Frodsham
TOWN COUNCIL

# Town Council Meeting

## 23rd November 2026

## Meeting Pack

Contents


| Agenda item | | |
|---|---|---|
| Agenda | | |
| 4 | | PCSO Report |
| 5 | | Cheshire West & Chester Council Councillor Report |
| 6a | | Minutes from the meeting held on 28/09/2026 |
| 6b | | Minutes from the meeting held on 19/10/2026 |
| 7a | | Finance Report as at 31/10/2026 |
| 7b | | Budget Monitoring Report as at 31/10/2026 |
| 8 | | Interim Audit Report (note audit has not yet been completed) |
| 12a | | Grants Report from Grants Working Group Meeting held 4/11/2026 |

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

REF: FTC/23/11/26/4

# Chester Local Policing Unit Frodsham Town Council Update

**Local Officers -**

Sergeant – Jack Bostock

Beat Manager – Danny Blake

Police Community Support Officer – Neil Flanagan

**Crime Update –** Monday 23rd November 2026

**(The bi-monthly crime update will include information relevant to the local community)**

| CRIME TYPE | DATE | LOCATION | RELEVANT INFORMATION | |
|---|---|---|---|---|
| BURGLARY | 17/10/26<br>25/10/26 | Ashton Drive<br>Chester Road | Brother entered property without permission<br>Burglary, jewellry and perfume taken | |
| THEFT | 29/9/26<br>30/9/26<br>7/10/26<br>16/10/26<br>21/10/26<br>22/10/26<br>23/10/26<br>4/11/26<br>6/11/26<br>6/11/26 | High Street<br>High Street<br>High Street<br>Eddisbury Square<br>High Street<br>Eddisbury Square<br>High Street<br>Ship Street<br>Clifton Crescent<br>Ship Street | Theft of razors<br>Theft of meats<br>Theft of beers<br>Theft of chocolate<br>Theft of spirits<br>Theft of numerous items<br>Theft of Buzzballs<br>Wheelie bin stolen<br>Neighbour has taken car without consent<br>Items missing after being in hospital | |
| CRIMINAL DAMAGE | 5/10/26<br>8/10/26<br>13/10/26<br>20/10/26<br>29/10/26 | Arran Drive<br>Fluin Lane<br>Quayside<br>Bridge Lane<br>Whitehall Place | Damage to front window by a stone<br>Front tyre slashed<br>Damage to fence<br>Damage to dash of motor vehicle<br>Damage to walls | |

| | | | | |
|---|---|---|---|---|
| ASB | 1/10/26<br>11/10/26<br>14/10/26<br>21/10/26<br>26/10/26<br>7/11/26<br>8/11/26<br>10/11/26 | Saltworks Close<br>Castle Park<br>Ashton Drive<br>Saltworks Close<br>Fluin Lane<br>Howey Lane<br>Waterside Drive<br>Bellemonte Road | Youths banging on door playing knock and run<br>Youths smoking cannabis<br>Gang of teenagers hanging around<br>Youths banging on door playing knock and run<br>Group of teens making a lot of noise<br>Fireworks being set off on the hill<br>Lad on a blue cross bike no lights<br>Car blasting out music | |
| OTHER/SUSPICIOUS ACTVITY | 5/10/26<br>7/10/26<br>11/10/26<br>14/10/26<br>16/10/26<br>29/10/26<br>3/11/26<br>5/11/26<br>8/11/26<br>11/11/26<br>13/11/26 | Warren Court<br>Top Road<br>Castle Park<br>Overton Green<br>Bellemonte Road<br>Simons Lane<br>Riversdale<br>Ship Street<br>The Quay<br>Hillside Road<br>Kingsway | Young male fiddling with the grit bin<br>Someone acting suspiciously on drive way<br>Male videoing or taking pictures of children.<br>Notification of airtag in the vehicle<br>Man in a blue van taking pictures of children<br>Male and female with starting pistol<br>Someone banging on the front door<br>2 lads banging aggressively on the front door<br>Someone shining torch into the bedroom<br>Door to door sales person from Nottingham<br>Ex-partner's dog seen outside property | |

**Please refer to the Cheshire Police website for full breakdown of crime statistics for your area.**



**Upcoming Surgery Dates -**

Thursday 10th December 7pm – 8pm

Friday 8th January 3pm – 4pm

All Police Surgeries are currently held at Frodsham Community Police Base, Ship Street.

**Road Safety/Speed Engagement -**

- The Community Speed Watch Group have been on Main Street, Manley Road, Fluin lane, and Langdale Way recently.
- Smiley S.I.D has been deployed on Main Street and Bridge Lane over recent weeks.
- I have been out with the TruCam2 speed device on Fluin Lane.

**I attend locations based on community feedback. Please feedback areas of concern.**

We are very low on numbers for Frodsham Community Speed Watch. If anybody is interested in joining the Community Speed Watch Group, please email me neil.flanagan@cheshire.police.uk to arrange some training.

**Other News -**

Operation Treacle is our operation for tackling Anti-Social Behaviour (ASB) during the weeks of Halloween and Bonfire Night. During this time, I concentrated on Hot Spot Patrols with colleagues of the potential problem areas. We had a very quiet time compared to other areas in relation to ASB.

Once again, I had the honour this year of attending and laying wreaths on Remembrance Sunday and Remembrance Day at St Laurence Church and the Memorial on the Hill on behalf of Cheshire Constabulary

I continue to work closely with Jayne Turner the Weaver Vale Housing Officer. We have a walkabout booked in for Thursday 26th November around Ashton Drive/Ship Street area.

I have visited Frodsham Manor House Primary School a few times over the past couple of months. Doing talks to pupils in Year 1 and also Reception. I have also been out on Langdale Way outside the school entrance with the Year 6 Junior Safety Officers monitoring vehicles speed as pupils are collected from school.

I continue to work closely with Frodsham Youth Club. I attend on a Wednesday/Friday night at youth club when shifts allow and speak to the young people about what is happening in the area.

Myself and Nic from Frodsham Youth Club have continued with our monthly drop in of a lunchtime at Helsby High School. Our next visit is Wednesday 25th November. This engagement helps us to interact with students and members of staff.

Nic and I have also started to do some outreach work in the hotspot areas of Frodsham to engage with young people who may not be aware of Frodsham Youth Club and other activities available to them. This is done on a Monday evening and is once a month.

On Monday 19th October I attended Kiddicove Day Nursey, Tarvin Road and spoke to pre-school children and showed them some uniform as well as the police van.

I held a Bike Marking event at Frodsham Community Police Base (Frodsham Fire Staton) on Saturday 24th October between 1pm and 3pm, however due to the storms that weekend attendance was poor and just 2 people came along. I will look to do another one of these in the New Year.

We are now just days away from the biggest day in the Frodsham Calendar, The Frodsham Christmas Festival. I will as usual be in attendance and look forward to meeting as many local residents as possible. I am sure it will be a big success. I have booked the good weather again this year!

Don't forget, anyone interested in volunteering for Frodsham Community Speed Watch can email me neil.flanagan@cheshire.police.uk We currently only have a few volunteers trained up in relation to Community Speed Watch and would love to have more on board.

I'd like to take this opportunity to wish all a very Merry Christmas and best wishes for 2027. Thank you for the continued support you have given me and colleagues over the past 12 months.

**Residents Voice** - It is important to us that we know about the issues that cause you concern. We have set up a survey where you can tell us about the things you would like us to focus on in your area.

Please complete the survey by following this link - [Resident's voice | Cheshire Constabulary]



Follow us on Facebook
Chester North Rural Police

As part of our ongoing work to deter people from committing crime in Cheshire, we have invested in forensic property marking kits to identify those responsible for theft. The work we are doing in this area of prevention is branded Operation Shield. Neighbourhood Policing Teams are visiting households and businesses to introduce forensic property marking. They are offering householders and business owners free kits which are made by a UK company called Selectamark Security Systems plc. Their product is called SelectaDNA.

