

Councillors are summoned to attend an Ordinary Meeting of Frodsham Town Council to be held in Castle Park Arts Centre Castle Park, Frodsham WA6 6SE on Monday 28th September at 7pm

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

DATE: 23/09/2026

TOWN COUNCIL MEETING AGENDA

MEETING 4

1. Apologies for absence

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

2. Approval of the reason for non-attendance

To resolve, pursuant to Section 85(1) of the Local Government Act 1972, to approve the reason for Cllr F Pennington's failure to attend meetings of Frodsham Town Council and to approve their absence until the Annual Town Council Meeting in May 2027.

3. 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>

4. 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>

5. PCSO

To note the report provided by PCSO N Flanagan.

6. Cheshire West and Chester Council

- a) To note the report provided by Cllrs Garvey and Sumner.
- b) To agree any action to be taken.

7. Approval of minutes

To approve the minutes from the Town Council Meeting held on 27/07/2026.

8. Governance Review

To note the report provided by the Town Clerk and agree response.

9. Chair's report

To receive a report from the Chair and Vice Chair on events attended on behalf of the Council.

10. Finance

- a) To approve the Finance Report for August 2026.
- b) To note that £150,000 was transferred to the CCLA investment account on 15/07/2026.

- c) To note that £20,000 was transferred from the CCLA investment account to the Co-operative current account on 22/09/2026.
- d) To appoint a councillor to carry out the bank reconciliation checks as at 31st August 2026.

11. NJC Pay Award 2026–27

To note that the National Joint Council for Local Government Services (NJC) has agreed the revised pay scales for 2026–27, effective from 1 April 2026. The pay award represents a 3.3% increase on the 2025–26 pay scales and has been applied, with effect from 1 April 2026, to all eligible members of staff in accordance with their contractual terms and conditions of employment.

12. Frodsham Community Association

- a) To note that Frodsham Community Association has notified the Council of its intention to install an access ramp to the rear of the building at a cost of £3,110 and has requested a contribution from FTC as landlord. Under the terms of the lease, responsibility for alterations rests with the Association.
- b) To consider whether FTC wishes to make a financial contribution towards the works.

13. Twilight Markets

- a) To note the report provided by the Town Clerk.
- b) To agree any action to be taken.

14. Artisan Market

- a) To note the report provided by the Town Clerk regarding the TROs and expiry of the current licence agreement.
- b) To consider the proposed 2027 market dates and arrangements for issuing a new licence agreement.

15. Staffing Committee

To note that the Staffing Committee met on 2nd September and that the draft minutes from the meeting are available [online](#).

16. External Audit

To note that the 2025/26 External Audit has been completed by PKF Littlejohn LLP, with no issues or matters arising, and that the statutory Notice of Conclusion of Audit has been published on the Council's website.

17. Working Groups

- a) To note that Frodsham Town Council has been invited to attend the next meeting of the Cheshire West and Chester Market Towns Joint Members Working Group, and to nominate and agree the Council's representatives to attend.
- b) To consider re-establishing the Promoting Frodsham Working Group, to agree its purpose and appoint members.
- c) To consider the potential overlap between the Council's Civic Pride activities and the Cheshire West and Chester Council Highways Volunteer Scheme, and to agree the appropriate way forward.
- d) To consider establishing a Brio Working Group to explore potential funding options, and to agree its membership and remit.

18. Royal Death Protocol

To approve the protocol for marking the death of the sovereign or a senior member of the royal family.

19. Meeting with Find it in Frodsham

To note the report provided by the Town Clerk.

20. Co-option

To consider the two applications for the one vacant position of Councillor for Waterside Ward and agree co-option.

21. Close of meeting