Complaint

Date: 2nd February 2026

Status: INTERNAL REPORT until noted at the full council meeting to be held on 23rd March 2026

Purpose: To inform Members of correspondence and actions taken in relation to a complaint concerning the Artisan Market held on 20 December 2025.

Background

A complaint was raised with Cheshire West and Chester Council regarding the Artisan Market that took place on 20 December 2025. The complaint followed an administrative issue relating to the submission of information in connection with the Temporary Traffic Regulation Order (TTRO) for the event.

The complaint alleged that the event proceeded without a TTRO in place to suspend parking on Main Street and requested that the Artisan Market be suspended pending clarification.

Officer Engagement and Clarification

A Cheshire West and Chester Council Senior Highways Officer has confirmed that they discussed the matter directly with the complainant.

It was subsequently identified that a date discrepancy occurred during the administrative process, which resulted in the TTRO being advertised on 27 December 2025, rather than in advance of the event. The matter was administrative in nature.

The complainant requested that Cheshire West and Chester Council suspend the Artisan Market until the matter had been clarified. The Senior Highways Officer confirmed to the complainant that the Artisan Market would not be suspended.

TTRO Wording

The complainant also raised concerns regarding the wording of the TTRO for events scheduled in 2025.

Following review, it was agreed that a minor amendment to the wording would improve clarity. The wording was therefore amended for the Artisan Market held on Saturday 31 January 2026, and for future events.

For clarity, the revised wording now reads:

Main Street (parking bays facing the pavement from Swetenhams Estate Agents (at a junction with Moor Lane) to outside No. 53 Main Street (at a junction with Marsh Lane)).

The amended TTRO was circulated in advance of advertisement for the event held on 31 January 2026.

Allegation of Criminal Offence

It is confirmed that, during discussions with the complainant, no representation was made by Cheshire West and Chester Highways Officer that the Artisan Market held on 20 December 2025 constituted a criminal offence or was subject to prosecution. Any such assertion by the complainant was not supported by Cheshire West and Chester Council.

Governance Assurance

This matter has been reviewed in line with established governance and administrative processes. The issue identified was procedural in nature and does not indicate any systemic failure, misconduct, or breach of governance arrangements by officers or representatives involved.

Appropriate administrative refinements have been made to ensure clarity and consistency in future TTRO submissions and communications. There were no financial implications, legal consequences, or public safety impacts arising from this matter.

Council Position and Conclusion

It is confirmed that Cheshire West and Chester Council does not intend to take any further action in relation to the Artisan Market held on 20 December 2025.

The matter arose from an administrative issue, and the position has since been clarified to support the effective management of future events.

Recommendation

That Full Council notes the contents of this report at the Town Council Meeting to be held on 23rd March 2026.

