Frodsham
TOWN COUNCIL
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Minutes from an Ordinary Meeting of Frodsham Town Council held in Castle Park Arts Centre Castle Park, Frodsham WA6 6SE on Monday 27th July at 7pm

Attended by: Cllrs J Critchley (Chair), D Critchley, R Drapeur, A Holman, J Hook, C Hughes, R Lofts, P Lowrie, J Moorcroft (items 1-4), M Nield, B Wade, G Wood (Vice Chair) & J O'Donoghue (Town Clerk)

Also attended by: Cllr M Garvey (Cheshire West and Chester Council) and 9 members of the public

MEETING 3

1. Apologies for absence

To approve apologies for absence: https://frodsham.gov.uk/wp-content/uploads/2024/02/Absence-Apologies-Policy-2024.pdf

RESOLVED: Apologies were received and accepted from Cllr Hayes (personal)

NOTED: Cllr F Pennington did not attend the meeting and no apologies were received.

2. Declarations of interest

To note any declarations of interest: https://frodsham.gov.uk/wp-content/uploads/2025/02/DECLARING-INTERESTS-FLOWCHART-—-QUESTIONS-TO-ASK-YOURSELF-output.pdf

NOTED: There were no declarations of interest.

3. Public Open Forum

To invite members of the public to speak on items on the agenda: https://frodsham.gov.uk/wp-content/uploads/2023/10/Public-speaking-at-meetings-2023.pdf

NOTED:

- One member of the public, representing the allotment holders at the London Road Allotments, addressed the Council in relation to agenda item 11.
- One member of the public, representing the Frodsham Neighbourhood Plan, addressed the Council in relation to agenda item 7(a) and urged the Council to give due consideration to housing allocations.
- One member of the public requested that the minutes of the Annual Town Council Meeting be amended to record the number of members of the public in attendance.
- One member of the public expressed concerns in relation to agenda item 12. It was noted that this agenda item related solely to members of the Council and did not concern any member of the public.

4. PCSO

To note the report provided by PCSO N Flanagan.

NOTED: The report was noted. It was further noted that ASB issues relating to Hob Hey Wood had not been officially reported and therefore had not been recorded on the Police database.

5. Cheshire West and Chester Council

a) To note the report provided by Cllrs Garvey and Sumner.

NOTED:

b) To agree any action to be taken.

6. Approval of minutes

a) To approve the minutes from the Annual Town Council Meeting held on 18/05/2026.

RESOLVED: It was agreed to approve the minutes from the Annual Town Council Meeting held on 18/05/2026 with the following amendment: *Also Attended by: Cllr M Garvey (CWAC), Cllr L Sumner (CWAC), Anna Ranger (Economic Growth Programme Manager, Leisure and Market Towns CWAC), Stuart Brown (Centre Manager for Brio Frodsham) &* ***12***[i] *members of the public*

ACTION: JO

b) To approve the minutes from the Extra Ordinary Meeting held on 1/06/2026.

RESOLVED: It was agreed to approve the minutes from the Extra Ordinary Meeting held on 1/06/2026 with the following amendment under 5a: *Cllr J Critchley withdrew the motion to disband the Finance & General Purposes Committee* ***following debate.***[ii]

ACTION: JO

7. Local Plan response (by 26th September 2026)

a) To receive and note the response from the Frodsham Neighbourhood Plan Group regarding the potential development of land adjacent to Hob Hey Wood.

NOTED

b) To receive and consider the Town Clerk's report on the proposed development of land adjacent to Hob Hey Wood, including the findings, conclusions and recommendations contained within the report.

NOTED

c) To determine the Council's response and agree any actions arising from the Town Council report provided by the Town Clerk and the recommend response.

RESOLVED: To submit the report to CWAC

ACTION: JO

8. Chair's report

To receive a report from the Chair and Vice Chair on events attended on behalf of the Council and on discussions held with the new owner of the Frodsham Royal Market

NOTED: The report was noted and a request was made that in future, all councillors receive invites to meetings/events (requests to be circulated by the Town Clerk).

9. Community Governance Review (Frodsham) – Cheshire West and Chester Council

To note that the Cheshire West and Chester Council Community Governance Review Committee will consider the findings of the second consultation in relation to the Community Governance Review of Frodsham at its meeting on Tuesday 28 July 2026 at 6.00 pm, in Room G1, HQ Building, 58 Nicholas Street, Chester, CH1 2NP.