What is SelectaDNA? It is a cutting-edge way of protecting your property from theft. Each bottle within the kit contains a unique DNA code and thousands of tiny microdots that, once applied, identify it as yours.

**Please remain vigilant and report any crime/suspicious activity via 101 or via Cheshire Police website - www.cheshire.police.uk 999 in an emergency**

REF: FTC/23/11/26/5

Cheshire West and Chester

# Councillor's Report to Frodsham Town Council




## Ward Councillors report to Frodsham Town Council 23rd November 2026

### Current issues and information regarding Frodsham

The issues affecting Frodsham at the moment are;

- The road safety issues around Manley Road, Hillside Road and most recently the pedestrian crossing on the A56 near to Bridgewater Close.
- The proposals for some housing developments in our Town still raise concerns with residents. We are working closely with the Neighbourhood Plan Monitoring Group to ensure we are supporting or most often opposing plans that do not align with our Neighbourhood Plan.
- The overgrowth of trees and vegetation on Howey Lane and Red Lane is being addressed. Investigations into ownership of a piece of land on Howey Lane near to the junction with the A56 has identified the owner to be a development company based in St Helens. It is not known if this company is still operating.

Other issues include:

- The re-development and refurbishment of the Library and Leisure Centre. As previously reported this is moving, not quite at the pace we would wish for, but it is anticipated that a planning application will be submitted before the end of the year and work will now commence during 2027.
- The land to the rear of the Medical Centre on Princeway has been sold and a planning application for retirement apartments and up to 14 affordable homes has been submitted.

- We are expecting a planning application to be submitted soon in respect of the improvements to be made at the Household Waste and Recycling Centre. This will remain at its current convenient location but will be safer and much easier to visit and use. Delays have been caused as drainage issues are to be agreed with the Environment Agency.

- Work continues with other Groups in restoring the various noticeboards and information boards around the centre of the Town particularly on Main Street.

## Community Governance Review

The Community Governance Review of Frodsham Town Council, its Councillor numbers and Warding arrangements has been completed and a recommendation will be put to CWaC Council at its December meeting to retain the current Warding arrangements but reduce the number of Councillors to 12. If approved these changes will be introduced in the May 2027 elections.

## Consultations

There are three consultations ongoing at present:

- The Design Code which ends on 24th November 2026
  Design Code Consultation | Participate Now

- Help shape the Councils Budget Proposals
  Let's Talk Budget | Participate Now

- Local Transport Plan 4
  www.cheshirewestandchester.gov.uk/LTP4TopicPapers

## Other matters

Our casework continues on a range of subjects ranging from housing and education matters to leaky pipes. We are also looking at the work that can be done to work with businesses and traders across the Town to increase and improve the overall vibrancy of the Town as well as ensuring consistency across the tenancies and leases with Castle Park.

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01928 735150

Minutes from the Ordinary Meeting of Frodsham Town Council to be held in Castle Park Arts Centre Castle Park, Frodsham WA6 6SE held on Monday 28th September at 7pm

**Attended by:** Cllrs J Critchley (Chair), D Critchley, R Drapeur, A Holman, J Hook, C Hughes, R Lofts, P Lowrie, J Moorcroft, M Nield, M Sadler, B Wade, G Wood (Vice Chair), J O'Donoghue (Town Clerk) & C Bower (Cemetery Clerk and Admin Officer)

Also attended by: 7 members of the public, Cllr M Garvey & PCSO N Flanagan

**TOWN COUNCIL MEETING MINUTES**

## 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

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

### 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.

**RESOLVED:** It was agreed 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 (10-2 in favour with 1 abstention).

**ACTION: JO**

### 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

***NOTED:*** There were no declarations of interest.

### 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

***NOTED:*** Three residents spoke regarding the proposed Twilight Markets.

It was noted that the proposed Twilight Markets have been instigated by the owner of the Royal Market Charter and are not a Frodsham Town Council initiative or event. They are proposed to be operated by D&D Markets under licence from Thursday Markets under the Royal Market Charter, commencing on Thursday 12 November 2026 and operating on 6 consecutive Thursday evenings from 4pm to 8pm.

Residents expressed concerns regarding:

- the potential impact of proposed live music and entertainment on nearby residents;
- the lack of consultation with residents, particularly those who pay for residents' parking permits;
- potential disturbance to families with young children;
- the absence of identified provision for residents' parking during the markets;
- the possibility that residents returning from work may be unable to park near their homes;
- the potential impact on existing hospitality businesses if their customers experience difficulty parking;
- the potential impact on other shops and businesses;
- road safety, given the volume of traffic using Main Street and its use as an alternative route when incidents affect the M56; and
- waste management, with residents referring to concerns they have experienced following the existing weekly Thursday Market.

Cllr Garvey (Cheshire West and Chester Council) requested that the concerns raised by residents be forwarded to him so that he could raise them with the relevant CWAC officers.

Two members of the public attended the meeting in relation to Planning Application 26/02915/PIP – Land off Hawthorne Road, Frodsham, Cheshire, which proposes 7 residential pitches for a transit traveller site. It was noted that the application is due to be formally considered by the Amenities & Planning Committee at its meeting on 19 October 2026 and was therefore not considered by Full Council; however, Cllr M Garvey addressed the application under Item 6a.

## 5. PCSO

To note the report provided by PCSO N Flanagan.

***NOTED:*** The report was noted, together with a request from Cllr Sadler that PCSO Flanagan raise awareness of litter picking and responsible disposal of litter with pupils during his visits to local schools.

## 6. Cheshire West and Chester Council

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

***NOTED:*** The report was noted. Cllr Garvey explained the Permission in Principle (PiP) process and advised that CWAC, as the Local Planning Authority (LPA), can only take material planning considerations into account when determining the application. Cllr Garvey reported that he had submitted an objection to Planning Application 26/02915/PIP on the grounds of highway impacts, ecological impacts and flood risk. He advised that he would arrange a meeting to which concerned residents would be invited and emphasised the importance of FTC referring, in any representation submitted to the LPA, to the relevant policies of the Frodsham Neighbourhood Plan, which forms part of the statutory development plan and is therefore relevant to the determination of the application.

b) To agree any action to be taken.

***NOTED:*** Residents meeting to be arranged by Cllr Garvey as per item 6a.

## 7. Approval of minutes

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

**RESOLVED:** The minutes were approved.

## 8. Community Governance Review

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

***Standing orders were suspended to allow Cllr Garvey to take part in the discussion where he advised interested Councillor to attend the Governance Review Committee to attend and register their wish to speak at the meeting to be held on 12/10/2026.***

**RESOLVED:** that Frodsham Town Council's formal response to the Cheshire West and Chester Council Community Governance Review consultation reflect the following two separate decisions.

At the request of Cllr J Critchley, a named vote was recorded.

**i) Number of Councillors**

Members considered the proposal to reduce the number of Frodsham Town Councillors from 16 to 12.

Cllrs D Critchley, R Drapeur, A Holman, J Hook, C Hughes, R Lofts, P Lowrie, M Nield, M Sadler, B Wade and G Wood voted in favour of retaining the existing 16 councillors.

Cllrs J Critchley and H Moorcroft voted in favour of reducing the number of councillors from 16 to 12.

**Voting result: 11 votes to retain 16 councillors and 2 votes to reduce the number to 12.**

**RESOLVED:** by 11 votes to 2, that Frodsham Town Council supports the retention of 16 councillors and does not support the proposed reduction to 12 councillors.

**ii) Retention or Removal of the Four Wards**

Members separately considered the proposal to remove the existing four wards and elect councillors to represent Frodsham as a whole.

Cllrs D Critchley, R Drapeur, J Hook, C Hughes, R Lofts, M Nield, B Wade and G Wood voted in favour of retaining the existing four wards.

Cllrs J Critchley, A Holman, P Lowrie and H Moorcroft voted in favour of removing the existing four wards. Cllr M Sadler abstained.

