NORTHWICH TOWN COUNCIL

Town Clerk: Chris Shaw

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Northwich
town council

DATE: 28th January 2021

To: The Members of Northwich Town Council

Dear Councillor

You are summoned to attend the meeting of the NORTHWICH TOWN COUNCIL online using Zoom video conferencing to be held on Monday 1st February 2021 at 6.00pm.

Yours Sincerely

Chris Shaw

Chris Shaw
Town Clerk

AGENDA

1 Apologies for absence or absence

2 Declaration of interest

Members to declare any interest under the following categories:
* Pecuniary interest
* Outside bodies interest
* Family, friend or close associate interest

3 Open Forum

Members of the public will be allowed to speak at the Open Forum section of this meeting on the understanding that any topics raised will have been forwarded in writing to the Town Clerk at the above address prior to the date of the meeting. Public Question Time to be a maximum of 10 minutes.

4 Signing of the Minutes

4.1 Of the Town Council meeting held on 11th January 2021 (minutes attached)
4.2 Of the Extraordinary meeting held on Monday 25th January 2021 (minutes attached)
Members are required to approve the minutes as a true and accurate record

5 Reports of Committees

5.1 To note Planning & Environment Committee meeting held on Tuesday 19th January 2021 (minutes attached)
5.2 To note Finance & General Purposes Committee meeting held on Tuesday 19th January 2021 (minutes attached)

6 Town Mayor's Communication

List of civic events that the Town Mayor has attended during the last month, report attached

7 Flood Report

To note Northwich flooding update further to 20th of January, report attached

8 **Town Clerk's Report**

To consider the Town Clerks Report attached

9 **Precept 2021-2022**

To approve NTC precept to CW&C for 2021/2022 NTC funding requirements. Year to date spend, budget comparison and estimate spread sheets, together with justification statement attached

Decision of the Council requested

10 **Asset Register 2021-2022**

To approve Asset Register 2021-2022, report attached

Decision of the Council requested

11 **Financial Regulations 2021-2022**

To approve the Financial Regulation 2021-2022, report attached

Decision of the Council requested

12 **Financial Risk Assessment 2021-2022**

To approve the Financial Risk Assessment 2021-2022, report attached

Decision of the Council requested

13 **Interim Audit 2020-2021**

To approve the Interim Audit 2020-2021, report attached

Decision of the Council requested

14 **Data Protection Act**

To receive update regarding Data Protection Act, report attached

Decision of the Council requested

15 **Standing Orders**

To approve the Standing orders 2021-2022, report attached

Decision of the Council requested

16 **NTC Vehicles**

To receive a report from the TC for the upgrade of grounds maintenance vehicles, report attached

Decision of the Council requested

17 **CW&C Councillor Updates**

To receive updates from members

18 **Outside Bodies**

To receive an update from any member attending meetings of outside bodies

19 **CW&C Correspondence**

To note Cheshire West and Chester Waste Strategy consultation, Report attached

20 **Date of next meeting**

The next meeting will be Monday 1st March 2021 at 6.00pm

NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 11TH JANUARY 2021 VIA ZOOM VIDEO CONFERENCING

Present:	Cllr K Rimmer	Town Mayor
Councillors:	Cllr D Bowden	Cllr Mrs. L Nelson
	Cllr A Cooper	Cllr Ms. A Gerrard – left the meeting at 6.35 p.m.
	Cllr S Naylor	Cllr Mrs. A. Lockett
	Cllr G Emmett	Cllr M McNamee
	Cllr A Stott	Cllr Miss C Fox
	Cllr Ms. J Thomas	Cllr Mrs. J. Illidge
	Cllr Mrs. K Cernik	
Also present:	Liza Clansey	Assistant Town Clerk
	Theresa Cash	Council Secretary/Mayor's P.A.

NTC 20/81 APOLOGIES FOR ABSENCE OR ABSENCE

Apologies for absence were received from Cllrs B Cernik, G Erlam and, H Rowlands, Cllrs S Eastwood, T Melville, M Rowley and G Edwards were not present.

