



Frodsham
TOWN COUNCIL

Meeting pack

Finance & General Purposes Committee

22nd June 2026

Contents

	Agenda & summons
Item 6	Minutes from the meeting held 20/04/2026
Item 7d	Monthly finance report 30/04/2026
Item 8	External audit report
Item 9a	F&GP terms of reference
Item 10a	Staffing Committee terms of reference
Item 11	Appraisal Policy
Item 12	Grants Scheme 2026



Frodsham

TOWN COUNCIL

Members of the Finance & General Purposes Committee are hereby summoned to attend a meeting of the **Finance & General Purposes Committee** to be held on **Monday in Gallery 2, Castle Park Arts Centre at 7pm on Monday 22nd June 2026**

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

Date: 17/06/2026

Members: Cllrs J Critchley, Hayes, Hook, Moorcroft, Wood, Holman & Hughes

FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting 1

1. **Appointment of Chair**
To appoint a Chair to serve until the Annual Town Council Meeting in May 2026.
2. **Appointment of Vice Chair**
To appoint a Vice Chair to serve until the Annual Town Council Meeting in May 2026.
3. **Apologies for absence**
To receive apologies and reasons for absence.
4. **Declarations of interest**
To note any declarations of interest
5. **Requests from the public to speak**
Members of the public are invited to speak on items which are on the agenda.
6. **Minutes of the meeting held on 20th April 2026**
To accept and sign the minutes as a true and accurate record of the meeting.
7. **Frodsham Town Council accounts**
 - (a) To note that the income in April 2026 was £306,890 which included the annual precept of £300,309.
 - (b) To note that the expenditure in April 2026 was £13,961.
 - (c) To note that the sum of all accounts as at 30th April 2026 was £ £620,751.
 - (d) To approve the M1 Finance Report.
 - (e) To note that the bank reconciliation checks as at 30th April 2026 were checked to bank statements and cashbook by Cllr Wood on 17/06/2026.
 - (f) To appoint a councillor to carry out the bank reconciliation checks as at 30th June 2026.
8. **External Audit**
To note the report provided by the Town Clerk.

9. Finance & General Purposes Committee Terms of Reference

- (a) To note the F&GP Committee ToR.
- (b) To recommend the F&GP Committee ToR to the full council meeting to be held on 27th July 2026.

10. Staffing Committee Terms of Reference

- (a) To note the Staffing Committee ToR.
- (b) To recommend the Staffing Committee ToR to the full council meeting to be held on 27th July 2026.

11. Appraisal Policy

To note and approve the Staff Appraisal Policy

12. Grants Scheme 2026

- (a) To approve the 2026 Grants Scheme documentation and note that Frodsham Town Council has allocated a total grants budget of £10,500 for 2026, which includes a £3,000 contribution from the monthly Saturday Artisan Market provider.
- (b) To approve the date for commencement of the Scheme as 1st September 2026 with the last date for submissions as 23rd October 2026.
- (c) To agree to appoint a Grants Working Group which may include Councillors who are not members of the F&GP Committee.
- (d) To note that all meetings of the Grants Working Group will be held via Zoom with a report to be submitted to the F&GP Committee at the meeting to be held on 26th October 2026.



Minutes from a meeting of the **Finance & General Purposes Committee** held on **Monday 20th April 2026 in Gallery 2, Castle Park Arts Centre at 6pm**

Attended by: Cllrs H Hayes (Chair), J Hook, C Hughes, P Lowrie, G Wood & J O'Donoghue
(Town Clerk)

FINANCE AND GENERAL PURPOSES COMMITTEE

Meeting 6

1. Apologies

To receive apologies and reasons for absence.

RESOLVED: Apologies were received and accepted from Cllrs Holman (work commitments) and Moorcroft (work commitments).

2. Declarations of interest

To note any declarations of interest.

NOTED: There were no declarations of interest.

3. Requests from the public to speak

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

NOTED: No member of the public attended the meeting.

4. Minutes of the meeting held on 23rd February 2026.

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

RESOLVED: The minutes were approved and signed.

5. Finance

- (a) To note that the sum of all accounts as at 31st January 2026 was £327,806.

NOTED

- (b) To approve the monthly Finance Report.

RESOLVED: The monthly Finance Report was approved and signed.

- (c) To appoint a councillor to carry out the bank reconciliation checks as at 30th April 2026.

RESOLVED: It was agreed to appoint Cllr Wood to carry out the bank reconciliation checks as at 30th April 2026.

6. Year end finance report

To receive the year end finance from the Town Clerk.

NOTED: The year-end report was received and noted.

7. Policy review

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

NOTED

- (b) To approve the amendments to policies as identified by the Town Clerk.

RESOLVED: It was resolved that:

1. The recommendation of the Town Clerk to make no changes to the Data Protection Policy, other than updating the review date, be approved.
2. The Complaints Policy review be completed as scheduled.
3. No changes be made to the Internal Control Policy, other than updating the review date.

ACTION: JO

8. Staffing

- (a) To approve the recommendation from the Staffing Committee Meeting held on 13th April 2026 to implement temporary flexible and/or reduced working hours for the Town Clerk, commencing 13 April 2026 for an initial period of two weeks, following a recent diagnosis of a treatable medical condition requiring an initial six weeks of medical treatment, in order to support ongoing care while maintaining service continuity; it was further agreed that the arrangement be subject to formal review at the end of the initial period to assess its effectiveness and determine whether any continuation or adjustment is required.

RESOLVED: It was unanimously resolved to make all necessary adjustments and to review in 2 weeks' time.

ACTION: HH

- (b) To approve the recommendation from the Staffing Committee Meeting held on 13th April 2026 to appoint a part-time Administration Officer on a 20-hour-per-week, two-year temporary contract to oversee the administration of Tarvin Road Cemetery, along with other administrative responsibilities, including the management of allotments, defibrillators, and related duties as per the job description provided by the Town Clerk and note that any final decision on recruitment will be subject to approval by Full Council at the next Full Council meeting.

RESOLVED: It was unanimously resolved to approve the recommendation from the Staffing Committee Meeting and noted that any final decision on recruitment will be subject to approval by Full Council at the next Full Council meeting.

ACTION: JO

- (c) To recommend to the full council the appointment of an Administration Officer on the SLCC recommended salary scale SCP 13–17 (FTE £28,163; £15.06/hour at SCP 13) for 20 hours per week, with an actual salary of £15,662.40 plus employer on-costs (NI £1,599.36 and LGPS £3,210.79), giving a total annual cost of £20,472.55, to be funded from the existing £44,000 earmarked staffing reserve over the two-year contract period.

RESOLVED: It was unanimously resolved to recommend to Full Council the appointment of an Administration Officer, with the post to be remunerated in accordance with the SLCC-recommended salary scale SCP 13–17.

ACTION: JO

- (d) To agree any further action to be taken

NOTED: None.

9. Grant funding

(a) To note that Frodsham Community Association has confirmed that, due to a range of factors, the 2026 Weaver Words event has been postponed until 2027. As a result, the £500 grant allocated for the 2026 event will not be used as originally intended and consideration should be given to whether the funding should be returned.

NOTED

(b) To agree action to be taken

RESOLVED: It was unanimously resolved to request return of the £500 grant and invite Frodsham Community Association to apply for funding for the 2027 event when the Grant Scheme reopens in the Autumn.

ACTION: JO

10. Close of meeting

The meeting closed at 6.25pm.