**Voting result: 8 votes to retain the four wards, 4 votes to remove the four wards and 1 abstention.**

**RESOLVED:** by 8 votes to 4, with 1 abstention, that Frodsham Town Council supports the retention of the existing four wards and does not support the proposal to remove the ward structure.

**iii) Representation at CWAC**

It was further RESOLVED that Cllr G Wood, Vice Chair of Frodsham Town Council, and Cllr M Nield attend the Cheshire West and Chester Council Governance Review Committee meeting on 12 October 2026 to represent Frodsham Town Council and speak in support of the Council's agreed position.

The Town Clerk was authorised to submit the Council's formal consultation response to Cheshire West and Chester Council and to obtain details of the arrangements for Cllrs Wood and Nield to register to attend and speak at the Governance Review Committee meeting.

**ACTION: JO**

***Standing Orders were re-instated***

## 9. Chair's report

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

***NOTED:*** Cllr J Critchley provided a list of dates of meetings attended which is appended to the minutes (Appendix A).

**RESOLVED:** It was agreed that all councillors would be notified of any future meetings with the holder of the Royal Market Charter and given the opportunity to attend.

## 10. Finance

a) To approve the Finance Report for August 2026.

**RESOLVED:** The report was approved.

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

***NOTED***

c) To note that £20,000 was transferred from the CCLA investment account to the Co-operative current account on 22/09/2026.

***NOTED***

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

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

## 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.

***NOTED***

## 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.

***Standing Orders were suspended to enable a representative of Frodsham Community Association to speak***

***NOTED***

b) To consider whether FTC wishes to make a financial contribution towards the works.

***NOTED:*** It was suggested that Frodsham Community Association makes a grant application to outside organisations and also through the FTC Grants Scheme 2026.

***Standing Orders were re-instated***

## 13. Twilight Markets

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

***NOTED***

b) To agree any action to be taken.

***NOTED:*** No further action to be taken at the present time.

## 14. Artisan Market

a) To note the report provided by the Town Clerk regarding the TROs and expiry of the current licence agreement.

***NOTED:*** The Clerk provided a verbal update and a report is appended to the minutes (Appendix B).

b) To consider the proposed 2027 market dates and arrangements for issuing a new licence agreement.

**RESOLVED:** The decision was deferred pending receipt and consideration of the Business Survey report and further consideration at an Extraordinary Meeting of the Town Council on a date to be confirmed. Clerk to inform Independent Street Events Ltd.

**ACTION: JO**

## 15. Staffing Committee

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

***NOTED***

## 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.

***NOTED***

## 17. Working Groups

a) To note that Frodsham Town Council has been invited to attend the next meeting of the Cheshire West and Chester Council Market Towns Joint Members Working Group, and to nominate and agree the Council's representatives to attend.

***Standing orders were suspended to allow Cllr Garvey to take part in the discussion***

**RESOLVED:** Cllrs J Critchley (Chair) and Cllr G Wood (Vice Chair) were appointed to attend future meetings of Cheshire West and Chester Council Market Towns Joint Members Working Group.

**ACTION: JC/GW**

b) To consider re-establishing the Promoting Frodsham Working Group, to agree its purpose and appoint members.

**RESOLVED:** Councillors to put themselves forward to represent this group via the Town Clerk.

**ACTION: JO**

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.

**RESOLVED:** To defer to a future meeting of full council to enable Cllr Hayes to take part in the discussion.

**ACTION: JO**

d) To consider establishing a Brio Working Group to explore potential funding options, and to agree its membership and remit.

**RESOLVED:** Councillors to put themselves forward to represent this group via the Town Clerk. Cllr J Critchley (Chair) agreed to attend the working group and produce notes from the meeting.

**ACTION: JO/JC**

## 18. Royal Death Protocol

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

**RESOLVED:** The protocol was unanimously approved.

## 19. Meeting with Find it in Frodsham

To note the report provided by the Town Clerk.

***Standing Orders were suspended to enable Cllr Garvey to participate in the discussion. Cllr Garvey advised that he would raise with Cheshire West and Chester Council Highways the possibility of extending the permitted parking period on Main Street from two hours to three hours.***

***NOTED***

***Standing Orders were re-instated***

## 20. Co-option

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

***NOTED:*** One candidate withdrew from the process and one candidate did not attend the meeting. No co-option was approved.

**RESOLVED:** It was agreed not to proceed with co-option pending result of the Community Governance Review currently being conducted by Cheshire West and Chester Council.

## 21. Close of meeting

The meeting closed at 20:15

APPENDIX A
CHAIR'S REPORT

List of meetings attended by Cllr J Critchley

| | |
|---|---|
| 28 July | CWAC Community Governance Review Committee |
| 29 July | Catch up meeting with Mike Garvey + Will Cook |
| 3 Aug | FTC Events Committee |
| 6 Aug | CHALC Finance Committee |
| 10 Aug | Food & Drink Event debrief meeting |
| 10 Aug | FTC Amenities and Planning Committee |
| 11 Aug | Meeting with Town Clerk – Finance Regulations |
| 12 Aug | Catch up meeting with Mike Garvey + Will Cook |
| 17 Aug | Catch up meeting with Mike Garvey + Will Cook |

| | |
|---|---|
| 24Aug | Catch up meeting with Mike Garvey + Will Cook |
| 26 Aug | FTC Staffing Committee |
| 2 Sept | FTC Staffing Committee |
| 2 Sept | FTC/Find it in Frodsham meeting |
| 3 Sept | CHALC Board meeting – presentation from the Labour Candidate for Combined Authority Mayor |
| 5 Sept | Residents meeting – Manley Road Traffic issues |
| 7 Sept | FTC Events Committee |
| 10 Sept | CHALC Training: Roles and Responsibilities |
| 14 Sept | FTC Amenities and Planning Committee |
| 15 Sept | CHALC Training: Staff Appraisals |
| 15 Sept | Seminar on Managing Tree-related liability |
| 22 Sept | CHALC Training: Finance for Councillors |
| 23 Sept | CWAC Market Towns Regeneration Working Group: Frodsham Sub-group |

APPENDIX B
ARTISAN MARKET REPORT

**Artisan Market – 2027 TROs and Licence Agreement**

To note that the current Traffic Regulation Orders (TROs) expire following the December 2026 Artisan Market. The Town Clerk has previously submitted the TRO applications on behalf of Frodsham Town Council, as the Council licenses the market, with all associated costs met by Independent Street.

To note the proposed 2027 Artisan Market dates as follows: 30 January; 27 February; 27 March; 24 April; 29 May; 26 June; 31 July; 28 August; 25 September; 30 October; 27 November; and 18 December 2027 (third Saturday to avoid the Christmas period).

To further note that the current licence agreement expires on 28 February 2027 and that a new licence agreement will need to be considered and issued shortly to provide sufficient certainty for Independent Street to plan the 2027 market programme, including staffing, entertainment, TROs and arrangements with Cheshire West and Chester Council for waste management and other operational requirements.

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

Minutes from an Extra Ordinary Meeting of Frodsham Town Council held in Castle Park Arts Centre Castle Park, Frodsham WA6 6SE on Monday 19th October at 6.30pm

**ATTENDED BY:** Cllrs J Critchley (Chair), D Critchley, R Drapeur, H Hayes, A Holman, J Hook, C Hughes, R Lofts, P Lowrie, J Moorcroft, M Nield, M Sadler, B Wade, G Wood (Vice Chair) & J O'Donoghue (Town Clerk)

**ALSO ATTENDED BY:** 10 members of the public

## MEETING 5

1. Apologies for absence

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

***NOTED:*** There were no apologies.

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:*** The Chair opened the public participation session. In view of the number of people wishing to speak, the normal public participation period was extended.

Representations in support of the Frodsham Artisan Market referred to the additional footfall generated by the market, the customer base attracted from outside Frodsham, support for independent traders, promotion of the town and the wider benefits experienced by comparable market towns.