NTC 20/82 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:
- Pecuniary Interest
- Outside Bodies Interest
- Family, Friend or Close Associate interest

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Cllr S Naylor declared an interest in any matters relating to Cheshire West and Chester Council
Cllr A Cooper declared an interest in any matters relating to Cheshire West and Chester Council
Cllr. K Cernik declared an interest in any matters relating to Cheshire West and Chester Council

NTC 20/83 OPEN FORUM

There were no speakers.

Date……………………… ………………………………….

Cllr. K. Rimmer
Town Mayor

NTC 20/84 SIGNING OF THE MINUTES

4.1 The minutes of Town Council Meeting held on Monday 7th December 2020 be confirmed and approved as a true and accurate record.

Proposed by Cllr Nelson, seconded by Cllr Fox. Minutes to be signed by the Mayor. All in favour.

NTC 20/85 REPORTS OF COMMITTEES

5.1 To note Planning and Environment Committee meeting held on Tuesday 15th December 2020. Noted by Cllr Stott

5.2 To note Finance and General Purposes Committee Meeting held on Tuesday 15th December 2020. Noted by Cllr Nelson.

NTC 20/86 TOWN MAYOR'S COMMUNICATIONS

There were no events attended by the Mayor during December.

NTC20/87 TOWN CLERK'S REPORT

Christmas Lights, St Helens Church & Town Bridge

All Christmas lights have now been removed along with the trees and lighting to the bridge, we are now working towards a permanent solution of lighting Town Bridge and hope to complete this very soon. We have had a really positive response to all the Christmas lights in the town centre this year, so many thanks to our installers who were out throughout the night putting up and now taking down.

Cllr Illidge mentioned that she has received many compliments from residents who have been enthralled and delighted with the Town Bridge lighting and wished to pass on their thanks to all involved. Cllr Naylor added this was outstanding work by NTC.

Town Centre

Over the Christmas period we worked in partnership with CW&C to keep the town centre safe for residents and businesses through gritting all areas including the COVID testing site. Again I must thank our staff who worked throughout the Christmas period and also the gritter drivers who kept our main roads safe.

Cllr Naylor mentioned the problems with ice in the town centre, and how quickly NTC staff turned out to grit in several places. CW&C will grit main routes only, but a great service provided by NTC in a bid to ensure safety within pedestrian areas. NTC initiatives show us to be a 'stand-out Council'. Cllr. Cooper wished to have his thanks passed to our staff who worked so hard over the Christmas period in difficult conditions.

Date……………………… **…………………………………**

Cllr. K. Rimmer
Town Mayor

Verdin Park Pillars and Gates

Pillars are now installed and the gates will be re positioned in the next 2 weeks, we are looking at the possibility of lighting the gates and pillars and I will come back to members with some costs in due course.

Tree of Lights

Our Tree of Lights ceremony took place remotely this year and was streamed onto our website, stars were placed on the tree as usual and the tree was illuminated throughout the Christmas period. Many expressions of thanks were received from those who asked that their loved ones be remembered.

.**Artisan Market**

On the 12th & 13th December we held the 2 day Christmas Artisan Market in Barons Quay. Members attended on the Saturday along with local PCSO's to distribute purse bells.

NTC 20/88 CW&C COUNCILLOR UPDATES

Cllr. Nelson brought up the matter of the absence of public toilets in Northwich, as she has had many queries relating to this from members of the public. Cllr. Rimmer also raised this with Cllr. Naylor who advised CW&C looking to replace those demolished in the Indoor Market due to a fire a year ago. CW&C Council have plans to install public toilets when the site is completed on a permanent basis, expected to be in 4 years' time, but can explore temporary ones. ASDA supermarket has public toilet facilities which can be used by everyone and is not limited to customers only. Cllr. Rimmer wants the local Guardian Reporter who joined this meeting, to highlight the need for these conveniences.