Frodsham TOWN COUNCIL

Finance Report

As at 30th April 2026

Prepared by: J O'Donoghue (Town Clerk)

Dated: 17/06/2026

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 1 Date 30/04/2026**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control A/c	4,947	
200	Current Bank A/c Directplus	318,820	
210	Investment A/c CCLA	296,984	
	Total Current Assets		620,751
	<u>Represented by :-</u>		
300	Current Year Fund	299,589	
310	General Reserves	92,239	
331	EMR Cemetery extension	60,676	
332	EMR Elections	7,246	
333	EMR Play area improvements	20,000	
334	EMR Accessbile play	5,000	
335	EMR Community Orchards	5,000	
336	EMR Replace Christmas Lights	20,000	
339	EMR Town Clocks	3,000	
340	EMR Memorial Garden	20,000	
341	EMR FTC Office	29,224	
342	EMR CIL 2025-2026	777	
343	EMR Cemetery gate restoration	2,000	
345	EMR Telephone box refurb	5,000	
346	EMR staffing	44,000	
347	EMR Active Travel	4,000	
349	EMR Climate Action	3,000	
	Total Equity		620,751

Detailed Income & Expenditure by Budget Heading 01/04/2026

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Establishment</u>								
1076 Precept	300,309	300,309	332,946	32,637			90.2%	
1091 CCLA Interest Income	969	969	17,000	16,031			5.7%	
1415 Field hire income	0	0	300	300			0.0%	
1990 Income - Other	179	179	0	(179)			0.0%	
7000 Income - CIL	388	388	0	(388)			0.0%	
Establishment :- Income	301,845	301,845	350,246	48,401			86.2%	0
4000 Staff Salaries (net)	4,369	4,369	55,650	51,281		51,281	7.9%	
4030 PAYE and NI	1,751	1,751	17,850	16,099		16,099	9.8%	
4040 Pension	1,548	1,548	22,050	20,502		20,502	7.0%	
4060 Expenses - Staff	35	35	500	465		465	7.0%	
4070 Training - Staff	0	0	1,000	1,000		1,000	0.0%	
4080 Chairman's Allowance	0	0	500	500		500	0.0%	
4090 Training - Councillor	0	0	1,000	1,000		1,000	0.0%	
4110 Bank Charges	0	0	100	100		100	0.0%	
4120 Audit Fees	(1,200)	(1,200)	2,000	3,200		3,200	(60.0%)	
4130 Professional Fees (Legal)	0	0	2,500	2,500		2,500	0.0%	
4131 Professional Fees (Accountant)	(938)	(938)	2,000	2,938		2,938	(46.9%)	
4140 Subscriptions & Memberships	659	659	3,140	2,481		2,481	21.0%	
4150 Insurance	453	453	6,000	5,547		5,547	7.6%	
4160 Stationery	0	0	300	300		300	0.0%	
4170 Postage	0	0	600	600		600	0.0%	
4180 Telephone & Broadband	157	157	1,800	1,643		1,643	8.7%	
4190 Photocopier	0	0	650	650		650	0.0%	
4200 Website	(120)	(120)	1,300	1,420		1,420	(9.2%)	
4210 IT	549	549	7,000	6,451		6,451	7.8%	
4212 Office Equipment	515	515	1,000	485		485	51.5%	515
4213 Office Cleaning	0	0	900	900		900	0.0%	
4240 Rent	1,275	1,275	9,900	8,625		8,625	12.9%	
4250 CPH Rates	137	137	2,800	2,663		2,663	4.9%	
4260 Public Consultations	0	0	2,000	2,000		2,000	0.0%	
4270 Advertising	0	0	100	100		100	0.0%	
4400 Professional Fees (HR)	125	125	1,500	1,375		1,375	8.3%	
4511 Storage Facility	77	77	1,000	924		924	7.7%	
4600 Utilities	162	162	0	(162)		(162)	0.0%	
9011 Office move	261	261	0	(261)		(261)	0.0%	261
Establishment :- Indirect Expenditure	9,813	9,813	145,140	135,327	0	135,327	6.8%	776
Net Income over Expenditure	292,032	292,032	205,106	(86,926)				
6000 plus Transfer from EMR	776	776	0	(776)				
Movement to/(from) Gen Reserve	292,808	292,808	205,106	(87,702)				

Detailed Income & Expenditure by Budget Heading 01/04/2026

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Civic & Democratic</u>								
4080 Chairman's Allowance	0	0	500	500		500	0.0%	
4260 Public Consultations	0	0	2,000	2,000		2,000	0.0%	
4823 Room hire	202	202	2,000	1,798		1,798	10.1%	
4824 Joint Surgery (CWAC)	0	0	200	200		200	0.0%	
Civic & Democratic :- Indirect Expenditure	202	202	4,700	4,498	0	4,498	4.3%	0
Net Expenditure	(202)	(202)	(4,700)	(4,498)				
<u>107 Discretionary Expenditure</u>								
4220 Grant Scheme	0	0	7,500	7,500		7,500	0.0%	
4513 Christmas vouchers	0	0	20,000	20,000		20,000	0.0%	
4519 Frodsham Youth Association	0	0	15,000	15,000		15,000	0.0%	
4730 Christmas Festival	0	0	15,000	15,000		15,000	0.0%	
5112 Civic Pride	611	611	10,000	9,389		9,389	6.1%	
8010 Freedom of Frodsham	0	0	500	500		500	0.0%	
Discretionary Expenditure :- Indirect Expenditure	611	611	68,000	67,389	0	67,389	0.9%	0
Net Expenditure	(611)	(611)	(68,000)	(67,389)				
<u>130 Cemetery</u>								
1300 Burial Fees Income	5,045	5,045	20,000	14,955			25.2%	
1301 Memorial Income	0	0	1,275	1,275			0.0%	
Cemetery :- Income	5,045	5,045	21,275	16,230			23.7%	0
4140 Subscriptions & Memberships	0	0	55	55		55	0.0%	
4560 Waste Removal	9	9	1,200	1,191		1,191	0.7%	
4600 Utilities	57	57	1,000	943		943	5.7%	
Cemetery :- Indirect Expenditure	66	66	2,255	2,189	0	2,189	2.9%	0
Net Income over Expenditure	4,979	4,979	19,020	14,041				
<u>135 Allotments</u>								
1410 Allotment Income	0	0	1,000	1,000			0.0%	
Allotments :- Income	0	0	1,000	1,000			0.0%	0
4140 Subscriptions & Memberships	0	0	55	55		55	0.0%	
4320 Maintenance	0	0	300	300		300	0.0%	
4600 Utilities	6	6	120	114		114	5.4%	
Allotments :- Indirect Expenditure	6	6	475	469	0	469	1.4%	0
Net Income over Expenditure	(6)	(6)	525	531				