Concerns raised by local businesses included pressure on parking, congestion, access to existing businesses, the effect on established Saturday trade, direct competition from some stalls and particular safety and access concerns regarding the market immediately before Christmas. A Sunday market was suggested by some speakers as a possible alternative.

A representative of Independent Street Events Ltd, referred to the three years of operation of the market, its contribution to independent traders and town-centre promotion, and the 75.6% support for continuation identified in the independent business survey. The Council was asked to reach a decision so that traders and the operator could plan for 2027.

A representative of Find It In Frodsham advised that the group wished to work collaboratively with Independent Street and the Council. Matters identified for further consideration included parking, the location and

duplication of stalls, the pre-Christmas market and opportunities to use the market to promote the wider town centre.

## 4. Business Survey

To note the independent business survey report.

***NOTED:*** Council considered the independent business survey. Members noted that 305 surveys had been issued and 46 responses received. Members discussed the response rate and the need to consider both the positive findings and the concerns raised.

Discussion included the original purpose of the market in supporting the town centre following Covid, the extent to which the market had achieved that objective, the importance of existing bricks-and-mortar businesses, the views of residents, parking and traffic management, and the possibility of further engagement and review.

Members generally recognised that the survey identified matters requiring further work, particularly parking, traffic and congestion, while also identifying support for continuation of the market.

## 5. Artisan Market

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

***NOTED:*** Council considered whether to grant Independent Street a further 12-month licence to operate the Frodsham Artisan Market from March 2027.

Members discussed whether the market should continue in its present form and the scope for future changes, including parking arrangements, traffic management, the number and location of stalls, possible Sunday operation, engagement with local businesses and residents, and the establishment of a working group or similar forum.

The Town Clerk advised that Traffic Regulation Orders were currently in place until December 2026 and that arrangements would be required for January and February 2027. Members also discussed the cost implications of obtaining Traffic Regulation Orders for individual months compared with a longer period. It was noted that Independent Street Events Ltd meet all the costs of the TROs.

b) To consider providing a licence agreement for Independent Street Events for the period March 2027 to February 2028.

**RESOLVED:** Cllr G Wood proposed that a 12-month licence be granted to Independent Street for operation of the Artisan Market from March 2027 to February 2028. The proposal was seconded by Cllr Wade. A named vote was requested and taken as follows: Cllrs R Drapeur, H Hayes, A Holman, J Hook, R Lofts, P Lowrie, M Nield, M Sadler, B Wade, & G Wood (Vice Chair) voted in favour of the proposal; Cllrs J Critchley (Chair), D Critchley & J Moorcroft voted against the proposal; Cllr C Hughes abstained from the vote. The motion was carried 10:3 in favour of granting a further 12 month Licence to Independent Street for the operation of the Artisan Market from March 2027 to February 2028.

## 6. Close of meeting

The meeting closed at 7.21pm.

**********

## Actions

| Action | Lead | Timescale/Note |
|---|---|---|
| Prepare the 12-month licence for Independent Street covering March 2027 to February 2028, in accordance with the Council's resolution. | Town Clerk | Before commencement of the new licence period. |

| | | |
|---|---|---|
| Progress the necessary Traffic Regulation Order arrangements for the remaining 2026/27 market dates and future dates as required. | Town Clerk/Independent Street, as applicable | In sufficient time for the relevant market dates. |
| Bring forward arrangements for structured engagement on issues raised by the survey, including parking, congestion, stall mix/location, local business impact and resident views. | Council/Town Clerk | For further Council consideration. |
| Consider the form and membership of a working group or other forum involving the Council, Independent Street, local businesses/Find It In Frodsham and resident representation. | Council | Subject to a properly convened future agenda item. |

REF: FTC/23/11/26/7A

Frodsham
TOWN COUNCIL

# Finance Report

## As at 31st October 2026

Prepared by: J O'Donoghue (Town Clerk)

Dated: 16/11/2026

Signed: Jo O'Donoghue (FSLCC)

**Contents**


1. Balance sheet
2. Management report
3. Cashbook report
4. EMR


Signed.....

Dated.....

Minute ref.....

| A/c | Description | Actual | |
|---|---|---|---|
| | *Current Assets* | | |
| 105 | VAT Control A/c | 15,300 | |
| 200 | Current Bank A/c Directplus | 23,800 | |
| 210 | Investment A/c CCLA | 413,920 | |
| | **Total Current Assets** | | **453,021** |
| | *Represented by :-* | | |
| 300 | Current Year Fund | 131,859 | |
| 310 | General Reserves | 112,724 | |
| 325 | EMR CIL 2026-2027 | 388 | |
| 331 | EMR Cemetery extension | 60,676 | |
| 332 | EMR Elections | 7,246 | |
| 333 | EMR Play area improvements | 20,000 | |
| 334 | EMR Accessbile play | 5,000 | |
| 335 | EMR Community Orchards | 5,000 | |
| 336 | EMR Replace Christmas Lights | 3,953 | |
| 339 | EMR Town Clocks | 3,000 | |
| 340 | EMR Memorial Garden | 20,000 | |
| 341 | EMR FTC Office | 24,398 | |
| 342 | EMR CIL 2025-2026 | 777 | |
| 343 | EMR Cemetery gate restoration | 2,000 | |
| 345 | EMR Telephone box refurb | 5,000 | |
| 346 | EMR staffing | 44,000 | |
| 347 | EMR Active Travel | 4,000 | |
| 349 | EMR Climate Action | 3,000 | |
| | **Total Equity** | | **453,021** |