Cllr. Nelson enquired as to the cutting down of trees on a site in the Manchester Road area, which have been removed to create extra space for large Plant hire vehicles. Both Cllr. Fox and Cooper advised that as there was no Tree Preservation Order on the trees, the planning application submitted did not mention the removal of trees, and so the applicant were within their rights to remove them. The site is not in a Conservation area. Both Councillors then went on to advise Members of current planning rules regarding these matters.
Cllr. Bowden wished to discuss the matter of COVID vaccinations in the area, and about the timing of delivering the vaccines. The nearest centres are Kingsmead, and the Countess of Chester Hospital, with additional ones opening countrywide shortly. It is understood invites have already gone out to some patients. Any hold up in the delay is believed to be the supply of vaccine. Those in age group 80+ will receive invites soon. Cllr K Cernik added the rollout so far has been impressive.

Cllr. Naylor commented that most meetings within CW&C Council at present concern all matters to do with COVID, and quoted current high figures of infection within the area. Cllr. K Cernik added that regarding the matter of immunisation, CW&C has produced a stats board updated weekly showing the situation in hospitals and vaccines. Cllr. K Cernik attended a Health Scrutiny meeting, and NHS England want to reorganise local services and recommend decisions are made locally. Cllr. Cooper added that the Countess of Chester has a current occupancy of 61% of COVID patients.

Cllr. Rimmer would like the local Guardian to highlight the number of people not complying with current restrictions, particularly on trains, who are not challenged by Rail staff.

Date……………………… **…………………………………..**

Cllr. K. Rimmer
Town Mayor

Cllr. Naylor wished to convey his thanks to Cllr. K Cernik for her work with the Hospital Trust in respect of the Victoria Infirmary, the minor injuries clinic, and the changes they have made to the opening hours at A&E.

NTC 20/89 OUTSIDE BODIES

There were no reports.

NTC 20/90 DATE OF NEXT MEETING

Date of the next Full Council Meeting (Zoom Virtual) will be held on Monday 1st February, 2021 at 6.00pm. Usual details will be sent prior to this meeting.

Meeting ended at 6.45 p.m.

Date……………………… **………………………………….**

Cllr. K. Rimmer
Town Mayor

NORTHWICH TOWN COUNCIL
EXTRAORDINARY MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 25TH JANUARY 2021

Members Present:	Cllr A Cooper	Cllr T Melville	Cllr S Naylor
	Cllr A Stott	Cllr G Emmett	Cllr Mrs L Nelson
	Cllr Mrs K Cernik	Cllr K Rimmer	Cllr Mrs A Lockett
	Cllr R Cernik	Cllr M McNamee	Cllr Mrs G Edwards
	Cllr Miss C Fox		

Also Present:	Chris Shaw	Town Clerk
	Liza Clansey	Assistant Town Clerk

1 **EXT 20/28** **APOLOGIES FOR ABSENCE**

Apologies for absence were given by Cllr Miss S Eastwood, Cllr D Bowden, Cllr A Gerrard, Cllr G Erlam & Cllr Ms H Rowlands. Cllr M Rowley, Cllr J Illidge & Cllr J Thomas were not present.

2 **EXT 20/29** **DECLARATIONS OF INTEREST**

Cllr Mrs L Nelson declared an interest in a business in Northwich.

3 **EXT 20/30 TOWN CENTRE EMERGENCY FUND**

On Wednesday 20th January Northwich was once again hit by flooding, valiant efforts were made by all agencies to reduce as much damage as possible. Sadly 60 businesses have been affected and some severely damaged along with Church Walk Primary School.

Members discussed a £10,000 emergency fund to help town centre businesses and Church Walk School in undertaking small tasks. This could help with cleansing, dehumidifiers, decorating, pumping out cellars and small jobs.

Cllr K Rimmer expressed his concerns with allocating the fund fairly amongst everyone affected.

Cllr R Cernik suggested maybe working with CW&C Heritage funding to repair the outside of the buildings, Cllr Miss C Fox explained this can be quite complicated.