Assets Register 2025-2026			Approved:			Insurance values updated 04/03/2026 by TC		
Category	Site/description	Purchase Date (if known)	Acquisitions 2025-26	Disposals 2025-26	Cost (if known)	Book Value 2024-25	Book Value 2025-26	Physical checks 2026
Allotments	Kingsway					£1	£1	Inspected monthly
	London Road					£1	£1	Inspected monthly
Cemetery	Tarvin Road					£1	£1	Inspected monthly
Play Areas	Churchfields					£1	£1	Inspected monthly
	Park Lane	22/04/1905				£70,000	£70,000	Inspected monthly
	Ship Street					£20,000	£20,000	Inspected monthly
	Top Road					£1	£1	Inspected monthly
Open Spaces & Recreation Grounds	Crowmere Lake					£1	£1	Inspected monthly
	Churchfields					£15,000	£15,000	Inspected monthly
	Hawthorne Road Community Orchard					£1	£1	Inspected monthly
	Hob Hey Wood					£47,000	£47,000	Inspected monthly
	Fluin Lane Field					£1	£1	Inspected monthly
	London Road Field					£1	£1	Inspected monthly
	Manley Road Copse					£1	£1	Inspected monthly
	Marl Pits					£1	£1	Inspected monthly
	Marshlands Tree Garden					£7,900	£7,900	Inspected monthly
	Overton Memorial Field:					£1	£1	Inspected monthly
Other Land	Greenfield Lane (land only)					£1	£1	Inspected monthly
	Ship Street: Town Bowling Green	31/03/2002			50,000	£50,000	£50,000	Inspected monthly
	Blue Hatch (Rear of Houses)					£1	£1	Inspected monthly
Footpaths & Bridle	Crowmere to Marl Pits					£1	£1	Inspected monthly
	Hob Hey Wood					£2,250	£2,250	Inspected monthly
Buildings & Structures	Office Building / Store (Cemetery) & gates					£42,730	£42,730	Inspected monthly
	Shed (Allotments Site, London Rd)					£1,671	£1,671	Inspected monthly
	War Memorial, gates & railings					£1	£1	Inspected monthly
Tangible Assets	Civic Regalia					£6,756	£6,756	TC check 3/02/26
	Chairman's chain gifted 2020					£1	£1	TC check 3/02/26
	Boston Clock Main Street/Church Street clock					£25,716	£25,716	Inspected annually
	Christmas Lights	30/11/2025	£36,857.57	£21,430		£21,430	£36,858	Installed 11/11/25
	ICT Equipment	29/09/2017				£4,285	£4,285	TC check 3/02/26
	Mobile phone (Clerk)	29/05/2020				£165	£165	TC check 3/02/26
	PowerPoint projector	15/12/2017				£323	£323	TC check 3/02/26
	Audio Equipment	23/03/2017				£477	£477	TC check 3/02/26
	Defibrillators x 8					£11,369	£11,369	Inspected monthly
	Telephone Boxes	28/06/2017				£2	£2	Inspected monthly
	Litter Bins & Signs					£3,750	£3,750	Inspected monthly
	Litter Bins Ship Street	17/02/2020				£320	£320	Inspected monthly
	Big Ben Litter bins x 2 (Ship Street)	06/10/2023			800	£800	£800	Inspected monthly
	Notice Board (outside Costa, Church St)	06/10/2023			949	£949	£949	Inspected monthly

	Notice Boards (outside Weaver Vale School)	04/05/2017				£800	£800	Inspected monthly
	Notice Board (Ship Street)	17/10/2023			972	£972	£972	Inspected monthly
	Office Equipment, Fixtures, Fittings & Furniture					£6,440	£6,440	TC check 5/02/2026
	3 x Dell Latitude Laptops	31/12/2021				£1,824	£1,824	TC check 5/02/2026
	Railings, fences & gates					£44,558	£44,558	Inspected monthly
	Play Equipment	21/06/2018				£210,409	£210,409	Inspected monthly
	Adult Gym equipment	19/09/2018				£10,220	£10,220	Inspected monthly
	Plot Markers					£100	£100	Inspected monthly
	Seats					£12,942	£12,942	Inspected monthly
	Cemetery Benches	09/12/2021				£2,800	£2,800	Inspected monthly
	Dell Latitude 3520 laptop	02/12/2022			£736	£736	£736	N/A (inc in £3,387)
	Benches (Marmax x 10)	02/08/2022			£1,560	£1,560	£1,560	Inspected monthly
	Bat boxes	07/06/2022			£900	£900	£900	Inspected monthly
	1st aid box	26/05/2022			£35	£35	£35	
	Big Ben Litter bins x 2 (Ship Street)	22/04/2024	£1,453		£1,453	£1,453	£1,453	Inspected monthly
Memorial site	Gates & fencing	30/11/2022			£5,157	£5,157	£5,157	Inspected monthly
	Seating	30/11/2022			£4,394	£4,394	£4,394	Inspected monthly
	Bins	30/11/2022			£648	£648	£648	Inspected monthly
	Brass danger signs (Memorial)	31/10/2022			£811	£811	£811	Inspected monthly
Play equipment	Sit in springer (Churchfields)	17/01/2023			£1,064	£1,064	£1,064	Inspected monthly
	Sit on springer (Churchfields)	17/01/2023			£807	£807	£807	Inspected monthly
	New play area equipment (Ship Street)	11/11/2022			£48,000	£48,000	£48,000	Inspected monthly
	Goal posts (Churchfields)	15/06/2022			£2,270	£2,270	£2,270	Inspected monthly
Tools	Speedwatch Equipment	24/06/2020				£5,365	£5,365	Not yet checked
						£697,175	£712,602	

Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils: Joint Panel on Accountability and Governance (JPAG) Practioners' Guide 2024, paras. 5.67 and 5.68.

