Frodsham
TOWN COUNCIL
44 Main Street
Frodsham
WA6 7AU
01928 735150

Councillors are summoned to attend an Extra Ordinary Meeting of Frodsham Town Council to be held in Castle Park Arts Centre Castle Park, Frodsham WA6 6SE on Monday 23rd November at 7pm

SIGNED: Jo O'Donoghue (FSLCC) TOWN CLERK DATE: 18-11-2026

TOWN COUNCIL MEETING AGENDA

MEETING 6

1. Apologies for absence
   To approve apologies for absence: https://frodsham.gov.uk/wp-content/uploads/2024/02/Absence-Apologies-Policy-2024.pdf
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
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
4. PCSO Report
   To note the report provided by PCSO Neil Flanagan
5. Cheshire West and Chester Council Councillors Report
   To note the report provided.
6. Minutes
   a) To approve the minutes of the meeting held on 28/09/2026.
   b) To approve the minutes of the meeting held on 19/10/2026
7. Finance
   a) To note and approve the finance report to 31/10/2026.
   b) To note the budget report and explanation of variances.
   c) To note that the VAT126 return in the sum of £15,300 (covering the period 1/04/2026 to 30/09/2026) has been submitted to HMRC.
   d) To agree a Councillor to check and sign the bank reconciliation as at 30/11/2026.
8. Interim Audit
   To note that the Town Clerk has completed the paperwork required by JDH Business Services in order to carry out the audit and is awaiting confirmation of sample testing.

9. Community Governance Review

To note that, at its meeting on 3 November 2026, attended by Cllrs Wood and Hughes as Frodsham Town Council's appointed representatives, Cheshire West and Chester Council's Governance Review Committee recommended reducing Frodsham Town Council from 16 to 12 councillors, retaining four wards with three councillors each. This recommendation remains subject to approval by Cheshire West and Chester Council's Full Council and, if approved, will take effect at the May 2027 elections.

10. May 2027 Town Council Elections – Anticipated Recharge Fees

a) To note that if elections are contested in all four Frodsham wards, meaning more candidates stand than there are available seats and a public vote is required, the estimated total cost to Frodsham Town Council will be £6,621.24.

b) To note that if elections are uncontested in all four wards, meaning no public vote is required, the estimated total cost will be £776.00. Where some wards are contested and others uncontested, the total cost will vary accordingly. These figures are provisional and subject to change based on the electorate at the time of the elections.

c) To note the Town Clerk's recommendation that the Elections Earmarked Reserve (EMR) be increased to £10,000 to ensure sufficient provision for the scheduled May 2027 elections and any subsequent by-elections that may arise during the 2027–2028 financial year.

11. National Associated of British Market Authorities (NABMA) – Proposed Meeting Regarding Frodsham Markets

To note correspondence from NABMA confirming that the proposed meeting between Frodsham Town Council, Independent Street Events Ltd and the Charter Market owner (Three Phase Property Ltd) will not proceed, as the Charter Market owner (Three Phase Property Ltd) declined to participate, and expressing disappointment that its offer of assistance was not accepted by all parties, whilst confirming that NABMA's membership services remain available to all members.

12. Grants Scheme 2026-27

a) To receive a report and recommendations from the Grants Scheme Working Group.

b) To approve the recommendations from the Grants Scheme Working Group.

13. Office Closure

To note that the office (44 Main Street) will be closed from 22nd December 2026 to 5th January 2027.

14. Clerk's Report

To receive and note any additional reports made available following publication of the agenda.

15. Exclusion of press and public

To approve that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

16. Grounds Maintenance 2027-2030

a) To receive and note the confidential report prepared by the Town Clerk following the tender-opening meeting held on 4th November 2026, and subsequently verified and endorsed by Cllrs D Critchley, H Hayes and G Wood, who were present at the meeting.

b) To award the contract for the period January 2027 to December 2030.

17. Close of Meeting