Detailed Income & Expenditure by Budget Heading 01/04/2026

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Events								
4700 Town Meetings	0	0	200	200		200	0.0%	
4710 Festival of Walks	962	962	2,000	1,038		1,038	48.1%	
4720 Remembrance Day	0	0	100	100		100	0.0%	
4722 Halloween	0	0	2,000	2,000		2,000	0.0%	
4723 Christmas Lights	0	0	2,000	2,000		2,000	0.0%	
4731 Care in the Community	0	0	400	400		400	0.0%	
4737 Easter Trail	0	0	2,500	2,500		2,500	0.0%	
4738 Food & Drink Festival (June)	420	420	3,000	2,580		2,580	14.0%	
4739 Picnic in the Park 2025	0	0	13,000	13,000		13,000	0.0%	
4741 Event for Volunteers	0	0	5,000	5,000		5,000	0.0%	
9012 Medieval Day 2026	1,028	1,028	7,000	5,972		5,972	14.7%	
Events :- Indirect Expenditure	2,409	2,409	37,200	34,791	0	34,791	6.5%	0
Net Expenditure	(2,409)	(2,409)	(37,200)	(34,791)				
170 Amenities								
2021 Grounds Maintenance SLA	(5,924)	(5,924)	40,000	45,924		45,924	(14.8%)	
4514 Winter Gritting	0	0	4,000	4,000		4,000	0.0%	
4516 War Memorial Maintenance	0	0	1,000	1,000		1,000	0.0%	
4517 CCTV	0	0	5,500	5,500		5,500	0.0%	
4760 Play areas add works	0	0	4,000	4,000		4,000	0.0%	
4802 Annual RoSPA	0	0	400	400		400	0.0%	
4803 Play Area repairs/refurb	0	0	4,000	4,000		4,000	0.0%	
4804 Tree Works	0	0	3,000	3,000		3,000	0.0%	
4805 Hob Hey Wood	0	0	3,800	3,800		3,800	0.0%	
4806 Defibrillator Maintenance	117	117	1,300	1,183		1,183	9.0%	
4808 Daffodil Bulbs	0	0	600	600		600	0.0%	
4809 Rent & Rates	0	0	1,100	1,100		1,100	0.0%	
4811 Street Furniture	0	0	2,000	2,000		2,000	0.0%	
4812 Xmas Light Bulbs	0	0	1,000	1,000		1,000	0.0%	
4813 Additional grounds maint	0	0	6,000	6,000		6,000	0.0%	
4814 Manley Road Copse	0	0	500	500		500	0.0%	
4815 Marshlands	0	0	2,000	2,000		2,000	0.0%	
4816 Active Travel Dev't Fund	0	0	4,000	4,000		4,000	0.0%	
4817 Climate Action	0	0	3,000	3,000		3,000	0.0%	
4819 Accessible Play Equipment	0	0	5,000	5,000		5,000	0.0%	
5000 Annual RoSPA	0	0	500	500		500	0.0%	
8000 Town Clock	0	0	1,000	1,000		1,000	0.0%	
Amenities :- Indirect Expenditure	(5,806)	(5,806)	93,700	99,506	0	99,506	(6.2%)	0
Net Expenditure	5,806	5,806	(93,700)	(99,506)				

Detailed Income & Expenditure by Budget Heading 01/04/2026

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	306,890	306,890	372,521	65,631			82.4%	
Expenditure	7,302	7,302	351,470	344,168	0	344,168	2.1%	
Net Income over Expenditure	299,589	299,589	21,051	(278,538)				
plus Transfer from EMR	776	776	0	(776)				
Movement to/(from) Gen Reserve	300,364	300,364	21,051	(279,313)				

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		27,532.26					27,532.26	
T3680	Banked: 01/04/2026	590.00						
T3680	DT Turner	590.00			1300	130	590.00	Burial fees
T3707	Banked: 02/04/2026	388.30						
T3707	CWAC	388.30			7000	100	388.30	CIL
T3681	Banked: 02/04/2026	2,825.00						
T3681	Hankinson & Mears	2,825.00			1300	130	2,825.00	Burial fees
P3708	Banked: 13/04/2026	300,309.00						
P3708	CWAC	300,309.00			1076	100	300,309.00	Precept 2026-27
T3710	Banked: 17/04/2026	68.00						
T3710	Amazon Business	68.00			1990	100	68.00	Refund on office equip
T3711	Banked: 17/04/2026	68.00						
T3711	Amazon Business	68.00			1990	100	68.00	Refund on office equip
T3683	Banked: 17/04/2026	110.00						
T3683	DT Turner	110.00			1300	130	110.00	Burial fees
T3684	Banked: 20/04/2026	560.00						
T3684	Mears & Jackson	560.00			1300	130	560.00	Burial fees
T3685	Banked: 21/04/2026	960.00						
T3685	Nagle Brothers Hornby	960.00			1300	130	960.00	Burial fees
DC	Banked: 27/04/2026	43.25						
DC	Amazon Business	43.25			1990	100	43.25	Equip refund
Total Receipts for Month		305,921.55	0.00	0.00			305,921.55	
Cashbook Totals		<u>333,453.81</u>	<u>0.00</u>	<u>0.00</u>			<u>333,453.81</u>	

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2026	CWAC	DD	137.47			4250	100	137.47	Rates (CPH to be refunded)
01/04/2026	Prism Ltd	DD	188.58		31.43	4180	100	157.15	Telecoms
01/04/2026	CWAC	DD	510.00		85.00	4240	100	425.00	Rent CPH (to be refunded)
01/04/2026	K Ingram	BACS	850.00			4240	100	850.00	Rent 44 Main Street
02/04/2026	CWAC	DC	258.00			5112	107	258.00	Licence Kingsley Rd planter
02/04/2026	CWAC	DC	258.00			5112	107	258.00	Licence Sutton Weaver Planter
09/04/2026	Waterplus	DD	6.46			4600	135	6.46	Allotment water
10/04/2026	CWAC	BACS	252.00			9012	140	252.00	Fees Med Day
13/04/2026	PENINSULA	DD	149.50		24.92	4400	100	124.58	HR SLA
15/04/2026	CWAC	DC	21.00			9012	140	21.00	TEN for MedDay
15/04/2026	British Gas	DC	94.72			4600	100	94.72	Electric 44 Main Street
15/04/2026	Hawk Publications Ltd	BACS	614.00		102.33	9012	140	511.67	MedDay publicity
15/04/2026	Jo O'Donoghue	BACS	16.79			4823	101	16.79	Zoom M1
15/04/2026	Staff salaries	BACS	4,368.74			4000	100	4,368.74	Staff salaries
15/04/2026	B & M Waste Services	BACS	173.68		28.95	4560	130	144.73	Cemetery waste
15/04/2026	Castle Park Arts Centre	BACS	185.00			4823	101	185.00	Room hire
15/04/2026	Jo O'Donoghue	BACS	260.68			9011	100	260.68	Office equ 44 Main Street
						341	0	-260.68	Office equ 44 Main Street
						6000	100	260.68	Office equ 44 Main Street
15/04/2026	Jo O'Donoghue	BACS	295.24			4212	100	295.24	Office equ 44 Main Street
						341	0	-295.24	Office equ 44 Main Street
						6000	100	295.24	Office equ 44 Main Street
15/04/2026	Edge IT Systems Ltd	BACS	791.34		131.89	4140	100	659.45	Annual sub allot & cemetery
15/04/2026	HMRC	BACS	1,750.75			4030	100	1,750.75	PAYE & NI
15/04/2026	H & L Self Storage Ltd	BACS	91.80		15.30	4511	100	76.50	Storage 17/04 to 17/05
15/04/2026	Cheshire Pensions	BACS	1,547.59			4040	100	1,547.59	Staff pensions
20/04/2026	British Gas	DD	23.85			4600	130	23.85	Cemetery electric
20/04/2026	CWAC	DC	25.00			4060	100	25.00	Parking fine 44 Main St TC
22/04/2026	EDF Energy	DD	67.15			4600	100	67.15	EDF Energy 44 Main Street
23/04/2026	Amazon Business	DC	50.32		8.39	4212	100	41.93	Office equip microwave
						341	0	-41.93	Office equip microwave
						6000	100	41.93	Office equip microwave
23/04/2026	Amazon Business	DC	101.27		16.88	4212	100	84.39	Storage cabinet 44 Main St
						341	0	-84.39	Storage cabinet 44 Main St
						6000	100	84.39	Storage cabinet 44 Main St
23/04/2026	Amazon Business	DC	111.96		18.66	4212	100	93.30	Under desk drawers 44 Main St
						341	0	-93.30	Under desk drawers 44 Main St
						6000	100	93.30	Under desk drawers 44 Main St
23/04/2026	CWAC	DC	138.00			4738	140	138.00	Licence F&D
24/04/2026	Staff expenses	BACS	10.00			4060	100	10.00	Pens