Members agreed to set up a subcommittee consisting of ATC, TC and 3 members Cllr G Emmett, Cllr Mrs L Nelson and Cllr S Naylor .

Proposed by Cllr Miss C Fox, seconded by Cllr Mrs L Nelson, all in favour

4 **EXT 20/31 PRECEPT 2021/2022**

The 2021-2022 Precept was discussed in detail; TC has revised the budget further to the finance recommendations last week where some members had reservations about an increase to the Precept in this current climate.

The revised budget would still allow us to carry on with our core services and our proposed projects will not be affected.

NTC precept to CW&C for £525,776. The 2021-2022 budget will have a 0% increase.

Proposed by Cllr Miss C Fox, seconded by Cllr L Nelson, all in favour

There being no further business the Chairman declared the meeting closed at 6.00pm

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Date	**Cllr K Rimmer**
	Chairman

NORTHWICH TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING
HELD ON TUESDAY 19TH JANUARY 2021
VIA ZOOM

Members Present	A. Stott A. Cooper L Nelson K. Rimmer
Also present	Chris Shaw – Town Clerk Theresa Cash - Council Secretary/Mayor's P.A.

PL 20/33 APOLOGIES FOR ABSENCE, OR ABSENCE

Cllrs. Eastwood, Bowden, Fox and Rowley did not attend.
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PL 20/34 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

- Pecuniary Interest
- Outside Bodies Interest
- Family, Friend or Close Associate interest

There were no declarations.
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PL 20/35 SIGNING OF THE MINUTES

The Minutes of the Planning and Environment Committee meeting held on Tuesday 15th December, 2020, and noted at Full Council Meeting of 11th January, 2021, were approved, as a true and accurate record. Proposed by Cllr Cooper seconded by Cllr Nelson.
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All in favour. Minutes to be signed by Cllr. Stott Chair of Committee.

PL 20/36 PLANNING APPLICATIONS

1. 20/04467/S73
   Variation of condition 9 (delivery hours) of planning permission 12/04020/S73 amendment to application 20/02328/S73.
   22 London Road, Northwich CW9 5HD
   The Committee have concerns regarding the early hours of operation on Sundays given the report on noise impact.

2. 20/03247/FUL AMENDMENT/ADDITIONAL INFORMATION
   Demolition of existing double garage, construction of single storey office reception building and change of use of land to commercial use to allow the adjacent dental practice to create direct pedestrian access to the practice.
   The Coach House, 118 Chester Road Northwich
   No objections

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Date	**Cllr. A. Stott** **Chair**

3. 20/04636/FUL
   Change of use from a Nightclub to ‘Nutrition at the Hangout’
   32 High Street, Northwich CW9 5BL
   No objections to Change of Use. However, concerns were raised in respect of the distance of Fire Escape route from the kitchen area, although essentially we realise this is not a Planning issue.

4. 20/04630/LBC
   Replacement of roller bearings, installation of guide wheels, installation of guide wheel tracks and replacement of cable ducting.
   Town Bridge, Northwich
   No objections

5. 20/04661/FUL
   Demolition of existing garage, single storey side extension.
   14 Castle Court Northwich CW8 1TA
   No objections

6. 20/04659/FUL
   Single storey side and rear extensions
   42 Burnside Way, Northwich CW8 4XS
   No objections, but the neighbours concerns regarding drainage should be taken into account and noted.

7. 20/04723/FUL
   Temporary use of the site as Contractors compound and material management area.
   Land at Griffiths Road, Lostock Gralam, Northwich
   No objections, but would like to see the site reinstated to its original state and preferably better after the temporary use.