**Frodsham Town Council Current Year**

**Detailed Income & Expenditure by Budget Heading 31/10/2026**

**Month No: 7** **Cost Centre Report**

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 100 | Establishment | | | | | | | | |
| 1076 | Precept | 0 | 300,309 | 300,309 | 0 | | | 100.0% | |
| 1091 | CCLA Interest Income | 1,416 | 7,906 | 17,000 | 9,094 | | | 46.5% | |
| 1110 | Income -Artisan Market | 0 | 1,500 | 0 | (1,500) | | | 0.0% | |
| 1415 | Field hire income | 0 | 300 | 300 | 0 | | | 100.0% | |
| 1990 | Income - Other | 90 | 90 | 0 | (90) | | | 0.0% | |
| 7000 | Income - CIL | 0 | 388 | 0 | (388) | | | 0.0% | 388 |
| | Establishment :- Income | **1,506** | **310,493** | **317,609** | **7,116** | | | **97.8%** | **388** |
| 4000 | Staff Salaries (net) | 6,790 | 36,604 | 55,650 | 19,046 | | 19,046 | 65.8% | |
| 4030 | PAYE and NI | 2,698 | 14,957 | 17,850 | 2,893 | | 2,893 | 83.8% | |
| 4040 | Pension | 2,384 | 13,017 | 22,050 | 9,033 | | 9,033 | 59.0% | |
| 4060 | Expenses - Staff | 0 | 222 | 500 | 278 | | 278 | 44.3% | |
| 4070 | Training - Staff | 230 | 485 | 1,000 | 515 | | 515 | 48.5% | |
| 4080 | Chairman's Allowance | 0 | 32 | 500 | 468 | | 468 | 6.4% | |
| 4090 | Training - Councillor | 0 | 35 | 1,000 | 965 | | 965 | 3.5% | |
| 4110 | Bank Charges | 0 | 25 | 100 | 75 | | 75 | 25.0% | |
| 4120 | Audit Fees | 0 | (364) | 2,000 | 2,364 | | 2,364 | (18.2%) | |
| 4130 | Professional Fees (Legal) | 0 | 3,152 | 2,500 | (652) | | (652) | 126.1% | 2,783 |
| 4131 | Professional Fees (Accountant) | 0 | 296 | 2,000 | 1,705 | | 1,705 | 14.8% | |
| 4140 | Subscriptions & Memberships | 0 | 3,586 | 3,140 | (446) | | (446) | 114.2% | |
| 4150 | Insurance | 0 | 3,479 | 6,000 | 2,521 | | 2,521 | 58.0% | |
| 4160 | Stationery | 0 | 148 | 300 | 152 | | 152 | 49.5% | |
| 4170 | Postage | 0 | 0 | 600 | 600 | | 600 | 0.0% | |
| 4180 | Telephone & Broadband | 294 | 1,415 | 1,800 | 385 | | 385 | 78.6% | |
| 4190 | Photocopier | 0 | 287 | 650 | 363 | | 363 | 44.2% | |
| 4200 | Website | 120 | 600 | 1,300 | 700 | | 700 | 46.2% | |
| 4210 | IT | 557 | 4,171 | 7,000 | 2,829 | | 2,829 | 59.6% | |
| 4212 | Office Equipment | 87 | 1,038 | 1,000 | (38) | | (38) | 103.8% | 515 |
| 4213 | Office Cleaning | 0 | 308 | 900 | 592 | | 592 | 34.2% | |
| 4240 | Rent | 850 | 7,225 | 9,900 | 2,675 | | 2,675 | 73.0% | |
| 4250 | CPH Rates | 0 | 415 | 2,800 | 2,385 | | 2,385 | 14.8% | |
| 4251 | 44 Main Street rates | 0 | 3,619 | 0 | (3,619) | | (3,619) | 0.0% | |
| 4260 | Public Consultations | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4270 | Advertising | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4400 | Professional Fees (HR) | 125 | 872 | 1,500 | 628 | | 628 | 58.1% | |
| 4511 | Storage Facility | 92 | 551 | 1,000 | 449 | | 449 | 55.1% | |
| 4600 | Utilities | 140 | 1,155 | 0 | (1,155) | | (1,155) | 0.0% | |
| 8000 | Town Clock | 0 | 1,150 | 0 | (1,150) | | (1,150) | 0.0% | |
| 9011 | Office move | 0 | 2,612 | 0 | (2,612) | | (2,612) | 0.0% | 2,304 |
| | Establishment :- Indirect Expenditure | **14,368** | **101,092** | **145,140** | **44,048** | **0** | **44,048** | **69.7%** | **5,602** |
| | **Net Income over Expenditure** | **(12,862)** | **209,400** | **172,469** | **(36,931)** | | | | |
| 6000 | plus Transfer from EMR | 0 | 5,602 | 0 | (5,602) | | | | |
| 6001 | less Transfer to EMR | 388 | 388 | 0 | (388) | | | | |

Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| | **Movement to/(from) Gen Reserve** | **(13,250)** | **214,614** | **172,469** | **(42,145)** | | | | |
| 101 | Civic & Democratic | | | | | | | | |
| 4080 | Chairman's Allowance | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4260 | Public Consultations | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4823 | Room hire | 14 | 912 | 2,000 | 1,088 | | 1,088 | 45.6% | |
| 4824 | Joint Surgery (CWAC) | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| | Civic & Democratic :- Indirect Expenditure | **14** | **912** | **4,700** | **3,788** | **0** | **3,788** | **19.4%** | **0** |
| | **Net Expenditure** | **(14)** | **(912)** | **(4,700)** | **(3,788)** | | | | |
| 107 | Discretionary Expenditure | | | | | | | | |
| 4220 | Grant Scheme | 0 | 0 | 7,500 | 7,500 | | 7,500 | 0.0% | |
| 4513 | Christmas vouchers | 808 | 988 | 20,000 | 19,012 | | 19,012 | 4.9% | |
| 4519 | Frodsham Youth Association | 0 | 15,000 | 15,000 | 0 | | 0 | 100.0% | |
| 4730 | Chrismas Festival | 0 | 15,000 | 15,000 | 0 | | 0 | 100.0% | |
| 5112 | Civic Pride | 371 | 1,054 | 10,000 | 8,946 | | 8,946 | 10.5% | |
| 8010 | Freedom of Frodsham | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| | Discretionary Expenditure :- Indirect Expenditure | **1,179** | **32,042** | **68,000** | **35,958** | **0** | **35,958** | **47.1%** | **0** |
| | **Net Expenditure** | **(1,179)** | **(32,042)** | **(68,000)** | **(35,958)** | | | | |
| 130 | Cemetery | | | | | | | | |
| 1300 | Burial Fees Income | 4,855 | 18,940 | 20,000 | 1,060 | | | 94.7% | |
| 1301 | Memorial Income | 240 | 720 | 1,275 | 555 | | | 56.5% | |
| | Cemetery :- Income | **5,095** | **19,660** | **21,275** | **1,615** | | | **92.4%** | **0** |
| 4130 | Professional Fees (Legal) | 0 | 48 | 0 | (48) | | (48) | 0.0% | |
| 4140 | Subscriptions & Memberships | 0 | 0 | 55 | 55 | | 55 | 0.0% | |
| 4560 | Waste Removal | 124 | 819 | 1,200 | 381 | | 381 | 68.2% | |
| 4600 | Utilities | 26 | 203 | 1,000 | 797 | | 797 | 20.3% | |
| | Cemetery :- Indirect Expenditure | **151** | **1,069** | **2,255** | **1,186** | **0** | **1,186** | **47.4%** | **0** |
| | **Net Income over Expenditure** | **4,944** | **18,591** | **19,020** | **429** | | | | |
| 135 | Allotments | | | | | | | | |
| 1410 | Allotment Income | 0 | 1,069 | 1,000 | (69) | | | 106.9% | |
| | Allotments :- Income | **0** | **1,069** | **1,000** | **(69)** | | | **106.9%** | **0** |
| 4140 | Subscriptions & Memberships | 0 | 0 | 55 | 55 | | 55 | 0.0% | |
| 4320 | Maintenance | 0 | 0 | 300 | 300 | | 300 | 0.0% | |
| 4600 | Utilities | 8 | 51 | 120 | 69 | | 69 | 42.9% | |
| | Allotments :- Indirect Expenditure | **8** | **51** | **475** | **424** | **0** | **424** | **10.8%** | **0** |
| | **Net Income over Expenditure** | **(8)** | **1,017** | **525** | **(492)** | | | | |

Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 140 | Events | | | | | | | | |
| 4130 | Professional Fees (Legal) | 0 | 35 | 0 | (35) | | (35) | 0.0% | |
| 4700 | Town Meetings | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4710 | Festival of Walks | 0 | 2,000 | 2,000 | 0 | | 0 | 100.0% | |
| 4720 | Remembrance Day | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4722 | Halloween | 579 | 579 | 2,000 | 1,421 | | 1,421 | 28.9% | |
| 4723 | Christmas Lights | 0 | 16,047 | 2,000 | (14,047) | | (14,047) | 802.3% | 16,047 |
| 4731 | Care in the Community | 0 | 0 | 400 | 400 | | 400 | 0.0% | |
| 4737 | Easter Trail | 0 | 461 | 1,302 | 841 | | 841 | 35.4% | |
| 4738 | Food & Drink Festival (June) | 0 | 2,915 | 3,000 | 85 | | 85 | 97.2% | |
| 4739 | Picnic in the Park 2026 | 0 | 12,427 | 13,000 | 573 | | 573 | 95.6% | |
| 4741 | Event for Volunteers | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 9012 | Medieval Day 2026 | 0 | 8,197 | 8,198 | 1 | | 1 | 100.0% | |
| | Events :- Indirect Expenditure | **579** | **42,661** | **37,200** | **(5,461)** | **0** | **(5,461)** | **114.7%** | **16,047** |
| | **Net Expenditure** | **(579)** | **(42,661)** | **(37,200)** | **5,461** | | | | |
| 6000 | plus Transfer from EMR | 0 | 16,047 | 0 | (16,047) | | | | |
| | **Movement to/(from) Gen Reserve** | **(579)** | **(26,614)** | **(37,200)** | **(10,586)** | | | | |
| 170 | Amenities | | | | | | | | |
| 2021 | Grounds Maintenance SLA | 3,482 | 16,629 | 40,000 | 23,371 | | 23,371 | 41.6% | |
| 4514 | Winter Gritting | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| 4516 | War Memorial Maintenance | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4517 | CCTV | 0 | 0 | 5,500 | 5,500 | | 5,500 | 0.0% | |
| 4760 | Play areas add works | 0 | 295 | 4,000 | 3,705 | | 3,705 | 7.4% | |
| 4802 | Annual RoSPA | 0 | 487 | 400 | (87) | | (87) | 121.8% | |
| 4803 | Play Area repairs/refurb | 0 | 643 | 4,000 | 3,358 | | 3,358 | 16.1% | |
| 4804 | Tree Works | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4805 | Hob Hey Wood | 0 | 0 | 3,800 | 3,800 | | 3,800 | 0.0% | |
| 4806 | Defibrillator Maintenance | 0 | 180 | 1,300 | 1,120 | | 1,120 | 13.8% | |
| 4808 | Daffodil Bulbs | 0 | 0 | 600 | 600 | | 600 | 0.0% | |
| 4809 | Rent & Rates | 0 | 1,100 | 1,100 | 0 | | 0 | 100.0% | |
| 4811 | Street Furniture | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4812 | Xmas Light Bulbs | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4813 | Additional grounds maint | 55 | 1,983 | 6,000 | 4,017 | | 4,017 | 33.1% | |
| 4814 | Manley Road Copse | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4815 | Marshlands | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4816 | Active Travel Dev't Fund | 0 | 218 | 4,000 | 3,782 | | 3,782 | 5.4% | |
| 4817 | Climate Action | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4819 | Accessible Play Equipment | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |

Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 5000 | Annual RoSPA | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 8000 | Town Clock | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| | Amenities :- Indirect Expenditure | **3,537** | **21,534** | **93,700** | **72,166** | **0** | **72,166** | **23.0%** | **0** |
| | **Net Expenditure** | **(3,537)** | **(21,534)** | **(93,700)** | **(72,166)** | | | | |
| | Grand Totals:- Income | **6,601** | **331,222** | **339,884** | **8,662** | | | **97.5%** | |
| | Expenditure | **19,835** | **199,363** | **351,470** | **152,107** | **0** | **152,107** | **56.7%** | |
| | **Net Income over Expenditure** | **(13,234)** | **131,859** | **(11,586)** | **(143,445)** | | | | |
| | plus Transfer from EMR | **0** | **21,649** | 0 | (21,649) | | | | |
| | less Transfer to EMR | **388** | **388** | 0 | (388) | | | | |
| | **Movement to/(from) Gen Reserve** | **(13,623)** | **153,119** | **(11,586)** | **(164,705)** | | | | |

**Receipts for Month 7** | **Nominal Ledger Analysis**

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|
| | **Balance Brought Fwd :** | **19,554.41** | | | | | **19,554.41** | |
| T3744 | Banked: **06/10/2026** | **80.00** | | | | | | |
| T3744 | Moss Partners | 80.00 | | | 1301 | 130 | 80.00 | Memorial permit |
| T3742 | Banked: **07/10/2026** | **590.00** | | | | | | |
| T3742 | M Richardson | 590.00 | | | 1300 | 130 | 590.00 | Burial fees |
| T3746 | Banked: **09/10/2026** | **2,825.00** | | | | | | |
| T3746 | J Wilson FD | 2,825.00 | | | 1300 | 130 | 2,825.00 | Burial fees |
| T3748 | Banked: **12/10/2026** | **80.00** | | | | | | |
| T3748 | Moss Partners | 80.00 | | | 1301 | 130 | 80.00 | Memorial permit |
| T3747 | Banked: **14/10/2026** | **480.00** | | | | | | |
| T3747 | Dignity Funerals | 480.00 | | | 1300 | 130 | 480.00 | Burial fees |
| T3753 | Banked: **19/10/2026** | **30.00** | | | | | | |
| T3753 | Cheshire L | 30.00 | | | 1990 | 100 | 30.00 | Wreath |
| | Banked: **21/10/2026** | **20,000.00** | | | | | | |
| T3752 | Investment A/c CCLA | 20,000.00 | | | 210 | | 20,000.00 | Transfer to working capital |
| T3754 | Banked: **23/10/2026** | **960.00** | | | | | | |
| T3754 | Dignity Funerals | 960.00 | | | 1300 | 130 | 960.00 | Burial fees |
| T3755 | Banked: **27/10/2026** | **80.00** | | | | | | |
| T3755 | Blackwells | 80.00 | | | 1301 | 130 | 80.00 | Memorial fees |
| T3753 | Banked: **29/10/2026** | **30.00** | | | | | | |
| T3753 | Poppy wreath | 30.00 | | | 1990 | 100 | 30.00 | Poppy wreath |
| P3757 | Banked: **30/10/2026** | **30.00** | | | | | | |
| P3757 | Methodist Mens Group | 30.00 | | | 1990 | 100 | 30.00 | Poppy wreath |
| | **Total Receipts for Month** | 25,185.00 | 0.00 | 0.00 | | | 25,185.00 | |
| | **Cashbook Totals** | 44,739.41 | 0.00 | 0.00 | | | 44,739.41 | |

**Continued on Page 152**

**Payments for Month 7** — **Nominal Ledger Analysis**

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| 01/10/2026 | Waterplus | DD | 54.79 | | | 4600 | 100 | 54.79 | 44 Main Street water |
| 01/10/2026 | K Ingram | BACS | 850.00 | | | 4240 | 100 | 850.00 | 44 Main Street rent |
| 05/10/2026 | ADOBE | DC | 19.97 | | | 4212 | 100 | 19.97 | ADOBE software |
| 05/10/2026 | Prism Ltd | DD | 168.00 | | 28.00 | 4180 | 100 | 140.00 | Telephone |
| 05/10/2026 | Waterplus | DD | 7.63 | | | 4600 | 135 | 7.63 | Allotment water |
| 06/10/2026 | CHALC | BACS | 80.00 | | | 4070 | 100 | 80.00 | Staff training (JO) Appraisals |
| 06/10/2026 | Northwich Town Council | BACS | 66.00 | | 11.00 | 4813 | 170 | 55.00 | Combi lock for allotment |
| 06/10/2026 | Rabbit Digital | BACS | 120.00 | | | 4200 | 100 | 120.00 | Website SLA |
| 06/10/2026 | Northwich Town Council | BACS | 4,178.20 | | 696.37 | 2021 | 170 | 3,481.83 | Grounds maint & water (Sept) |
| 06/10/2026 | Smarty | DC | 5.26 | | 0.88 | 4180 | 100 | 4.38 | Office mobile |
| 13/10/2026 | PENINSULA | DD | 149.50 | | 24.92 | 4400 | 100 | 124.58 | Professional fees HR |
| 15/10/2026 | Staff salaries | BACS | 6,790.19 | | | 4000 | 100 | 6,790.19 | Staff salaries |
| 15/10/2026 | HMRC | BACS | 2,698.21 | | | 4030 | 100 | 2,698.21 | HMRC |
| 15/10/2026 | Cheshire Pensions | BACS | 2,384.43 | | | 4040 | 100 | 2,384.43 | Staff pensions |
| 15/10/2026 | B & M Waste Services | DD | 149.33 | | 24.89 | 4560 | 130 | 124.44 | Cemetery waste |
| 20/10/2026 | British Gas | DD | 26.35 | | | 4600 | 130 | 26.35 | Cemetery electric |
| 21/10/2026 | EDF Energy | DD | 85.02 | | | 4600 | 100 | 85.02 | Electricity 44 Main Street |
| 21/10/2026 | Hawk Publications Ltd | BACS | 420.00 | | 70.00 | 4513 | 107 | 350.00 | Over 70's vouchers |
| 21/10/2026 | Mark Clay | BACS | 67.08 | | | 4212 | 100 | 67.08 | PAT 44 Main Street |
| 21/10/2026 | H & L Self Storage Ltd | BACS | 91.80 | | | 4511 | 100 | 91.80 | 17/10 to 17/11 |
| 21/10/2026 | Staff expenses | BACS | 98.94 | | | 4722 | 140 | 98.94 | Halloween prizes |
| 21/10/2026 | KNUTSFORD TOWN COUNCIL | BACS | 98.94 | | 16.49 | 4070 | 100 | 82.45 | Traffic Mgt Trg (LB) |
| 21/10/2026 | KNUTSFORD TOWN COUNCIL | BACS | -98.94 | | -16.49 | 4070 | 100 | -82.45 | Incorrect amount |
| 21/10/2026 | KNUTSFORD TOWN COUNCIL | BACS | 180.00 | | 30.00 | 4070 | 100 | 150.00 | Traffic Mgt Trg (LB) |
| 21/10/2026 | Robert Gleave and Sons | BACS | 444.90 | | 74.15 | 5112 | 107 | 370.75 | Equipment for CP |
| 21/10/2026 | Banner Group | BACS | 458.49 | | | 4513 | 107 | 458.49 | Stamps for Xmas vouchers |
| 21/10/2026 | SHANE HURST EVENTS | BACS | 480.00 | | | 4722 | 140 | 480.00 | Halloween act |
| 26/10/2026 | Prism Ltd | DD | 668.64 | | 111.44 | 4210 | 100 | 557.20 | IT SLA |
| 29/10/2026 | Prism Ltd | DD | 179.99 | | 30.00 | 4180 | 100 | 149.99 | Phone 44 Main Street |
| 29/10/2026 | ZOOM | DC | 16.79 | | 2.80 | 4823 | 101 | 13.99 | Meeting software |
| | **Total Payments for Month** | | 20,939.51 | 0.00 | 1,104.45 | | | 19,835.06 | |
| | **Balance Carried Fwd** | | 23,799.90 | | | | | | |
| | **Cashbook Totals** | | 44,739.41 | 0.00 | 1,104.45 | | | 43,634.96 | |