Payments for Month 1**Nominal Ledger Analysis**

<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>
24/04/2026	Robert Gleave and Sons	BACS	114.11		19.02	5112	107	95.09	Civic Pride equipment
24/04/2026	Community Heartbeat	BACS	140.94		23.49	4806	170	117.45	Pads for defibs
24/04/2026	THE WHITE MARQUEE COMPANY	BACS	338.00		56.33	4738	140	281.67	Deposit on marquee F&D
27/04/2026	Prism Ltd	DD	658.39		109.73	4210	100	548.66	IT SLA
30/04/2026	Waterplus	DD	33.29			4600	130	33.29	Water Cemetery
Total Payments for Month			14,633.62	0.00	672.32			13,961.30	
Balance Carried Fwd			318,820.19						
Cashbook Totals			333,453.81	0.00	672.32			332,781.49	

External Audit 2025/26 – Summary of Work Undertaken by Town Clerk & RFO

Preparation for the 2025/26 external audit has required a substantial programme of financial, governance and compliance work to ensure that the Council meets its statutory obligations under the Accounts and Audit Regulations 2015, the Local Audit and Accountability Act 2014, and the requirements of the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide.

The Council is required to prepare an Annual Governance and Accountability Return (AGAR), maintain adequate accounting records, ensure effective internal control arrangements, provide for public inspection of accounts, and submit supporting documentation for external audit review.

The work undertaken has included:

- Preparation of the Annual Governance and Accountability Return (AGAR) Form 3, including completion of the Annual Governance Statement and Accounting Statements in accordance with Proper Practices.
- Conducting a full year-end review of the Council's accounting records and financial transactions to ensure compliance with Regulation 4 of the Accounts and Audit Regulations 2015.
- Preparation of the year-end Balance Sheet and supporting accounting records.
- Completion of detailed bank, cash and investment reconciliations to demonstrate the accuracy of the balances reported in the AGAR.
- Preparation of the statutory reconciliation between AGAR Box 7 (Reserves) and Box 8 (Cash and Short-Term Investments), as required by the external auditor.
- Preparation of a detailed Explanation of Variances identifying and explaining material movements between the 2024/25 and 2025/26 accounting statements, as required by the external auditor and the Practitioners' Guide.
- Liaison with the independent internal auditor and provision of extensive supporting documentation for the year-end internal audit review. The internal audit examined accounting records, payments, receipts, payroll, reserves, budgets, risk management, bank reconciliations, governance arrangements and statutory compliance.
- Review of compliance with the Council's system of internal control as required by Regulation 6 of the Accounts and Audit Regulations 2015 and reflected in the Annual Governance Statement.
- Review of governance arrangements, policies, financial regulations, risk management arrangements, reserves, budget monitoring and transparency obligations.
- Verification of all bank and investment balances against original statements and reconciliation schedules.
- Preparation of the statutory notice and confirmation of the dates for the exercise of public rights, as required by Regulations 14 and 15 of the Accounts and Audit Regulations 2015. The Council has set the inspection period from 3 June 2026 to 14 July 2026.

- Preparation of publication material required for the Council website before and after completion of the external audit process.

This work represents many weeks of financial administration, reconciliation, governance review and statutory compliance activity. It requires not only preparation of the AGAR itself but also the assembly and verification of a comprehensive evidence base demonstrating compliance with the Council's legal duties and the Proper Practices framework.

Legal and Regulatory Framework

The work undertaken is necessary to comply with:

- The **Local Audit and Accountability Act 2014**.
 - The **Accounts and Audit Regulations 2015**.
 - The **Annual Governance and Accountability Return (AGAR) Framework** issued by Smaller Authorities' Audit Appointments Ltd (SAAA).
 - The **SAPPP Practitioners' Guide to Proper Practices in the Preparation of Statutory Annual Accounts and Governance Statements**.
 - The requirement for authorities to maintain an adequate and effective system of internal control and conduct an annual review of that system.
 - The statutory requirement to provide electors with the opportunity to inspect accounting records during the period for the exercise of public rights.
-

Documents Prepared and Provided to Facilitate the External Audit

The following documents have been prepared and/or supplied as part of the external audit process:

1. Annual Governance and Accountability Return (AGAR) Form 3 2025/26.
2. Annual Internal Audit Report 2025/26 (AGAR Section 3).
3. Internal Audit Year-End Report 2025/26 (JDH Business Services Ltd).
4. Explanation of Variances 2025/26. (*Prepared specifically for external audit submission.*)
5. Balance Sheet as at 31 March 2026.
6. Bank, Cash and Investment Reconciliation as at 31 March 2026.
7. Reconciliation Between AGAR Box 7 and Box 8 (Reserves Reconciliation).
8. Confirmation of the Dates for the Exercise of Public Rights.
9. External Auditor Contact Details Form.
10. Co-operative Bank Statement (Page 849).
11. Co-operative Bank Statement (Page 850).
12. CCLA Investment Fund Statement.

13. Finance & General Purposes Committee minutes confirming appointment of the independent internal auditor and supporting governance arrangements.

In addition, considerable officer time has been devoted to reviewing accounting records, reconciling balances, responding to internal audit recommendations, preparing statutory disclosures, checking governance compliance, obtaining Council approvals and assembling audit evidence to support the limited assurance review undertaken by the external auditor.

1 Objectives

- 1.1 To implement, monitor and review FTC policies, strategies, procedures and regulations.
- 1.2 To consider and agree where appropriate, requests from community groups and others for use of the council's assets.

2 Composition

- 2.1 Membership: Committee will consist of Councillors appointed at the Annual Town Council Meeting and any subsequent relevant meeting.
- 2.2 Chairmanship: The Committee will elect a chair from its members at its first meeting each year following the Annual Town Council Meeting.
- 2.3 Meetings: The Council will produce a schedule of meetings at the first meeting after the Annual Meeting. The committee may call extra ordinary meetings as necessary.
- 2.4 Voting: Only councillors who are members of the committee will have a vote.
- 2.5 The quorum for a meeting will be a minimum of 4 councillors.
- 2.6 The Councillors Code of Conduct will apply to all members of the Committee.
- 2.7 The conduct of meetings (declaration of interests, debate, voting etc) will be governed by the council's standing orders.

3 Rights & Powers

- 3.1 The Committee may spend monies subject to the following limitations:
 - extent of the committee's budget
 - amount of expenditure on any single transaction as per spending limits.
- 3.2 The committee may make recommendations to the council for consideration and approval.
- 3.3 The committee may appoint working groups for a specified purpose. Such groups will be task and finish groups and will operate under terms of reference agreed by the committee. Any working groups will be required to make notes at meeting and produce written reports to the Finance & General Purposes Committee. Working groups cannot make any decisions only recommendations.

4 Responsibilities

- 4.1 To monitor and manage the approved budget (Appendix A).

