



# Frodsham TOWN COUNCIL

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## MINUTES FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD 22<sup>ND</sup> JUNE 2026 AT 7PM AT CASTLE PARK ARTS CENTRE

**Attended by:** Cllrs J Critchley, Hayes, Holman (Vice Chair), Hook, Moorcroft (*from item 12d*),  
Wood and J O'Donoghue (Town Clerk)

**Also attended by:** Cllr Lowrie (non member of the committee)

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### Meeting 1

1. Appointment of Chair

To appoint a Chair to serve until the Annual Town Council Meeting in May 2027.

**RESOLVED:** It was unanimously agreed to appoint Cllr Hughes as Chair of the Committee.

2. Appointment of Vice Chair

To appoint a Vice Chair to serve until the Annual Town Council Meeting in May 2027.

**RESOLVED:** It was unanimously agreed to appoint Cllr Holman as Vice Chair of the Committee.

***In the absence of the elected Chair, Cllr Holman (elected Vice Chair), chaired the meeting.***

3. Apologies for absence

To receive apologies and reasons for absence.

**RESOLVED:** Cllr Hughes provided apologies for the meeting (work commitments) which were accepted.

4. Declarations of interest

To note any declarations of interest

**NOTED:** There were no 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.

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

6. Minutes of the meeting held on 20<sup>th</sup> April 2026

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

**RESOLVED:** The minutes from the meeting were unanimously approved 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.

### **NOTED**

- (b) To note that the expenditure in April 2026 was £13,961.

### **NOTED**

- (c) To note that the sum of all accounts as at 30th April 2026 was £ £620,751.

### **NOTED**

- (d) To approve the M1 Finance Report.

**RESOLVED:** The M1 Finance Report was unanimously approved.

- (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.

### **NOTED**

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

**RESOLVED:** It was unanimously agreed to appoint Cllr Wood to carry out the bank reconciliation checks.

**ACTION: GW/JO**

## 8. External Audit

To note the report provided by the Town Clerk.

### **NOTED**

## 9. Finance & General Purposes Committee Terms of Reference

- (a) To note the F&GP Committee ToR.

### **NOTED**

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

**RESOLVED:** It was unanimously agreed to recommend the F&GP Committee ToR to the full council meeting to be held on 27th July 2026.

**ACTION: JO**

## 10. Staffing Committee Terms of Reference

- (a) To note the Staffing Committee ToR.

### **NOTED**

- (b) To recommend the Staffing Committee ToR to the full council meeting to be held on 27<sup>th</sup> July 2026.

**RESOLVED:** It was unanimously agreed to recommend the Staffing Committee ToR to the full council meeting to be held on 27<sup>th</sup> July 2026.

**ACTION: JO**

## 11. Appraisal Policy

To note and approve the Staff Appraisal Policy

**RESOLVED:** It was unanimously agreed to approve the Staff Appraisal Policy.

**ACTION: JO**

## 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.

**RESOLVED:** It was unanimously agreed that the Grants Scheme 2026 be approved. It was noted that, due to the scheduling of the Saturday Artisan Market, the grant allocation for this project, from the monthly Saturday Artisan Market provider, will be £2,500, calculated at £250 per market for the 10 markets scheduled between March and December 2026.

- (b) To approve the date for commencement of the Scheme as 1st September 2026 with the last date for submissions as 23rd October 2026.

**RESOLVED:** The dates were unanimously approved.

**ACTION: JO**

- (c) To agree to appoint a Grants Working Group which may include Councillors who are not members of the F&GP Committee.

**NOTED:** It was agreed to defer this item to a future committee meeting.

**ACTION: JO**

***Cllr Moorcroft joined the meeting***

- (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 26<sup>th</sup> October 2026.

**RESOLVED:** It was agreed to provide a report from the Zoom meeting to the full council meeting to be held on 23<sup>rd</sup> November 2026.

**ACTION: JO**