PL 20/37 **<u>DECISION NOTICES</u>**

1. 20/04073/FUL
   Single storey extension
   180 London Road, Northwich CW9 8AA
   Awaiting decision

2. 20/03965/FUL
   Single storey extension to rear and conversion of existing property
   To provide bedsit accommodation with rooftop garden.
   4 Victoria Road Northwich CW9 5RE
   Awaiting decision

……………………… **…………………………………**

Date **Cllr. A. Stott**
Chair

3. 20/04185/FUL
   Change of use from a former betting shop to a hot food takeaway
   37-39 Station Road Northwich CW9 5LT
   Awaiting decision

4. 20/04205/FUL
   Single storey extension to rear.
   12 Greenbank Lane Northwich
   Awaiting decision

5. 20/04289/FUL
   Erection of 2no industrial buildings
   Rear of 201 to 203 Middlewich Road Northwich CW9 7DN
   Awaiting decision

6. 20/04526/CAT
   1 x Yew (adjacent to house) remove and stump grind due to damage being caused to property. 1 x mixed hedge (bordering lawn/driveway) and Holly and Laburnum specimens in front hedge. Remove, leaving Yew specimen in front hedge to create more space with a view to begin works on the driveway for residents to enter/exit vehicles with ease. 3 x pollarded Sycamore stems adjacent to border hedge: remove due to poor position on edge of raised lawn and poor quality of specimens caused by many years of heavy pruning and pollarding.
   16 The Crescent Northwich.
   Decided – notification closed

7. 20/04410/FUL
   Single storey side extension
   7 Betley Close Northwich CW9 8SG
   Awaiting decision

8. 20/04334/S73
   Variation of condition No. 32 (Opening hours) on planning permission 18/03361/FUL
   Northwich Office, Watling Street, Northwich
   Awaiting decision.

PL 20/38 **NEXT MEETING**

The date of the next Planning and Environment Committee meeting via Zoom technology will take place on Tuesday, 16th February, 2021, at 5.30 p.m.

There being no further business, the meeting closed at 6.10 p.m.

……………………… ……………………………….
Date **Cllr. A. Stott**
Chair

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON TUESDAY 19th JANUARY 2021 VIA ZOOM

Members Present	**:**	Cllr Mrs L Nelson (Chair) Cllr Ms H Rowlands Cllr Mr K Rimmer Cllr Mr T Melville Cllr Mr S Naylor Cllr Mr G Emmett
Also Present	**:**	Chris Shaw – Town Clerk Liza Clansey – Assistant Town Clerk Cath Kirwan – Finance Officer

FIN 20/43 APOLOGIES FOR ABSENCE OR ABSENCE

Cllr M Rowley not present.

FIN 20/44 DECLARATIONS OF INTEREST

Cllr S Naylor wished to declare an interest in any matters relating to CW&C

FIN 20/45 SIGNING OF THE MINUTES

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 15th December 2020 and noted at Town Council Monday 11th January 2021 were approved.

Proposed: Cllr G Emmett and seconded Cllr L Nelson, all agreed

FIN 20/46 PRECEPT 2021/2022

Further to 6th January 2021 Precept meeting the draft Precept of the 2020/21 was shared on screen by TC. TC explains that the new format will mirror the Income and Expenditure which has become out of date and complicated and will be simplified by merging some lines together.

Members discussed the £2000 expenditure for a Shelter at Greenbank which will cost £30,000 in total. CWaC are contributing £15,000 to this cost and the Railways will contribute £13,0000. Cllr K Rimmer felt the £2000 should not be spent on the shelter due to the very poor service received by Northern Rail. Cllr T Melville recommended the £2000 be put towards the school fund. TC explained that it is extremely important to maintain the strong partnership we have created with Northern Rail and suggested this remained in the budget.

Cllr T Melvelle proposed £2000 Northern Rail is moved to the School fund. Cllr K Rimmer asked for an update on the Northern Rail time scale for the shelter.

Proposed: Cllr T Melville and seconded Cllr Ms H Rowlands, all agreed

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Date	**Cllr Mrs L Nelson** **Chair**

Precept Vote:

Proposed: Cllr G Emmett and seconded Cllr T Melville, all agreed

Abstained: Cllr Ms H Rowlands, Cllr K Rimmer, Cllr Mrs L Nelson

To be taken to full Council next month for approval

Cllr Mr R Melville left at 11:15am

FIN 20/47 **<u>DETAILED INCOME & EXPENDITURE BY BUDGET</u>**

TC, ATC & FO answered various members' questions relating to budget headings as most items had been discussed in the Precept.