- 4.2 To produce written estimates of proposed expenditure for the next financial year for submission to FTC for approval no later than the council's meeting in November of the current year.
- 4.3 To monitor and manage the approved budget.
- 4.4 Administration of the Council's finances and oversees:
- monitoring of income & expenditure,
 - internal & external audit of accounts and implementation & monitoring of action(s) necessitated by auditors' recommendations,
 - income and expenditure
 - BACS & direct debit payments authorised by the Council
 - staff salaries, overtime, pension & discretionary payments
- 4.5 Assessment of grant applications and recommendations for approval/rejection to FTC.
- 4.6 Management of purchase/sale/leasing of land/property;
- 4.7 The Committee's remit extends to the provision and maintenance of the following facilities and services:
- over 70's vouchers
 - administration of the grants scheme
 - Councilors' training.

APPENDIX A

FINANCE & GENERAL PURPOSES COMMITTEE

COMMITTEE BUDGET 2026-2027

		2026-2027
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	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
		£ 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	£ 136,000.00

APPENDIX B COMMITTEE MEMBERS 2026-2027

At the Annual Town Council Meeting held on 18th May 2026, the following councillors were appointed to the committee: Cllrs J Critchley, Hayes, Hook, Moorcroft and Wood. At the extra ordinary council meeting held on 1st June 2026 Cllrs Holman and Hughes were appointed to the committee.

CLERK TO COMMITTEE 2026-2027

Jo O'Donoghue (Town Clerk)



Frodsham TOWN COUNCIL

Terms of Reference 2026/27 Staffing Committee

Frodsham Town Council appoints Committees to carry out specific duties on its behalf. All Committees must comply with the Council's Standing Orders and Financial Regulations, Scheme of Delegation, and any relevant statutory requirements

This document sets out the remit, powers, and procedures for the Staffing Committee

Committee Overview	1
Legal & Governance Framework	3
Authority and Delegation	3
Terms of Reference including delegated duties and responsibilities:.....	4
Personnel & Staffing	4
Strategy & Governance.....	4
Performance, Appraisal and Development.....	4
Complaints, Grievance, Disciplinary & Capability.....	5
Health & Safety and Compliance	5
COMMITTEE BUDGET 2026-2027	6
COMMITTEE MEMBERS 2026-2027	6
CLERK TO COMMITTEE 2026-2027.....	6

Committee Overview

Remit: To oversee matters relating to the employment, welfare, development and performance of Council staff, including recruitment, employment policies, appraisals, sickness absence, annual leave, training and development, dignity at work, health and safety compliance, and general staff wellbeing.

Day-to-day line management of staff remains the responsibility of the Clerk/RFO, except where a matter relates directly to the Clerk/RFO.

Composition: Five (5) Elected members (Voting)

Councillors appointed to the Staffing Committee must be willing to undertake appropriate employment law, equality, data protection, dignity at work, disciplinary/grievance and appraisal training as soon as practicable, and before sitting on any formal staffing panel.

The Council recognises that stable membership of the Committee is desirable. Membership should therefore be regarded as a continuing commitment, subject to annual appointment by Full Council.

A member will not be eligible for nomination to the committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.

Non Members: All Councillors not appointed to the Staffing Committee may attend public sessions and, at the discretion of the Chairman, participate in the meeting but have no voting rights and shall not count towards the quorum

Non-members shall withdraw for confidential staffing matters. Any councillor attending a confidential staffing item shall be bound by the same confidentiality obligations as Committee members and may be prevented from sitting on any later hearing or appeal panel relating to that matter.

Quorum: Three (3) members.

Chairmanship: Chairman and Vice-Chairman to be elected by the members at the first committee meeting held in each Council year.

Meetings: Four ordinary meetings per year. In the event of an item of urgency, an extra ordinary meeting can be called in line with legislation and Council's adopted standing orders and scheme of delegation.

Confidentiality: The Committee shall treat all staffing matters with appropriate confidentiality and in accordance with Standing Orders, employment policies and data protection requirements.

Members should not take personal notes during confidential staffing items unless required for a formal hearing or appeal. An official confidential minute, record or hearing note shall be taken by the Clerk, an appointed note taker, or an external adviser as appropriate and retained securely by the Council.

Members involved in confidential staffing matters must not discuss those matters with councillors, staff or third parties who are not properly involved in the matter.

Reports to: Full Council.

Administration: Town Council Office

Term of Appointment: Appointments shall be made for a term of one year, with members expected to commit to serving for up to four years to ensure continuity and stability in staffing matters.

Legal & Governance Framework

The Committee operates under the following legislation and policy documents (non-exhaustive):

- Local Government Act 1972, including delegation and committee arrangements
- Public Bodies (Admission to Meetings) Act 1960
- Localism Act 2011
- Employment Rights Act 1996, as amended, including relevant provisions of the Employment Rights Act 2025 as they come into force
- Equality Act 2010, including the Public Sector Equality Duty
- Worker Protection (Amendment of Equality Act 2010) Act 2023
- Data Protection Act 2018 and UK GDPR
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Working Time Regulations 1998
- National Minimum Wage Act 1998 and National Minimum Wage Regulations 2015
- Trade Union and Labour Relations (Consolidation) Act 1992
- Employment Relations Act 1999, Employment Act 2002 and Employment Relations Act 2004
- Pensions Act 2008 and relevant pension/auto-enrolment requirements
- Immigration, Asylum and Nationality Act 2006 and Immigration Act 2016
- Rehabilitation of Offenders Act 1974
- TUPE Regulations 2006, where relevant
- Agency Workers Regulations 2010, where relevant
- Maternity and Parental Leave etc. Regulations 1999
- Paternity and Adoption Leave Regulations 2002, as amended
- Shared Parental Leave Regulations 2014
- Parental Bereavement Leave and Pay Act 2018
- Carer's Leave Act 2023 and Carer's Leave Regulations 2024
- Neonatal Care (Leave and Pay) Act 2023 and associated regulations
- Employment Relations (Flexible Working) Act 2023 and Flexible Working Regulations
- ACAS statutory Codes of Practice, including disciplinary, grievance and flexible working
- NJC National Agreement on Pay and Conditions of Service, where adopted by the Council
- Council's adopted Standing Orders, Financial Regulations, Scheme of Delegation, Code of Conduct and employment policies
- Relevant case law and NALC/SLCC guidance as applicable

Authority and Delegation

The Committee has delegated authority to make decisions within its approved Terms of Reference, adopted budget, Standing Orders, Financial Regulations, and the Council's Scheme of Delegation.

The following matters must be referred to Full Council or the relevant committee:

- Any matter outside the Committee's approved Terms of Reference or delegated authority.
- Any matter requiring expenditure outside the Committee's approved budget or above authorised limits.
- Any proposal that would commit the Council to ongoing, future, or unbudgeted expenditure.
- Any senior officer appointment where Full Council approval is required.
- Any proposed amendment to Standing Orders, Financial Regulations, the Scheme of Delegation, or Council employment policies.
- Any matter reserved to Full Council by law, Standing Orders, Financial Regulations, the Scheme of Delegation, or a previous resolution of the Council.

