



Frodsham

TOWN COUNCIL

Extra Ordinary Town Council Meeting

1st June 2026

Meeting Pack

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Councillors are summoned to attend an Extra Ordinary Meeting of Frodsham Town Council to be in Castle Park Arts Centre Castle Park, Frodsham WA6 6SE on Monday 1st June 2026 at 6.15pm

SIGNED: *Jo O'Donoghue (FSLCC)* TOWN CLERK

DATE: 27th May 2026

TOWN COUNCIL MEETING AGENDA

1. Apologies for absence

To approve apologies for absence

2. Declarations of interest

To note any declarations of interest.

3. Public Open Forum

To invite members of the public to speak on items on the agenda.

4. Schedule of meetings

To note and approve the revised schedule of meetings submitted by the Clerk, following the identification of clashes in the original schedule and the omission of the office closure during the Christmas break.

5. Proposed changes to committee structure

- a) To note that Cllr J Critchley has proposed changes to the Council's committee structure, specifically:
 - the disbandment of the Finance & General Purposes Committee; and
 - the establishment of the Staffing Committee as a standing committee of the Council rather than as a sub-committee of the Finance & General Purposes Committee.
- b) Members are requested to consider the attached report regarding the proposal to disband the Finance & General Purposes Committee and transfer its responsibilities to bi-monthly Full Council meetings and note that the report concludes that the Finance & General Purposes Committee should be retained due to its important role in financial oversight, governance, staffing matters, audit assurance, operational decision-making, and organisational resilience.
- c) To agree action to be taken.

6. Committee terms of reference

- a) To consider the revised terms of reference for the Events Committee.
- b) To consider the revised terms of reference for the Amenities & Planning Committee.
- c) To consider the terms of reference for the Finance & General Purposes Committee (this item may not be required depending on the outcome of agenda item 5b).

7. Appointment to committees

- a) To note that a number of members were unable to attend the Annual Town Council meeting and may wish to join some of the Committees as follows:
- b) To appoint additional members to the Amenities & Planning Committee (currently Cllrs J Critchley, D Critchley, Drapeur, Hayes, Holman, Hook, Lofts, Neild, Wade and Wood).
- c) To appoint additional members to the Events Committee (currently Cllrs J Critchley, Hayes, Hook, Lofts, Moorcroft, Wade and Wood).

- d) To appoint additional members to the Finance & General Purposes Committee (currently Cllrs J Critchley, Hayes, Hook, Moorcroft and Wood).
- e) To appoint additional members to the Staffing Committee (currently Cllrs J Critchley, Hayes, Nield and Wood).

8. Appointment of representatives & delegates to external organisations

- a) Find it in Frodsham (Cllrs Hayes and Lofts have indicated that they wish to represent Frodsham Town Council on this group).
- b) Frodsham Business Network (Cllrs Hayes and Lofts have indicated that they wish to represent Frodsham Town Council on this group).

9. Exercise of public rights

To note the period for the Exercise of Public Rights and the publication of the unaudited Annual Governance and Accountability Return will commence on Wednesday 3 June and conclude on Tuesday 14 July 2026 and that the public notice will be published on Tuesday 2nd June 2026.

10. Staffing

- a) To approve the delegation of authority to the Town Clerk to commence the recruitment process for the appointment of an Administration Officer, for 15–20 hours per week, on the salary scale SCP 13–17 (FTE £28,163 at SCP 13).
- b) To agree membership of the interview panel.
- c) To note that Cllr Hayes has carried out the Town Clerk's Annual Appraisal covering the period 1st April 2024 to 31st March 2026 and recommends 1 spinal point for the period 1st April 2024 to 31st March 2025 and 1 spinal point for the period 1st April 2025 to 31st March 2026.
- d) To approve the recommendations from Cllr Hayes following the Town Clerk's Appraisal (and in accordance with the contractual terms).