Land	Land Registry Title No	Purpose
Churchfields Play Area & Community Orchard	CH470122	Play Area & Orchard
Community Centre	CH506319	Community Centre/Youth
Crowmere	CH510896	Amenity Land
Hawthorne Road	CH470116	Orchard
Hob Hey Wood	CH330951	Woodland
Hob Hey Wood	CH361035	Woodland
Hob Hey Wood	CH404003	Woodland
Hob Hey Wood	CH4088	Woodland
Hob Hey Wood	CH424802	Woodland
Hob Hey Wood	CH618217	Woodland
Hob Hey Wood	CH618523	Woodland
Kingsway Allotment	CH486283	Allotment Gardens

Greenfield Lane (land only)	CH470121	Amenity Land
London Road Allotment	CH139973	Allotment Gardens
Manley Road Copse	CH470125	Amenity Land
Marl Pits	CH470123	Amenity Lane
London Road Field	CH470127	
Marshlands Tree Garden	CH178594	Amenity Land
Overton Memorial Field	CH509550	Amenity Land
Park Lane Play Area	CH470120	Play Area
Ship Street: Community Orchard	CH413054	Orchard
Ship Street: Town Bowling Green	CH461006	Bowling Green
South of Blue Hatch	CH499745	Amenity Land
South of Blue Hatch	CH500877	Amenity Land
Fluin Lane Field	CH92612	
South of Blue Hatch	CH511758	Amenity Land
Tarvin Road Cemetery	CH378658	Burial Ground
Top Road Play Area	CH565679	Play Area

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
1. Finance						
Cash						
Theft of cash	H	L	G	No cash kept in the office	Town Clerk	
Incorrect/inappropriate payments of cash	M	L	A	All payments made by cheque, Standing Order or BACS	Administrative Officer/Town Clerk	
Cash Receipts not accounted for	L	L	G	Cash banked when received	Administrative Officer/TC	
Cheques						
Loss/theft of cheques	H	L	A/G	Cheque books kept in locked cabinet	Administrative Officer/TC	
Inappropriate payments	M	L	G	Financial Regulations Reports to FTC & PPR meetings	Councillors/TC	
Cheques not presented	L	L	G	Detailed monthly finance reports approved at monthly meetings	Town Clerk	
Insurance						
Ineffective/inadequate	M	L	G	TC to check market from time to time	Clerk	3-yr contract to 2027
Claims badly handled	M	L	G	Claims monitored	Clerk	
Non-receipt of sums due	M	L	G	Administrative Officer checks	Administrative Officer/TC	
Bank Account						
Non-optimised returns	L	L	G	Clerk to check market from time to time	Town Clerk	
Instability of FTC's chosen bank	H	L	A/G	Spread risk between institutions Funds split between current and savings account in Cooperative bank and investment account with CCLA	Town Clerk	
Non-reconciled accounts				Detailed reports approved at monthly meetings. Bank recs checked by Cllr	Town Clerk/ appointed Cllr	Named Cllr appointed at monthly meetings

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
Inappropriate BACS payments	H	L	A/G	Reports to each FTC meeting Administration Officer and TC checks	Town Clerk/Cllr	Dual authority at bank. TC sets up payments, Cllr authorises payment.
Incorrect DDs/SOs	H	L	A/G	Reports to each FTC meeting Administration Officer and Clerk's checks	Town Clerk	
2. Property						
Damage/vandalism to playground equipment, gates, shed, town clock, and memorial site etc.	M	L	A/G	Insurance Regular inspection Independent annual inspection Regular servicing Good relationship with police, CWAC workforce Vigilant councillors Quick action to repair/make safe	Town Clerk/ Councillors/ Grounds maintenance contractors/ Service contracts	
Loss or theft of regalia/valuables	L	L	G	Insurance Regular checking Secure storage	Town Clerk/ Councillors	
Loss of value of assets	L	L	G	Maintenance Proper storage Physical checks Asset register – reviewed and updated annually	Town Clerk	
Loss of Office Base due to tenancy breaking down	H	M	A/G	Tenancy at Will agreed with CWAC Constantly monitoring availability of other office accommodation	Council	28 days' notice period
Loss of Office base due to damage, vandalism or other event	H	L	G	CWAC maintain the building Burglar and fire alarm systems monitored 24/7	Council	
3. Health and Safety						
Accidents at work	H	M	A/R	Statutory notices Risk assessments carried out Accident Book	Town Clerk/all staff	