Terms of Reference including delegated duties and responsibilities:

Personnel & Staffing

- To oversee the Council's role as employer.
- To appoint, from among its members, recruitment panels as required, with the Town Clerk serving as a member of the recruitment, selection and interview panel.
- To work with the Clerk/RFO on recruitment processes for officer appointments and make recommendations to Full Council where required.
- To appoint, from its membership, hearing and appeal panels when necessary, ensuring that members have not had prior involvement in the matter.
- To assist the Clerk/RFO in any process relating to dismissal, redundancy, capability, grievance or disciplinary matters, where required by Council policy.
- To manage employment matters relating directly to the Clerk/RFO in accordance with Council policy and, where appropriate, with external HR advice.
- To review staffing structures and levels annually, or following any significant organisational change, and make recommendations to Full Council.
- To review contracts of employment, job descriptions and person specifications biennially, or following any significant organisational change.
- To review staff pay, grading and job evaluation arrangements in accordance with the Council's Pay Policy.
- To review staff pension arrangements biennially, or sooner where legislative or scheme changes require.
- To regularly review staffing policies and procedures to ensure they remain current, lawful and consistent with best practice.
- To support the Clerk/RFO in managing long-term sickness, welfare concerns and incidents at work in line with Council policies.
- To ensure that the Clerk/RFO has the necessary tools, training and support to manage staff effectively.
- To identify appropriate sources of expert employment, occupational health, legal or HR advice and ensure that such advice is used when appropriate.

Strategy & Governance

- To undertake training appropriate to the Committee's HR responsibilities.
- To consider and submit to the full council annual budget estimates for staffing, training, occupational health, HR advice, recruitment and employment-related expenditure.
- To consider recommendations from any sub-committees, panels or advisory groups operating under the authority of the Staffing Committee.
- To consider such matters as may be delegated by Full Council from time to time.
- To review the Committee's Terms of Reference annually and make recommendations to Full Council.
- To monitor changes in employment legislation, NJC terms, NALC/SLCC guidance and ACAS Codes of Practice, and recommend policy amendments where required.

Performance, Appraisal and Development

- To ensure that all staff, including the Clerk/RFO, receive an annual appraisal and regular one-to-one meetings in accordance with the Council's Appraisal Policy.

- To ensure that the Chairman and Vice-Chairman of the Staffing Committee undertake the Clerk/RFO's appraisal and one-to-one meetings, subject to appropriate training.
- To receive recommendations arising from appraisals, including training, development and pay progression matters, in accordance with Council policy.
- To approve training and development requests within the agreed training budget and delegated authority.
- To promote staff wellbeing, development and retention.

Complaints, Grievance, Disciplinary & Capability

- To deal with staff disciplinary, grievance, dignity at work, capability and appeal matters in accordance with the Council's adopted policies.
- To ensure that investigation, hearing and appeal roles are kept separate.
- To appoint an appropriate Investigating Officer where required. This may be the Clerk/RFO, another officer, a councillor, or an external adviser, depending on the nature of the matter and any conflicts of interest.
- To appoint hearing and appeal panels when required, ensuring that no member has had prior involvement in the matter.
- To ensure that employees are informed of their statutory and policy rights, including the right to be accompanied where applicable.
- For allegations of misconduct relating to the Clerk/RFO, to appoint an appropriate Investigating Officer, which may be an external adviser.
- For grievances relating to or raised by the Clerk/RFO, to ensure that the Council's Grievance Policy is followed and external HR advice is obtained where appropriate.
- To make decisions or recommendations on sanctions, dismissal or appeal outcomes in accordance with the Council's adopted policies and delegated authority.

Health & Safety and Compliance

- To oversee employment-related health, safety and welfare matters, including staff wellbeing, lone working, stress management, sickness absence and occupational health.
- To receive reports and recommendations from the Council's competent health and safety person where they relate to staff matters.
- To ensure that required employment-related health and safety actions are progressed by the Clerk/RFO or relevant officer within agreed authority and budget.
- To consider and recommend policy or procedural changes required to comply with employment law, health and safety law, NJC terms and conditions, and best practice guidance from NALC, SLCC, ACAS and other relevant bodies.
- To ensure that councillors involved in staffing matters understand their confidentiality, equality, dignity at work and data protection responsibilities.

Note: Any resolution made outside these Terms of Reference may be considered ultra vires and open to challenge in a Court of Law.

COMMITTEE BUDGET 2026-2027

		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

COMMITTEE MEMBERS 2026-2027

At the Annual Town Council Meeting held on 18th May 2026, the following councillors were appointed to the committee: Cllrs J Critchley, Hayes, Nield and Wood. At the extra ordinary council meeting held on 1st June 2026 Cllr Wade was appointed to the committee.

CLERK TO COMMITTEE 2026-2027

Jo O'Donoghue (Town Clerk)



STAFF APPRAISAL AND PERFORMANCE MANAGEMENT POLICY
2026-2029

1. Purpose	1
2. Scope	2
3. Management Responsibilities	2
3.1 <i>Town Clerk</i>	2
3.2 <i>Town Clerk Appraisal</i>	2
3.3 <i>Conflict of Interest and Impartiality</i>	2
3.4 <i>Appraisal Training</i>	3
4. Performance Management	4
5. One-to-One Meetings	4
6. Annual Appraisals	4
6.1 <i>Frequency</i>	4
6.2 <i>Preparation</i>	4
6.3 <i>Conduct of the Appraisal</i>	5
6.4 <i>Training and Development</i>	5
7. Salary Progression	5
8. Appraisal Records	6
9. Confidentiality	6
10. Appeals	6
11. Review of Policy	6
12. Adoption	6
APPENDIX A – LEGISLATIVE AND GOOD PRACTICE FRAMEWORK	6

1. Purpose

Frodsham Town Council is committed to supporting the development, wellbeing and performance of its employees through a fair, constructive and consistent appraisal process.

The appraisal process is intended to:

- Support the delivery of the Council's objectives and priorities.
- Provide employees with regular feedback on performance.
- Recognise achievements and good performance.
- Identify areas for development and improvement.
- Identify training and development needs.
- Support employee wellbeing and job satisfaction.
- Establish clear objectives and priorities for the forthcoming period.

- Provide a framework for salary progression where this is linked to satisfactory performance.

Performance management is a continuous process and should not be limited to the annual appraisal meeting.

2. Scope

This policy applies to all employees of Frodsham Town Council.

The Council recognises that the management arrangements for the Town Clerk differ from those of other employees due to the Town Clerk's role as the Council's most senior officer.

3. Management Responsibilities

3.1 Town Clerk

The Town Clerk is responsible for the day-to-day management, supervision and performance management of all Council employees.

The Town Clerk shall undertake annual appraisals and regular one-to-one meetings with all employees for whom they have management responsibility.

Nothing within this policy authorises individual councillors to direct, supervise or manage employees, other than through formally delegated appraisal responsibilities under this policy.

3.2 Town Clerk Appraisal

Responsibility for the appraisal of the Town Clerk shall rest with the committee delegated by the Council to oversee staffing and employment matters.

That committee shall appoint two councillors to act as Appraisers on its behalf. Normally, these will be the Chair and Vice-Chair of the committee, although alternative appointments may be made where appropriate.

The appointed Appraisers shall conduct the appraisal meeting and prepare a written appraisal report for consideration by the committee.

The committee may make recommendations regarding salary progression, contractual matters, training and development, or other employment matters arising from the appraisal process.

Any recommendations affecting salary progression, remuneration, contractual terms and conditions, or other matters reserved to Full Council shall be reported to Full Council for consideration and determination.

Where such matters contain personal, confidential or employment-related information, they shall be considered by Full Council in confidential session in accordance with the Public Bodies (Admission to Meetings) Act 1960 and any other relevant statutory provisions in force at the time.