Proposed: Cllr K Rimmer and seconded Mrs L Nelson, all agreed

FIN 20/48 **<u>BACS DUE FOR PAYMENT</u>**

TC, ATC and FO answered various members' questions relating to Bacs payments.

Cheshire Self Drive – Duplication of invoice £396.48, FO to amend figures.

AMR Alan Radband - £30,233.45. Christmas lights installation.

Co Op Funeral Care - £242.00. Removal of a headstone.

HAGS SMP Playgrounds - £537.46. Play equipment replacement for contract work.

Walker Conservation Specialists Ltd. Pillars at Verdin Park restoration.

Spend of £66,621.49.14 was approved.

Proposed by Cllr K Rimmer and seconded by Cllr Ms H Rowlands, all agreed

TC left at 11.30am.

FIN 20/49 **<u>BANK PAYMENTS TO BE CHECK BY FINANCE</u>**

Members approved evidence for payments from November 2020 (October 2020 invoices).

DF Sales - £168.00
Intelligent Monitoring - £1001.50

Proposed by Cllr G Emmett and seconded by Cllr Mrs L Nelson, all agreed

Members approved evidence for payments from August 2020 payments (July 2020 invoices).

Columbaria - £638.40
Earth Anchors - £853.20

Proposed Cllr Mrs L Nelson and seconded by Cllr Ms H Rowlands

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Date   **Cllr Mrs L Nelson**
Chair

Members picked two suppliers from July payments (June invoices), evidence to be brought to finance meeting in February 2021, chosen by Cllr Mrs L Nelson

Jupiter Play and Leisure £378.00
Rigby Taylor - £150.00

Members picked two suppliers from December 2020 payments (November 2020 invoices), evidence to be brought to finance meeting in February 2021, chosen by Cllr Mrs L Nelson.

Columbaria - £1123.20
Road Sweeper Services Ltd - £348.76

FIN 20/50 **DATE OF NEXT MEETING**

Date of the next meeting Tuesday 16th February 2021

There being no further business the Chairman declared the meeting closed at 11.35 am

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Date	**Cllr Mrs L Nelson** **Chair**

Report to : Full Council – via remote Zoom

Meeting Date : 1 February 2021

Agenda Item : **6**

Prepared By : Theresa Cash

Subject : Town Mayors Communications

There were no events attended by the Town Mayor during December.		

REPORT TO: Full Council

MEETING DATE: 1st January 2021

AGENDA ITEM: 7

PREPARED BY: Chris Shaw

SUBJECT: Town Centre Flooding

Last week Northwich Town centre was once again hit with severe flooding which effected local businesses, schools, residents and the road network.

This time the flooding was much worse with the river rising 700 mm higher than previously in 2019, the flood defence did its job but the issue is surface water having nowhere to go.

On Wednesday 20th January we were asked to help with the distribution of sand bags throughout the town centre working with CW&C Highways, we were then deployed to the A 49 to deliver sandbags to properties there and help where we could.

We were then called to Eaton Lane in Davenham to close the road which again was severely flooded with concerns regarding cars trying to drive through the flood waters.

Thursday saw the water levels rise considerably overnight with most of the area around Crown Street under water, NTC staff continued to work throughout the day where help was needed, this included the filling and deployment of sandbags, traffic management and welfare help for our staff and partners. Our staff tried their best to keep the water from going into Church Walk School but unfortunately we just couldn’t stop it. We continued to offer support and resources to the evacuation of Weaver Court, we also aided local businesses.

Friday saw the river recede and the clean-up operation began around the town, this clean-up is still in progress as we continue to remove debris from around the area again working alongside our partners.