NOTED: Cllr J Critchley will attend the meeting

ACTION: JC

10. Over 70 Christmas Voucher Scheme 2026–27

To consider granting delegated authority to the Town Clerk and Council Officers to progress the administration and implementation of the Over 70 Christmas Voucher Scheme 2026–27, in accordance with previous years' approved arrangements, noting that the scheme is due to commence on Monday 7

September 2026, which falls before the next scheduled meeting of the Council on Monday 28 September 2026.

RESOLVED: It was unanimously agreed that delegated authority be granted to the Town Clerk and Council Officers to progress the administration and implementation of the Over 70 Christmas Voucher Scheme 2026–27 in accordance with previous years' approved arrangements, noting that the scheme is due to commence on Monday 7 September 2026, prior to the next scheduled meeting of the Council on Monday 28 September 2026.

ACTION: JO/LB

11. London Road allotment irrigation Project

a) To note the report provided by the Frodsham Town Allotment Association.

NOTED

b) To agree action to be taken.

RESOLVED: It was agreed to defer decision pending outcome of grant funding applications.

12. Confidential matters

To note the report provided by the Town Clerk following disclosure of confidential matters by a member of the Council and approve the recommendations.

RESOLVED: The report was noted and it was agreed not to approve the recommendations from the Town Clerk contained within the report.

13. Finance

a) To approve the Finance Report for May 2026.

RESOLVED: The report was unanimously approved and signed.

b) To approve the Finance Report for June 2026.

RESOLVED: The report was approved by a vote of 9:2, it having been confirmed that the financial information was correctly coded and verified. The Chair declined to sign the report, citing concerns regarding the cash payment made to the compère and the subsequent reimbursement to a councillor following the Food & Drink Festival held on 13 June 2026. In accordance with the Council's procedures, the Vice Chair agreed to sign the report in place of the Chair. It was noted that the concerns of the Chair have been referred to the council's appointed independent internal auditor and findings will be reported at a subsequent full town council meeting. The Town Clerk provided a statement to the council.

c) To note the Budget Report QTR1

NOTED

a) To note that £150,000 was transferred to the CCLA investment account on 15/07/2026.

NOTED

b) To note that the bank reconciliation checks as at 31st May 2026 were checked to bank statements and cashbook by Cllr Wood on 13/07/2026.

NOTED

c) To note that the bank reconciliation checks as at 30th June 2026 were checked to bank statements and cashbook by Cllr Wood on 20/07/2026.

NOTED

d) To appoint a councillor to carry out the bank reconciliation checks as at 31st July 2026.

RESOVED: It was agreed to appoint Cllr Wood

14. Staffing Committee

a) To note that a meeting of the Staffing Committee was held on 15th July 2026 and was attended by all members of the Committee.

NOTED

b) To approve the Terms of Reference for the Staffing Committee, following the recommendation of the Staffing Committee.

RESOLVED: It was unanimously agreed to approve the Terms of Reference for the Staffing Committee, following the recommendation of the Staffing Committee.

ACTION: JO

c) To note that the advertisement for an Administration Officer has been published together with an application form, job description and person specification, with a closing date of Monday 10th August.

NOTED

d) To note the appointment by the Staffing Committee of Cllrs Hayes and Wood, together with the Town Clerk, to undertake the shortlisting of applicants, conduct interviews, and submit a recommendation for appointment to the Staffing Committee.

NOTED

ACTION: HH/GW/JO

15. Public relations

a) To consider whether to appoint an external public relations company to provide promotional support for Frodsham Town Council events.

RESOLVED: It was agreed 9:2 to appoint an external public relations company to provide promotional support for Frodsham Town Council events.

b) Subject to the previous item being approved, to consider the creation of an Earmarked Reserve (EMR), funded from the Council's General Reserve, to finance public relations and promotional activities for Town Council events.

NOTED: The item was deferred pending specific figure for EMR.

16. External groups

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

NOTED

b) To consider whether to appoint Councillors
   (i) to Find it in Frodsham Group
   (ii) to Frodsham Business Network

RESOLVED: It was unanimously resolved not to make official appointments to either group.

c) To note the request from Find it in Frodsham for a meeting with representatives of Frodsham Town Council and to agree the date of the meeting and the Council's representatives to attend.