3.3 Conflict of Interest and Impartiality

The Council recognises that appraisal processes must be undertaken fairly, objectively and without bias.

Any councillor appointed to undertake the Town Clerk's appraisal must be able to demonstrate impartiality and act in the best interests of the Council.

A councillor shall not participate in the appraisal of the Town Clerk where:

- They are party to an ongoing grievance, complaint, dispute or employment-related process involving the Town Clerk.
- There is a significant breakdown in the working relationship between the councillor and the Town Clerk.
- There is a personal conflict, prejudice or other circumstance that could reasonably be perceived as affecting the councillor's ability to act impartially.
- Their involvement could create a reasonable perception of bias or predetermination.

Where such circumstances arise, the councillor shall declare the matter and withdraw from participation in the appraisal process.

The committee responsible for staffing and employment matters shall appoint an alternative councillor to undertake the appraisal role.

The same principles shall apply to any employee undertaking appraisal responsibilities under this policy.

3.4 Appraisal Training

The Council considers appropriate training to be essential for anyone undertaking appraisal responsibilities.

No councillor or employee shall undertake a formal employee appraisal unless they have completed appropriate appraisal and performance management training.

This requirement applies to:

- The Town Clerk when undertaking appraisals of Council employees.
- Councillors appointed to undertake the Town Clerk's appraisal.
- Any employee who may be delegated responsibility for undertaking appraisals.

Appraisal training must cover, as a minimum:

- Performance management principles.
- Objective setting and SMART objectives.
- Conducting effective appraisal discussions.
- Providing constructive feedback.
- Identifying training and development needs.
- Equality, diversity and inclusion considerations.
- Confidentiality and data protection requirements.
- Managing sensitive or difficult conversations appropriately.

The Council shall ensure that appraisers receive refresher training where necessary to maintain competence and awareness of current employment practices and legal requirements.

Failure to complete the required training will render an individual ineligible to undertake appraisal responsibilities on behalf of the Council.

4. Performance Management

Performance management should be based upon regular communication between managers and employees throughout the year.

Managers and employees should discuss:

- Progress against objectives.
- Workload and priorities.
- Training and development requirements.
- Support needs.
- Wellbeing and welfare matters.
- Any barriers affecting performance.

Informal discussions should be used wherever possible to address issues at an early stage and should not be regarded as disciplinary action.

5. One-to-One Meetings

The Town Clerk shall hold regular one-to-one meetings with employees throughout the year.

As a minimum, one-to-one meetings shall be held quarterly, although more frequent meetings may be arranged where appropriate.

These meetings may include:

- Review of current workload.
- Progress against objectives.
- Identification of support requirements.
- Training and development discussions.
- Employee wellbeing.
- Future priorities.

Brief notes may be retained where appropriate.

6. Annual Appraisals

6.1 Frequency

Formal appraisals shall be undertaken annually, usually in April.

Additional performance review meetings may be arranged where:

- An employee is within a probationary period.
- Performance concerns have been identified.
- Significant changes have occurred within the employee's role.
- Additional support or monitoring is required.

6.2 Preparation

Prior to the appraisal meeting, employees should be given the opportunity to reflect upon:

- Achievements during the review period.
- Progress against objectives.
- Challenges experienced.
- Training and development undertaken.
- Future development needs.

- Objectives for the forthcoming year.

Managers should review previous appraisal documentation and agreed objectives before the meeting.

6.3 Conduct of the Appraisal

Appraisals shall be conducted in a private and confidential setting and should encourage open, honest and constructive two-way discussion.

The appraisal should include consideration of:

- Performance during the review period.
- Achievement of agreed objectives.
- Quality of work and service delivery.
- Working relationships and conduct.
- Attendance and wellbeing where appropriate.
- Training and development needs.
- Future objectives and priorities.

Objectives should, wherever possible, be **SMART**:

Specific

Measurable

Achievable

Realistic

Time-bound

6.4 Training and Development

Appraisals should identify any learning, development or training needs.

The Council recognises the importance of continuing professional development and will consider reasonable requests for training that support the employee's role and the Council's objectives.

7. Salary Progression

Where an employee's contract provides for salary progression subject to satisfactory performance, the annual appraisal process shall be used to inform decisions regarding incremental progression.

Appraisal outcomes shall be applied fairly and consistently across all employees.

Recommendations regarding salary increments shall be considered initially by the committee responsible for staffing and employment matters and, where required by the Council's scheme of delegation, shall be reported to Full Council for determination.

Any report to Full Council containing information relating to an identifiable employee's performance, remuneration, employment terms and conditions, or appraisal outcomes shall be considered in confidential session in accordance with the Public Bodies (Admission to Meetings) Act 1960 and any other relevant statutory provisions in force at the time.

8. Appraisal Records

A written record of each appraisal shall be completed and signed by both parties.

The employee shall receive a copy of the completed appraisal.

A copy shall be retained securely on the employee's personnel file.

Agreed objectives shall form the basis of future performance reviews and subsequent appraisals.

9. Confidentiality

All appraisal discussions, records and reports shall be treated as confidential employment information.

Documentation shall be retained and processed in accordance with the Council's Data Protection Policy, Retention Policy and relevant legislation.

Access to appraisal records shall be restricted to those with a legitimate management or governance need to know.

Reports arising from appraisal processes that are presented to committees or Full Council shall be restricted to information necessary for decision-making and shall be considered in confidential session where they contain personal employment information relating to an identifiable employee.

10. Appeals

If an employee disagrees with the content or outcome of an appraisal, they may submit written comments for inclusion on their personnel file.

Any concerns regarding the conduct of the appraisal process should be raised initially with the employee's line manager or, in the case of the Town Clerk, with the Chair of the committee responsible for staffing and employment matters.

Nothing within this policy prevents an employee from using the Council's Grievance Procedure where appropriate.

11. Review of Policy

This policy shall be reviewed by the Council every three years, or sooner if required by changes in legislation, employment practice or organisational requirements.

12. Adoption

This Policy was adopted by Frodsham Town Council on:

Minute Reference:

Review Date:

APPENDIX A – LEGISLATIVE AND GOOD PRACTICE FRAMEWORK

This Policy has been developed having regard to current employment legislation, ACAS guidance, and local government good practice. The Council will apply and interpret this Policy in accordance with the following legislation and guidance, together with any subsequent amendments or replacement legislation.

Employment Legislation

- **Equality Act 2010** – requiring fair and non-discriminatory treatment of employees and the consideration of reasonable adjustments where appropriate.
- **Employment Rights Act 1996** – providing statutory employment protections and rights relevant to performance management and employment relationships.
- **Employment Relations Act 1999** – establishing employee rights relating to representation and workplace relations.
- **Data Protection Act 2018** and the **UK General Data Protection Regulation (UK GDPR)** – governing the processing, storage, retention and confidentiality of appraisal records and personal data.
- **Health and Safety at Work etc. Act 1974** – requiring employers to consider employee welfare, wellbeing and workplace health and safety.
- **Public Interest Disclosure Act 1998** – protecting employees who make protected disclosures or raise concerns in the public interest.
- **Employment Relations (Flexible Working) Act 2023** – strengthening employees’ rights to request flexible working arrangements.
- **Carer’s Leave Act 2023** – providing eligible employees with a statutory right to unpaid carer’s leave.
- **Worker Protection (Amendment of Equality Act 2010) Act 2023** – placing a duty on employers to take reasonable steps to prevent sexual harassment in the workplace.
- **Neonatal Care (Leave and Pay) Act 2023** (when in force) – providing eligible employees with statutory neonatal care leave and pay entitlements.