11. Close of meeting

Dates of meetings in 2026-2027

2026-2027	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
ANNUAL TOWN MEETING @ 6.30	18												17
ANNUAL COUNCIL MEETING @ 7pm	18												17
FULL COUNCIL – 4 th Monday @ 7pm			27		28		23		25		22		
FULL COUNCIL – Budget setting @ 6.30pm									11				
AMENITIES & PLANNING – 2 nd Monday @ 7pm		8	13	10	14	12	9	14	18 ¹	8	8	12	10
EVENTS – usually 1 st Monday @ 7pm – check calendar for any changes		1	6	3	7	5	2	7		1	1	5	4
FINANCE & GENERAL PURPOSES @ 7pm 4 th Monday		22		17 ²		26		14 ³		22		26	

¹ Moved forward one week due to meeting clashes

² Moved back one week due to bank holiday

³ Moved forward one week due to Christmas holidays



Report: Retention of the Finance & General Purposes Committee
Author: Jo O'Donoghue (Town Clerk & RFO)
Date: 27/05/2026

Introduction

This report considers the proposal to disband the Finance & General Purposes Committee ("F&GP Committee") and transfer its responsibilities to Full Council meetings held every two months.

Having reviewed the current Terms of Reference, operational responsibilities, governance requirements, and practical implications for a larger Town Council, this report concludes that the Finance & General Purposes Committee should be retained.

The Committee currently provides an essential governance and operational function within the Council structure and plays a significant role in ensuring effective financial oversight, timely decision-making, confidentiality in staffing matters, and robust audit and governance arrangements.

Current Role of the Finance & General Purposes Committee

Under the existing Terms of Reference, the Committee is responsible for:

- Budget monitoring and financial oversight
- Internal and external audit management
- Grants administration
- Staff welfare and performance management
- Property and land matters
- Councillor and staff training
- Oversight of salaries, pensions, insurance, subscriptions, and operational expenditure
- Monitoring expenditure against a budget exceeding £215,000 within the committee remit

The Committee currently consists of councillors appointed at the Annual Town Council Meeting held on 18th May 2026 with delegated powers and a quorum of 3 members.

Governance Considerations

While there are potential advantages in involving all councillors directly in operational and financial decisions, the breadth and complexity of the responsibilities currently delegated to the F&GP Committee indicate that a dedicated committee structure remains the most effective governance model for the Council.

The Council operates with:

- Significant financial responsibilities

- Staffing and employment obligations
- Ongoing audit and compliance requirements
- Operational and property management matters
- Grant administration responsibilities

These areas require regular oversight, detailed scrutiny, and the ability to respond promptly to emerging issues.

Reasons for Retaining the Finance & General Purposes Committee

1. Maintains Strong Financial Oversight

The Committee provides regular and detailed monitoring of budgets, expenditure, audits, grants, and operational spending.

Retaining the Committee ensures:

- Frequent scrutiny of expenditure and income
- Early identification of financial risks or overspending
- Improved monitoring of budget performance
- Better financial control and accountability
- Dedicated oversight of audit recommendations and compliance matters

Reducing oversight to bi-monthly Full Council meetings could weaken the Council's ability to respond quickly to financial concerns.

2. Supports Efficient and Timely Decision-Making

The Committee can meet as required to deal with urgent operational matters, including:

- Staffing issues
- Procurement decisions
- Legal matters
- Grant deadlines
- Emergency expenditure
- Audit recommendations

A Full Council meeting cycle of every two months may delay operational decisions and reduce the Council's responsiveness.

Retaining the Committee provides operational flexibility while maintaining democratic oversight.

3. Protects Confidentiality in Staffing and HR Matters

The Committee currently oversees staff welfare, recruitment, performance, and employment matters.

Although Full Council can legally consider confidential matters in exempt session, a smaller committee structure is generally more appropriate for sensitive staffing discussions.

Retention of the Committee helps:

- Protect employee confidentiality

- Reduce procedural complications
- Encourage candid and constructive discussion
- Maintain appropriate employment governance arrangements

This is particularly important where staffing matters involve performance management, welfare concerns, or disciplinary issues.