RESOLVED: It was agreed that the following will attend a meeting with Find it in Frodsham, Clerk to arrange date: Cllrs J Critchley, Lowrie, Wade, Wood & J O'Donoghue (Town Clerk).

ACTION: JC/PW/BW/GW/JO

17. E-bike scheme

a) To note the reports provided by Cllr Holman.

NOTED

b) Members are requested to consider whether to approve participation in the proposed trial on the following basis:
   (i) That Frodsham Town Council sponsors up to 20 one-week e-bike hire periods for Frodsham residents only, at a maximum total cost of £1,600.
   (ii) That participating residents are responsible for either the delivery and collection charges or for collecting and returning the e-bike(s) themselves.
   (iii) That the Active Travel Team obtains feedback from each participant at the end of their hire period to evaluate the effectiveness of the trial.

RESOLVED: It was resolved that Cllr A Holman will arrange for a stall at the Picnic in the Park event to trial the activity and the officer in control of the event will request use of Castle Park to facilitate trial of the bikes at Castle Park.

ACTION: AH

18. Brio Leisure Centre refurbishment

a) To consider whether to give agreement in principle to part-fund the refurbishment, subject to the identification of an appropriate funding package and formal approval of any future expenditure.

RESOLVED: It was agreed, in principle to part-fund the refurbishment subject for further information

b) Subject to (i) being approved, whether to establish a small working group of Frodsham Town Councillors to develop proposals for the refurbishment, identify the Council's desired scope of works, and investigate potential funding sources and fundraising opportunities.

RESOLVED: It was agreed to set up a working group and Cllr J Critchley agreed to provide notes from the WG meetings to full council meetings, membership to be confirmed.

ACTION: ALL

19. Business impact survey

a) To note the report provided by the Town Clerk

NOTED

b) To consider the arrangements for administering the Business Impact Survey and to determine whether to:
   i) Administer the survey internally using Frodsham Town Council resources; or
   ii) Commission Cheshire Community Action to undertake a limited independent review in order to enhance confidence in the impartiality and presentation of the survey findings.

RESOLVED: It was unanimously agreed to Commission Cheshire Community Action to undertake a limited independent review in order to enhance confidence in the impartiality and presentation of the survey findings at a cost of £4,000. EMR to be established for accounting and internal/external audit purposes.

ACTION: JO

20. Artisan Market

a) To note the report from the Town Clerk following a meeting held with a representative of the National Association of British Market Authorities attended by Cllr D Critchley, Cllr J Critchley, Cllr Hayes, Cllr Hook, Cllr Lofts, J O'Donoghue (Town Clerk) and Graham Wilson (Legal Advisor to National Association of British Market Authorities).

NOTED

b) To note the report from the Town Clerk regarding promotion of the Artisan Market.

NOTED

c) To agree any further action to be taken.

RESOLVED: It was agreed to cease the promotion of both the Artisan Market and the weekly market operating under the Royal Market Charter on the official Frodsham Town Council website, on the basis that both markets are now well established. It was further agreed that the Council's website should instead provide links to the respective market websites or contact details, enabling interested parties to obtain information directly from the market operators.

ACTION: JO

21. Appointment of independent Internal Auditor

To note that Frodsham Town Council appointed JDH Business Services as its Independent Internal Auditor for the financial years 2024/25, 2025/26 and 2026/27, and that the Letter of Engagement was signed by the Town Clerk on 26 February 2024, in accordance with Minute Reference F&GP/26/02/2024/12.

NOTED

22. Town Centre Bins

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

NOTED

b) To agree action to be taken.

RESOLVED: It was agreed that the Town Clerk will contact CWAC with the following:

1. Reports of commercial trade waste being placed in public litter bins at the weekly Thursday market
2. Request a further review of bin capacity, collection arrangements and any appropriate enforcement action relating to the disposal of commercial waste.

ACTION: JO

23. Co-option

a) To consider the application for the vacant position of Councillor for Waterside Ward (1)

RESOLVED: Martin Sadler was unanimously co-opted as Councillor for Waterside Ward. Town Clerk to arrange induction.

ACTION: JO

b) To consider the application for the vacant position of Councillor for Waterside Ward (2)

NOTED: This item was deferred

24. Close of meeting

The meeting closed at 20:59

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[i] Amendment to minutes
[ii] Amendment to minutes