# Frodsham Town Council Current Year

## Earmarked Reserves

| | Account | Opening Balance | Income | Expenditure | Closing Balance |
|---|---|---|---|---|---|
| 325 | EMR CIL 2026-2027 | 0.00 | 388.30 | 0.00 | 388.30 |
| 331 | EMR Cemetery extension | 60,676.00 | 0.00 | 0.00 | 60,676.00 |
| 332 | EMR Elections | 7,246.00 | 0.00 | 0.00 | 7,246.00 |
| 333 | EMR Play area improvements | 20,000.00 | 0.00 | 0.00 | 20,000.00 |
| 334 | EMR Accessbile play | 5,000.00 | 0.00 | 0.00 | 5,000.00 |
| 335 | EMR Community Orchards | 5,000.00 | 0.00 | 0.00 | 5,000.00 |
| 336 | EMR Replace Christmas Lights | 20,000.00 | 0.00 | 16,046.65 | 3,953.35 |
| 339 | EMR Town Clocks | 3,000.00 | 0.00 | 0.00 | 3,000.00 |
| 340 | EMR Memorial Garden | 20,000.00 | 0.00 | 0.00 | 20,000.00 |
| 341 | EMR FTC Office | 30,000.00 | 0.00 | 5,602.12 | 24,397.88 |
| 342 | EMR CIL 2025-2026 | 776.61 | 0.00 | 0.00 | 776.61 |
| 343 | EMR Cemetery gate restoration | 2,000.00 | 0.00 | 0.00 | 2,000.00 |
| 345 | EMR Telephone box refurb | 5,000.00 | 0.00 | 0.00 | 5,000.00 |
| 346 | EMR staffing | 44,000.00 | 0.00 | 0.00 | 44,000.00 |
| 347 | EMR Active Travel | 4,000.00 | 0.00 | 0.00 | 4,000.00 |
| 349 | EMR Climate Action | 3,000.00 | 0.00 | 0.00 | 3,000.00 |
| 350 | EMR Christmas Lights | 0.00 | 16,046.65 | 16,046.65 | 0.00 |
| | | **229,698.61** | **16,434.95** | **37,695.42** | **208,438.14** |

# Budget Monitoring Update – 31 October 2026

*Financial Year 2026/2027 – Month 7*

The Town Clerk/RFO reports that, as at 31 October 2026, total income received was £331,222 against an annual budget of £339,884 (97.5%), while total expenditure was £199,363 against an annual budget of £351,470 (56.7%).

| Description | Annual Budget | Actual to 31 October |
|---|---|---|
| **Income** | £339,884 | £331,222 |
| **Expenditure** | £351,470 | £199,363 |
| **Net income / (expenditure)** | (£11,586) | £131,859 |

The Council therefore reports a year-to-date accounting surplus of £131,859. This primarily reflects the receipt of the full annual precept of £300,309, together with the fact that expenditure continues to be incurred throughout the financial year. The surplus should not be interpreted as an anticipated year-end underspend.

The approved annual budget provides for expenditure exceeding income by £11,586. At 31 October 2026, £152,107 of the expenditure budget remains unspent, although further expenditure is anticipated during the remaining five months of the financial year.

## Concise Variance Summary

- **Establishment:** Expenditure is £101,092 (69.7% of budget), with overspends and unbudgeted costs relating to legal fees, subscriptions, business rates, utilities and office relocation.
- **Events:** Expenditure is £42,661 against a budget of £37,200. The apparent overspend is substantially attributable to Christmas lights expenditure of £16,047, funded through earmarked reserves.
- **Amenities:** Expenditure is £21,534 (23.0% of budget), reflecting several planned projects and maintenance works yet to be undertaken.
- **Income:** CCLA investment interest is £7,906 against an annual target of £17,000, while cemetery income is £19,660 against a budget of £21,275.

The accounts also record £21,649 transferred from earmarked reserves and £388 transferred into earmarked reserves, resulting in a reported year-to-date movement in general reserves of £153,119.

## Conclusion and Recommendation

Overall expenditure remains broadly in line with the financial year to date. The Town Clerk/RFO will continue to monitor individual budget headings, anticipated expenditure and the use of earmarked reserves.

**RECOMMENDATION:** That Council notes the financial position as at 31 October 2026, including the income and expenditure totals, identified budget variances and movements in earmarked reserves.

REF: FTC/23/11/26/8

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

## Independent Interim Internal Audit 2026/2027

Report to Full Council: 23/11/2026

Period under review: 1 April 2026 to 30 September 2026

Internal Auditor: JDH Business Services Ltd

Responsible Officer: Town Clerk and Responsible Financial Officer

### 1. Purpose of Report

To inform Members of the scope, purpose and requirements of the independent interim internal audit for 2026/2027, covering the six-month period from 1 April to 30 September 2026. The report explains the areas examined, evidence supplied and Members' responsibilities.

### 2. Background

Frodsham Town Council is required to maintain an adequate and effective system of internal audit under the Accounts and Audit Regulations 2015. The interim audit provides independent assurance about financial management, accounting records, governance and internal controls. It contributes to the annual internal audit assessment supporting the Annual Governance and Accountability Return (AGAR). It is not simply an examination of accounts: it also considers how public funds are safeguarded, spending is authorised and risks are managed.

### 3. Scope of the Interim Internal Audit

The checklist covers annual accounts and previous audit actions; publication of audit and public rights notices; Financial Regulations and Standing Orders; procurement and contracts; Rialtas cashbook and nominal ledger; bank and investment reconciliations; expenditure, VAT and authorisation; allotment, cemetery and room-hire income; budget monitoring; debit card controls; payroll and staffing governance; and formal tender evaluation.

### 4. Documentation Provided to the Auditor

The checklist identifies the 2025/26 audit documentation and follow-up actions, adopted Financial Regulations and Standing Orders, Rialtas nominal ledger for April–September 2026, bank reconciliations as at 30 September including CCLA, current account bank statements, Investment Policy, 2026/27 budget, first-quarter budget monitoring report, burial records and fees, June 2026 Clerk payroll and contractual evidence, tender evaluation matrix and Staffing Committee Terms of Reference. Further expenditure and income samples will be requested

after submission. Submission of evidence does not establish auditor acceptance or compliance.