Good Practice Guidance

In addition to statutory requirements, the Council has had regard to the following guidance and recognised good practice:

- **ACAS guidance** on performance management, employee development, workplace wellbeing and handling employment matters fairly and consistently.
- **National Association of Local Councils (NALC) – Good Employer’s Guide.**
- **Society of Local Council Clerks (SLCC)** guidance on employee management, appraisal and professional development.
- Relevant local government employment and governance best practice guidance issued from time to time.

The Council recognises that appraisal processes should support employee development, wellbeing, equality of opportunity, organisational effectiveness and the delivery of high-quality public services. This Policy shall therefore be interpreted in accordance with both statutory requirements and recognised good employment practice.

Where there is any conflict between this Policy and employment legislation, the provisions of the legislation shall prevail.

GRANT APPLICATION SCHEME 2026

1. Introduction

Frodsham Town Council (FTC) makes grants to local organisations that:

- promote social inclusion by building dialogue & understanding; or
- increase skills & activities to aid social inclusion; or
- enhance the social, cultural or economic well-being of Frodsham; or
- achieve excellence in their chosen activities.

2. Aims

The Grants Scheme aims to:

- promote social inclusion and achievement of excellence by awarding grants to local groups and individuals; and
- support the work and development of smaller voluntary groups by giving priority to groups whose income per year is less than £10,000 and who do not employ paid staff.

3. Process

3.1 FTC will agree the Grants Budget for the FTC Financial Year which in 2026 is £10,500 to include a contribution of £3,000 from the operator of the monthly Artisan Market. The deadline for applications to FTC is **Friday 23rd October 2026**.

NOTE: Application Forms are available from the Town Council Office or can be downloaded from the FTC website.

3.2 The Council's Finance & General Purposes Committee will appoint a Working Group to assess all applications against the Criteria for Award of Grants. A short list of suitable grants and apportionment of the grant budget will be presented to the full Council for approval in time for payment in December.

3.3 Grants will be paid by BACS to successful applicants and they will be asked to confirm acceptance of the terms & conditions of the grant. The Council reserves the right to monitor the use of the award and ask for an end of project Completion Report.

3.4 FTC will always give a reason for rejecting an application. Unsuccessful applicants may re-apply in the following year.

4. Criteria for Award of Grants

4.1 In the case of applications from voluntary organisations (eg, club/society/registered charity), priority will be given to the community groups with unpaid management (committee, board or trustees) who do not receive any financial benefit from the group.

4.2 The applicant may be a state sector organisation (eg, a school) and must include the wider community.

4.3 Organisations must have:

- a constitution (or similar document);
- a bank or building society account where at least two people are needed to sign cheques; and
- clear objectives and be able to demonstrate effective planning and budgeting; and can show that the majority of people benefiting from the funding will be residents of Frodsham.

4.4 Where the grant is for repair/improvement of buildings or property or for building new premises, the organisation must show they have a secure right to remain in that building or property (ownership/lease). Leaseholders must be able to demonstrate the lease is secure for at least:

- 5 years for improvements to existing buildings/property costing less than £20,000;
- 10 years for new buildings costing less than £20,000;
- 20 years for new buildings and/or work costing over £20,000.

4.5 Where the applicant is an individual, he/she must be:

- a member of a recognised group or organisation connected with the cultural activity they are applying to participate in;
- able to demonstrate the activity they are applying to participate in has the potential to benefit the local community;
- able to demonstrate they have the potential to achieve the highest level in their chosen activity.

5. Exclusions

Applications will not be considered:

- for day-to-day running costs;
 - retrospectively (where money has been already spent or committed);
-



Frodsham

TOWN COUNCIL

Application for Grant 2026

- ◆ Before filling in this form, please read the Terms & Conditions (attached).
- ◆ Please answer all the questions, writing 'not applicable' if the question is not relevant.
- ◆ If you are applying as an organisation, please complete Section 1 and 2
- ◆ If you are applying as an individual on your own behalf, please complete Section 1 and 3

Section 1 – Project Details

Brief details of the proposed project and the purpose for which the grant will be used:

Total cost of project	£
Itemise the costs where possible	
Amount of grant requested	£
If other sources of funding are being applied to, please give details	
If other sources of funding are not being approached, how will the project be funded? <i>(Include details of any amount budgeted by your organisation)</i>	
Details of grants awarded by Frodsham Town Council in the last five years	

Section 2 – Local Voluntary Organisation

Name of Organisation:

Chairman	Secretary or Treasurer <i>(Delete as appropriate)</i>
Name:	Name:
Address:	Address:

Telephone No:		Telephone No:	
Email:		Email:	
Purpose of your organisation:			
Do any of the Officers (committee/board/trust members) receive remuneration or other financial benefit from the organisation?		Yes	No
Does the organisation have a constitution (or similar document) that defines the organisation's objectives?		Yes	No
Does the organisation have an Equal Opportunities Policy?		Yes	No
Does the organisation require at least two signatories to sign cheques against the organisation's bank account?		Yes	No
Do the majority of your organisation's members reside in Frodsham?		Yes	No
<i>The Council may wish to discuss your application with your representatives. Please supply details of two representatives who will be willing to attend a meeting with nominated Councillors:</i>			
1 st Representative		2 nd Representative	
Name:		Name:	
Address:		Address:	
Telephone No:		Telephone No:	
Email:		Email:	
Section 3 – Individual Applicant			
Name:			
Are you a member of a recognised group or organisation connected with the activity you are applying to participate in?		Yes	No
Name or group/organisation <i>(if applicable)</i>			
Signature		Date	

Terms and Conditions

- Grants must be used for the purpose they are awarded.
- Grants must be spent within 12 months of the date of the award.
- The contribution of Frodsham Town Council must be acknowledged in all publicity for the project/event/equipment for which the grant was awarded.
- Successful applicants must agree to be monitored of the use of the award by the Town Council and must provide a report outlining how the funding was spent.
- Successful applicants must return the Grant Completion Form at the end of their project.
- The organisation must be open and accessible. If it does not already have an equal opportunities policy, it must agree to adopt & implement one.
- The organisation must meet statutory health and safety requirements relating to the use of premises, provision of services and employment of staff where applicable.
- The organisation must ensure that all necessary permits and licences have been obtained for any event or project funded by the grant, and that the event or project complies with all relevant regulations.
- The Council can reclaim the grant in part or in full if:
 - The organisation ceases to operate or exist within twelve months of the grant being spent;
 - The grant is used for any purpose other than that agreed without prior permission;
 - Any changes within the organisation or its activities occur within twelve months of the grant being spent, which would make the organisation ineligible under the awards criteria;
 - The organisation breaches any of these terms and conditions, including the requirement to submit monitoring information and evidence of expenditure when requested to do so.

Examples of activities that can attract grants

- Sports, recreational & play activity
- Performing arts (theatre, music etc)
- Visual arts (painting, sculpture etc)
- Media, film and video
- Museums
- Literature
- Architecture, landscape and parks
- Combined arts and festivals
- Sponsorship
- The value dimension of culture such as shared identity, memories & experiences and what people consider valuable to pass on to future generations.

*****THIS FORM MUST BE RECEIVED BY FRODSHAM TOWN COUNCIL BY
FRIDAY 23rd OCTOBER 2026
APPLICATIONS MADE AFTER THIS DATE WILL NO BE CONSIDERED*****