4. Prevents Full Council Meetings Becoming Overloaded

The Committee currently manages a broad operational remit, including:

- Audit and governance matters
- Grants
- Staffing
- Insurance
- Property and land issues
- Training
- Procurement
- Health and safety
- Pensions

Transferring all of these responsibilities to Full Council would likely result in:

- Significantly longer meetings
- Increased councillor fatigue
- Reduced quality of debate
- Less time for strategic discussion
- Difficulty managing detailed operational business effectively

A dedicated committee allows operational matters to be considered in greater depth while enabling Full Council to retain focus on wider strategic priorities.

5. Retains Specialist Knowledge and Experience

Finance and governance committees often develop specialist expertise in areas such as:

- Local government finance
- Audit compliance
- Procurement
- Employment law
- Budget monitoring
- Governance procedures

Retaining the Committee allows councillors to build knowledge and continuity in these complex areas, improving the quality of scrutiny and decision-making.

This specialist oversight is particularly valuable for councils with larger budgets and staffing structures.

6. Strengthens Governance and Audit Assurance

The current committee structure demonstrates:

- Clear delegated scrutiny
- Separation of responsibilities
- Regular financial monitoring
- Dedicated governance oversight
- Robust internal control arrangements

External auditors generally regard such governance arrangements positively.

Disbanding the Committee could create concerns if:

- Financial monitoring becomes less frequent
- Operational oversight becomes diluted
- Increased reliance is placed on officer delegated powers
- Full Council agendas become unmanageable

Retaining the Committee supports good governance practice and organisational resilience.

7. Reduces Reliance on Officer Delegated Authority

Without the Committee, urgent operational matters arising between Full Council meetings may increasingly require decisions to be made under officer delegated authority.

While delegated powers are necessary in some circumstances, excessive reliance on officer delegation may:

- Reduce member oversight
- Limit transparency
- Increase governance risks
- Reduce opportunities for member scrutiny

The Committee provides an important mechanism for member involvement in operational decision-making between Full Council meetings.

- Finance
- Audit
- Staffing
- Urgent operational matters

while transferring some lower-risk matters directly to Full Council.

Conclusion

Having considered the operational, governance, financial, and practical implications, the recommendation of this report is that the Finance & General Purposes Committee should be retained.

The Committee provides:

- Strong financial oversight

- Effective operational governance
- Timely decision-making
- Appropriate confidentiality for staffing matters
- Specialist scrutiny and expertise
- Robust governance and audit assurance
- Improved organisational resilience

Given the scale of responsibilities currently delegated to the Committee, including finance, audit, staffing, grants, and property management, transferring all functions to bi-monthly Full Council meetings could create governance, operational, and financial risks.

While improvements to reporting arrangements or committee structure may be considered, retaining a dedicated Finance & General Purposes Committee remains the most balanced and effective governance model for the Council.

Recommendation

It is recommended that:

1. The Finance & General Purposes Committee be retained.
2. The current committee structure continue to provide delegated oversight of finance, audit, staffing, governance, grants, and operational matters.
3. Full Council continue to receive regular reports from the Committee to ensure transparency and wider member engagement.

1 Objectives

- 1.1 To promote the social & cultural life of Frodsham by organising and supporting community events.
- 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.
- 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 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 3 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 (Appendix A).
 - 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 with the approval of council. 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 Amenities and Planning Committee. Working groups cannot make any decisions.

4 Responsibilities

- 4.1 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.
- 4.2 The committee's remit extends to: developing and managing events; working in partnership with others to develop and manage events; provide sponsorship for events developed and managed by other organisations; encouraging, supporting and promoting community events.
- 4.3 Specific responsibilities include:
- Frodsham Festival of Walks (budget only)
 - Frodsham Christmas Festival (budget only)
 - Town Meetings
 - Remembrance Day & UK Memorial Days
 - Halloween
 - Royal events

APPENDIX A

EVENTS COMMITTEE BUDGET 2026-2027

	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
4737	Easter Trail	£2,500.00
4742	May Day	£7,000.00
4738	Food & Drink Festival (June)	£3,000.00
4739	Picnic in the Park (August)	£13,000.00
4741	Event for volunteers (Sept)	£5,000.00
	TOTAL EVENTS EXPENDITURE	£37,200.00

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, Hook, Lofts, Moorcroft, Wade and Wood.