## 5. Specific Areas of Examination

Financial management: payments must be authorised, supported by records and accurately posted, including VAT. Banking: account balances and investment records are checked against statements and reconciliations. Budget: the approved budget is compared with actual performance and monitoring reports; the checklist states reports are provided at least bi-monthly. Income: the auditor may test charges, receipts and recording for allotments, cemetery services and room hire. Payroll: the June 2026 Clerk salary is reconciled to contract and approvals. Procurement: the checklist states quotation and formal tender thresholds of £3,000 and £25,000 respectively, identifies use of a weighted tender matrix, and records no contracts above those thresholds in the period; these declarations remain subject to audit verification.

## 6. Previous Internal Audit Recommendations

The supporting 2025/26 audit action plan records website accessibility against WCAG 2.2 AA as requiring further action; a recommendation on recording approval evidence and the annual CCTV payment; controls introduced after a duplicate internal audit payment was refunded; confirmation of data protection procedures for AGAR Assertion 10; and earlier transparency, budget-virement and annual internal-control-review recommendations recorded as implemented. The auditor may follow up these matters; a recorded action is not equivalent to independent verification.

## 7. Responsibilities of the Town Clerk and RFO

The Town Clerk and RFO maintains the accounting records, prepares financial reports, provides supporting evidence and responds to auditor queries. Findings and conclusions are determined independently by the appointed auditor.

## 8. Responsibilities of Councillors

The Council collectively remains responsible for governance and internal control. Members scrutinise financial reports, approve expenditure within their powers, review risks, adopt appropriate procedures and consider audit recommendations. They are not expected to undertake the auditor's sample testing.

## 9. Outcome of the Interim Audit

This is a six-month review, not the final audit of the 2026/27 accounts. Following examination, the independent auditor is expected to report findings and recommendations to the Council, which can then consider corrective action. The supplied checklist is not the completed 2026/27 interim audit report; no conclusion that the Council has passed or that there are no issues can yet be drawn.

## 10. Financial Implications

The audit forms part of established financial governance arrangements. The checklist does not itself identify additional expenditure. Any costs arising from recommendations should be reported separately.

## 11. Conclusion

The interim audit independently examines whether financial and governance controls have operated effectively between 1 April and 30 September 2026, and whether earlier recommendations have been addressed. It supports Members' oversight ahead of year-end.

## 12. Recommendation

That Frodsham Town Council

(a) NOTES the scope of the independent interim internal audit, the evidence identified in the checklist and the further sample testing to follow;
(b) NOTES the independence of the audit; and
(c) AGREES that the completed interim audit report, including any findings and recommendations, will be presented to Council for consideration.

**Source: Internal audit checklist 2026/27 England interim, including supporting 2025/26 internal audit report and action plan. This is an explanatory Council report, not the auditor's findings.**

FRODSHAM TOWN COUNCIL

**Full Council Meeting – 23 November 2026**

Report: Community Grant Applications 2026/27

Reporting Officer: Town Clerk and Responsible Financial Officer

## 1. Purpose of Report

To present the recommendations of the Grants Working Group meeting held on 4 November 2026 and seek Full Council approval for the allocation of community grants for 2026/27.

## 2. Background

The Grants Working Group reviewed applications against the Council's grant criteria, with all councillors invited to participate. The Town Clerk's assessment assisted members in considering each application. The available grants budget is £10,500. The meeting was held via Zoom on Wednesday 4 November 2026. Present were Cllrs H Hayes, J Hook, C Hughes and B Wade, together with J O'Donoghue (Town Clerk).

## 3. Recommended Allocations

The Working Group recommends the allocations set out in Appendix 1, totalling £10,527. This includes a partial award of £250 to Frodsham Music and Arts Club. The recommendations are subject to Full Council approval.

## 4. Applications and Conditions

Zodiac Theatre Group: No grant recommended, as the £950 application concerned ongoing rehearsal accommodation costs. The group should be encouraged to apply in a future round for a defined eligible project.

Elton Larder CIC: The £1,500 award is restricted to its Frodsham satellite service. Mersey Weaver Scouts: The £1,500 award is subject to satisfactory arrangements for ongoing building maintenance and sustainability. Townfield Allotments: A discretionary contribution of £165 is recommended, having considered accessibility and wider community benefit.

## 5. Financial Implications

| Item | Amount |
|---|---|
| **Available grants budget** | £10,500.00 |
| **Total recommended allocations** | £10,527.00 |
| **Additional provision required** | £27.00 |

The proposed awards exceed the available budget by £27. Any additional expenditure requires approval of an appropriate funding source or budget adjustment. Subject to approval and normal financial controls, payments are anticipated in January 2027.

### 6. Recommendations

That Full Council: (a) note the recommendations of the Grants Working Group; (b) approve the individual awards in Appendix 1, including £250 for Frodsham Music and Arts Club; (c) approve the total allocation of £10,527 and an appropriate budget adjustment of £27; (d) approve the conditions described in Section 4; and (e) authorise the Town Clerk to notify applicants and arrange payments in January 2027 in accordance with the Council's Financial Regulations

### 7. Grant Scheme and Eligibility

The Council's Grant Application Scheme supports local organisations and activities promoting social inclusion, skills and activities, the social, cultural or economic wellbeing of Frodsham, and achievement and excellence. Priority is given to smaller voluntary organisations, particularly those with annual income below £10,000 and no paid staff. Applicants are expected to demonstrate appropriate governance, planning and budgeting, and that most beneficiaries will be Frodsham residents. School applications must demonstrate wider community benefit; applications concerning buildings must demonstrate ownership or security of tenure. The scheme excludes day-to-day running costs and retrospective expenditure.

### 8. Budget and Demand

The published grant budget is £10,500, comprising £7,500 allocated by the Council and £3,000 allocated from anticipated Artisan Market licence fees (12 markets at £250). At the time of the Working Group report, £1,500 of those licence fees had been received for six markets held April–September 2026. Thirteen applications requested a total of £16,371.16, exceeding the available budget by £5,871.16. Full awards to every applicant were therefore not possible.

### 9. Assessment and Working Group Deliberations

The Town Clerk's original report included indicative scores out of 20, considering alignment with the scheme and community benefit, benefit to Frodsham residents and inclusion, project clarity and value for money, and financial need. These scores were an aid to discussion, not part of the formally adopted Grant Scheme, and were not automatic awards. The Working Group considered eligibility, local benefit, the distinction between project costs and ordinary running costs, applicant contributions, and whether partial awards could support viable projects.

**Appendix 1 – Summary of Grant Applications 2026/27**

| Organisation | Requested | Recommended |
|---|---|---|
| Castle Park Arts Centre | £675.00 | £675 |
| Castle Park Bowling Club | £500.00 | £500 |
| Frodsham and Helsby Rotary | £1,000.00 | £500 |
| OPAL Services | £366.00 | £366 |
| The Elton Larder CIC | £3,780.87 | £1,500 |
| Weaver Sailing Club | £1,963.20 | £1,500 |
| Zodiac Theatre Group | £950.00 | £0 |
| 4th Frodsham Scouts | £324.81 | £325 |
| Frodsham CE Primary School PTA | £3,000.00 | £2,500 |
| Frodsham Girlguiding | £746.28 | £746 |
| Mersey Weaver Scouts | £1,500.00 | £1,500 |
| Townfield Allotments | £565.00 | £165 |
| Frodsham Music and Arts Club | £1,000.00 | £250 |
| TOTAL | £16,371.16 | £10,527 |

**Funding Summary**

| Description | Amount |
|---|---|
| Total requested | £16,371.16 |
| Available budget | £10,500.00 |
| Recommended grants | £10,527.00 |
| Additional funding required | £27.00 |