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
				Careful supervision Maintenance Care with lifting etc. Training		
Safe premises	H	L	A/G	Well maintained Statutory provisions, notices Risk assessments carried out Training when needed	Clerk	
Accidents of public on Council land	H	L	A/G	Proper signage Hazards fenced off Insurance		
Wellbeing problems for staff and councillors	M	M	G	Staff Handbook regularly reviewed. Policies for dealing with illness, stress and other HR matters in place		5-year contract with Peninsula HR to 2028
Accident while driving for work reasons	M	M	A	Drivers to be insured for business use. Adequate time allowed for travel Care with loaded vehicles	Clerk/ Administrative Officer/	
4. Council Procedures						
Important procedures not followed	H	L	A	Qualified Clerk Training Well communicated responsibilities Job descriptions Feedback	F&GP Committee/ Town Clerk	
Negligence	H	L	A/G	Vigilance Feedback Disciplinary procedure	Town Clerk	
Poor behaviour of councillors/staff – reputation damage	H	H	R	Code of conduct understood and followed Bad behaviour challenged Monitoring Officer Disciplinary procedures and policies	ALL	

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
5. Data						
Natural Catastrophe	L	M	A/G	Disaster recovery plan in place All data stored off site on UK based cloud storage facility	Town Clerk	Roll over contract with Prism Ltd on annual basis
Theft/Sabotage	L	L	G	Insurance Swift replacement facilitated by use of cloud	Town Clerk	Roll over contract with Prism Ltd on annual basis
Hardware/software failure	M	L	A/G	Support contract in place with Prism Disaster recovery plan	Town Clerk	Roll over contract with Prism Ltd on annual basis
Supplier/ISP/Cloud Failure	L	L	A/G	Tendering & contracting procedure ensures only reputable company chosen. Disaster recovery plan. Likelihood very low.	Town Clerk F&GP Committee	Roll over contract with Prism Ltd on annual basis
Website Accessibility and Transparency Compliance	H	M	A/G	Website reviewed annually against WCAG 2.2 AA and Accessibility Regulations; Accessibility Statement published; statutory documentation published per FOI Act and Transparency Code.	Town Clerk	Independent accessibility audit every 3 years
Use of Personal Email or Devices for Council Business	H	M	A/G	Council-issued email accounts used exclusively; IT Policy covers personal/authority equipment; dual authorisation retained for sensitive actions.	Town Clerk/ Councillors	IT Policy adopted 2025 in line with Assertion 10 based on NALC model.
Data Protection & GDPR Compliance	H	M	A/G	GDPR/Data Protection training for councillors and staff; Data Audit reviewed annually; policies updated in line with Data Protection Act 2018. Mandatory GDPR training for all staff to be refreshed every 2 years.	Town Clerk/all staff	Clerk completed SLCC ICO training and SLCC Data Security in 2026. Cllrs Drapeur, Hayes, Hook, Hughes, Lofts, Lowrie, Wade & Wood completed ICO training in 2026. JDH

						Business Services appointed as DPO February 2026.
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	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
Freedom of Information (FOI) Training	M	M	A/G	FOI training provided to councillors and staff to ensure correct handling of requests; aligned with GDPR/Data Protection compliance; refresher training every 2 years.	Town Clerk/ Assistant Clerk	Training records maintained; included in induction for all new staff
Domain/Hosting Security	M	L	G	Council retains ownership of website domain and hosting; renewals tracked; secure hosting and SSL certificates in place.	Town Clerk/IT Support	Renewed every 2 years with BB Online