CLERK TO COMMITTEE 2026 – 2027

Lyndy Bosman (Assistant Clerk)

1 Objectives

- 1.1 To provide and maintain local amenities in an efficient & cost-effective manner.
- 1.2 To promote health & safety of the people through co-operation with FTC partners.
- 1.3 To co-operate with FTC partners regarding road traffic & related issues.
- 1.4 To monitor and maintain; public rights of way in Frodsham, marshlands, Memorial Field, Crowmere & Manley Road Copse; Community Orchards; Hob Hey Wood; Tarvin Road Burial Ground; Town Clock; play areas and allotment sites to ensure preservation for future generations.
- 1.5 To enhance the town's environment through maintenance and improvement of FTC's open spaces and the planting and care of trees.
- 1.6 To consider and respond to all planning applications received from Cheshire West and Chester Council.

2 Composition

- 2.1 Membership: Committee will consist of councillors appointed at the Annual Town Council 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 Annual Town Council 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 3 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 (Appendix A).
 - 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 with the approval of Council. 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 Amenities and Planning Committee. Working groups cannot make any decisions only recommendations.

4 Responsibilities

- 4.1 To monitor and manage the approved Amenities Committee budget (Appendix A), approved Tarvin Road Burial Ground budget (Appendix B) and approved allotment budget (Appendix C).
- 4.2 The committee is responsible for the production of written estimates of proposed expenditure by the committee 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 manage all aspects of Hob Hey Wood, Memorial Field, Crowmere, Community Orchards, Manley Road Copse, Marshlands, marl pits, play areas, Tarvin Road Burial Ground and allotment sites.
- 4.4 To manage the winter gritting scheme.
- 4.5 The committee's remit extends to the provision and maintenance of the following facilities and services: floral displays (including hanging baskets and planters), public access defibrillators, seats, commemorative seats and commemorative plaques; town bowling green.
- 4.6 The Committee is responsible for monitoring the Service Level Agreements for grounds maintenance and Town Clocks.
- 4.7 The Committee may make responses to planning applications which require a response outside of a formal meeting using the following agreed process: The Assistant Clerk will send all applications with a response date between meetings, where an extension date has been denied, to all members of the committee for their comments; members of the committee to send their comments to Cllr Critchley; Cllr Critchley to co-ordinate the response and send final comments to the Assistant Clerk; Assistant Clerk to respond to CWAC; Assistant Clerk to put all comments on the next relevant Planning Committee agenda to note (minute reference: 08/02/2024/6a).

APPENDIX A
AMENITIES COMMITTEE BUDGET 2026-2027

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

COMMITTEE MEMBERSHIP 2026-2027

At the Annual Town Council Meeting held on 18th May 2026, the following councillors were appointed to the committee: Cllrs J Critchley, D Critchley, Drapeur, Hayes, Holman, Hook, Lofts, Neild, Wade and Wood.

COMMITTEE CLERK 2025-2026

Jo O'Donoghue (Town Clerk)

ⁱ The Amenities Committee and Planning Committee were amalgamated at the Full Town Council Meeting held on 27th January 2025 (Minute reference: 27/01/2025/11a/b)

1 Objectives

- 1.1 To implements, monitor and review FTC policies, strategies, procedures and regulations to ensure efficient use of property and effective management of staff welfare.
- 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.

3.2 The committee may appoint working groups for a specified purpose with the approval of council. 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 Amenities and Planning 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 Effective management of staff welfare & performance as follows:
- hiring of staff with the approval of full council
 - staff training
 - management of staff performance
 - reviewing of job descriptions
 - ensuring effective implementation of employment regulations
 - ensuring effective implementation of health & safety regulations
 - ensuring availability of suitable equipment & accessories for the use of staff
 - ensuring effective use of the equipment & accessories
- 4.8 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
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/Riattas)	£ 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	£ 215,840.00

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.

CLERK TO COMMITTEE 2026-2027

Jo O'Donoghue (Town Clerk)