6. Personnel

Loss of staff member	H	M	A/G	Recruitment procedures in place ensure correct person chosen for the job Staff Handbook in place Grievance procedure National Joint Council contract and conditions apply. Training provided	Town Clerk/Council	Peninsula HR have reviewed the staff handbook, grievance procedure and contractual agreements under the terms of their SLA.
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7. Procurement

	M	L	A/G	Council has updated finance regs in order to comply with legislation. All changes to current supplier bank details to be checked by phone call and verified by 2 staff members. Bank details for new suppliers to be checked by phone call and verified by 2 members of staff.	Council/Town Clerk	Dual authorisation of all payments with Co-operative Business Banking. TC sets up payments (signed & dated by 2 cllrs), named Cllr approves.
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Key: **Impact: Low, Medium, High** **Likelihood: Low, Medium, High** **RAG rating: Amber/Green/Red**

Note: All red bold text indicates 2026 updates for Assertion 10 compliance.

Report to Council

Recording and Publication of Council Meetings

Meeting Date: 23 March 2026

Subject: Review of the Council's approach to recording and publishing audio recordings of council meetings

1. Purpose of the Report

This report asks Members to review the Council's current practice of publishing audio recordings of formal meetings and to consider adopting a more proportionate approach whereby meetings are recorded solely to assist with the preparation of accurate minutes, with recordings deleted once those minutes have been formally approved.

There is no statutory requirement for the Council to record or publish recordings of its meetings. The Council therefore has discretion to determine its own approach, provided it continues to comply with relevant legal obligations, including data protection and freedom of information legislation.

The purpose of this report is to assist Members in determining whether continuing to publish recordings remains necessary or whether a more proportionate and risk-managed approach focused on accurate minute-taking would better support the Council's governance.

2. Legal Position

There is no statutory requirement for parish or town councils to audio record or publish recordings of their meetings.

The official and legally recognised record of Council proceedings is the approved minutes of the meeting, which record the decisions taken.

While councils must conduct meetings openly and transparently, legislation does not require councils to maintain or publish audio recordings of their proceedings.

The Council therefore has discretion to determine whether recordings are:

- published publicly
- retained solely for administrative purposes
- or not made at all

3. Background

The Council currently records formal meetings and publishes those recordings on its website. This practice was originally introduced with the intention of improving accessibility and transparency.

However:

- Approved minutes remain the official record of Council decisions.
- Audio recordings do not have formal legal standing as the record of proceedings.
- Working group meetings and informal meetings are not recorded or published.

In practice, the Council already relies primarily on formal minutes as the authoritative record of its work.

Members may therefore wish to consider whether continuing to maintain publicly accessible recordings remains necessary when balanced against governance risks, administrative burden and the potential impact on the nature of debate.

4. Considerations Regarding the Publication of Recordings

Publishing recordings may provide an additional means for residents to listen to discussions where they are unable to attend meetings in person.

However, maintaining publicly accessible recordings introduces several practical and governance considerations.

Duplication of the Official Record

Council decisions are formally recorded through approved minutes. Publishing recordings therefore duplicates the role of the official record without adding significant governance value.

Inconsistency Across Meeting Types

Working groups and informal meetings are not recorded. Publishing recordings of formal meetings only can create inconsistency in how discussions across the Council's governance structure are documented.

Risk of Misinterpretation

Audio recordings may be excerpted or shared outside the context of the full discussion, potentially leading to misunderstandings or misrepresentation of remarks made during debate.

Data Protection Considerations

During discussions, Members or members of the public may occasionally refer to individuals, organisations or sensitive matters. Publishing recordings increases the risk that personal data or other information may inadvertently be placed in the public domain.

Reputational and Legal Exposure

Permanent public recordings can increase the likelihood of complaints or disputes arising from comments made during debate, even where remarks were made appropriately in the context of legitimate discussion.

Administrative and Resource Implications

Uploading, managing and storing recordings requires staff time and ongoing administrative oversight.

Impact on Debate

Experience across many councils suggests that permanently recorded discussions can discourage candid debate and encourage more guarded contributions, which may not support the most effective decision-making environment.

5. Transparency and Public Recording of Meetings

Ceasing publication of Council recordings does not prevent meetings from being recorded by others.

Under the Openness of Local Government Bodies Regulations 2014, members of the public, journalists and councillors have a statutory right to record, film, photograph or otherwise report on public meetings of local authorities, provided this does not disrupt the conduct of the meeting.

This legislation allows attendees to:

- audio record or film the meeting
- take photographs of proceedings
- report on the meeting using social media or other media

As a result, even if the Council ceases publishing its own recordings, meetings remain capable of being recorded and shared by those attending.

Meetings will also continue to:

- remain open to the public, and
- produce formal minutes recording the decisions taken.

Transparency is therefore maintained through open meetings, public access and the statutory right for attendees to record proceedings.

6. Recording Meetings for Minute-Taking Only

A commonly adopted approach across local councils is to record meetings solely for the purpose of supporting the preparation of accurate minutes.

Under this approach:

- meetings continue to be recorded as an administrative aid
- recordings are not published
- recordings are deleted once the minutes have been formally approved

Working group and informal meetings would continue not to be recorded.

Benefits of This Approach

- Accurate Minutes

Recordings provide an objective reference when preparing minutes, helping ensure accuracy before they are approved.

- Clear Governance

This approach reinforces the role of approved minutes as the official record of Council decisions.

- Reduced Legal and Data Protection Risk

Not publishing recordings reduces the risk of inadvertently disclosing personal data or creating unnecessary exposure to complaints.

- Consistency

Limiting recordings to administrative purposes aligns more closely with current practice for working groups and informal meetings.

- Reduced Administrative Burden

A clear retention policy removes the need to host and manage publicly accessible audio files.

- More Open Discussion

Members and participants may feel more comfortable contributing openly where discussions are not permanently published.

7. Alternative Options Considered

In preparing this report, several alternative approaches were considered.

- Continue publishing recordings indefinitely

This option would retain the governance, data protection and administrative risks associated with maintaining publicly accessible recordings.

- Cease recording meetings altogether

This approach would remove the ability to verify the accuracy of minutes during their preparation.

- Publish recordings for a limited period

While this could provide temporary access, it would still introduce the risks associated with publishing recordings without providing a clear governance advantage over the use of approved minutes.

Having considered these options, recording meetings solely to support accurate minute-taking is considered the most proportionate and practical approach.

Members may also wish to note that permanent publication of recordings can expose both the Council and individual Members to unnecessary risk where remarks made during legitimate debate are subsequently taken out of context.

Many councils have already adopted this approach as proportionate and practical governance.

8. Proposed Policy

Council meetings may be audio recorded solely for the purpose of assisting with the preparation of minutes.

Recordings will:

- not be published, and
- be deleted once the minutes of the meeting have been formally approved by the Council.

9. Proposed Resolution

Council is invited to resolve that:

1. Council meetings may be audio recorded solely for the purpose of assisting with the preparation of accurate minutes.
2. Audio recordings will not be published.
3. Recordings will be retained only until the minutes of the meeting have been formally approved.
4. Once minutes have been approved, recordings will be deleted in accordance with the Council's records management practices.
5. The Council's website and meeting procedures will be updated to reflect this approach.

10. Implementation

If Members agree to adopt this approach:

- the Council's recording policy and website information will be updated;
- recordings will be retained only until minutes are approved;
- recordings will then be deleted in accordance with the Council's retention practices.

Communication will confirm that:

- meetings remain open to the public;

- attendees retain the legal right to record meetings themselves; and
 - approved minutes remain the official record of Council decisions.
-

Conclusion

There is no legal requirement for the Council to record or publish its meetings. The Council's decisions are already formally recorded through approved minutes and meetings remain open to the public.

Members may therefore consider that maintaining publicly accessible recordings is not necessary to ensure transparency and may introduce avoidable governance, legal and administrative burdens.

Recording meetings solely for the purpose of supporting accurate minute-taking provides a proportionate, consistent and risk-managed approach while maintaining transparency through open meetings and publicly available minutes.

Members are invited to determine the Council's preferred approach.