Following on from the flooding Northwich Town Council held an emergency meeting and resolved to help businesses affected by the flooding. A subcommittee was set up and we discussed how we could best help and it was agreed it would be in the form of removal of damaged stock, help with the hire of equipment and removal of flood water from cellars if possible. It was also agreed that the help would be co-ordinated with the BID and the Northwich BID Manager would be invited to the Sub Committee meetings

Above is a very brief summary of the events of last week but I would just like to put on record that all agencies worked above and beyond and did all they could to try and protect our town.

A personal thankyou from me goes to all the Northwich Town Council staff, businesses and the Northwich Community who again went beyond the call of duty and stepped up to help as many people as they could.

REPORT TO: Full Council

MEETING DATE: 1st February 2021

AGENDA ITEM: 8

PREPARED BY: Chris Shaw

SUBJECT: Town Clerks Report

Verdin Park Gates & Piers

The gates and piers to the entrance at Verdin Park are now back in position after a full refurbishment and repair. The gates have been restored back to their former glory and this entrance now looks spectacular as you drive past.

Adjustment needs to be done to the surfacing under the gates as this is currently too high

We will now look at illuminating the gates and costs to refurbish the fencing to the front of the park.

Northwich Town Council Open Spaces

We are still assessing the flood damage to our open spaces, on initial inspection damage seems to be minimal and the clean-up can be undertaken by our own staff. This will be mainly deep cleansing of our site such as the paddling pool and play equipment at Church Walk and Vickersway Park.

Cemetery Chapels

Our chapels within Witton Cemetery are over 120 years old and are showing signs or damage, the roof is in need of replacement and we have movement in areas of the buildings. I propose that we have the building surveyed to identify any issues and look at obtain costs to repair. Once we have an estimated cost we can start to explore what funding is available to us.

Decision of the Council is requested.

AED’s

We continue to install accessible AED’s around the town and are currently working with our partners Community Rail to have them installed at Northwich & Greenbank Railway Stations. Plans are also in place to install a device on Manchester Road and have all Northwich Town Council AED’s moved outside to be full accessible to the public.

We also want to place one within Winnington Urban Village but this proving difficult to identify a suitable building.

2021-2022 PRECEPT

	ACTUAL TO DATE Jan-21	ORIGINAL BUDGET 2019-2020	FORECAST YEAR END 31.03.2021	ESTIMATE 2021-2022	CHANGE COMMENT
EXPENDITURE - SALARIES					
Salaries - Pensions - Holidays	189,064	248,000	260,000	274,000	
TOTAL (A)	**189,064**	**248,000**	**260,000**	**274,000**	
EXPENDITURE - PARKS DEPT SALARY					
Allotments	110	400	150	400	
Belmont Road	189	500	250	500	
Burnside Way	147	350	200	350	
Church Walk Playground	3,948	4,100	4,500	6,100	
Danebridge	2,887	3,500	3,500	3,000	
Danefield Play Area	1,480	1,000	1,600	2,000	
Greenall Road	350	500	400	500	
James Street Playground	519	750	700	750	
Old Hall Road	956	600	1,000	1,200	
Verdin Park	12,749	20,000	19,000	20,000	
Victoria Street	480	350	400	500	
Vickersway Park	24,478	37,000	35,000	37,000	
Whalley Road	3,268	4,000	4,000	4,000	
Yarwood Close	164	200	200	300	
TOTAL (B)	**51,724**	**73,250**	**70,900**	**76,600**	
EXPENDITURE - CONTRACTS SALARY					
Antrobus Parish Council	0	100	0	100	
Appleton Parish Council	0	200	0	0	
Barons Quay	6,183	600	7,000	6,000	
Barnton Parish Council	279	500	300	500	
BID Northwich	7,589	16,000	7,000	4,000	
BID Gadbrook	372	200	400	400	
Blitz	0	0	0	100	
BID Winsford Industrial Estate	31	100	0	0	
Chelford Parish Council	200	200	200	200	
Church Lawton Parish Council	0	0	0	200	
Cheshire West & Chester	1,554	0	1,500	2,000	
Comberbach Parish Council	220	500	250	250	
Cuddington Playground Association	1,734	3,000	2,000	2,000	
Cuddington Parish Council	23	100	100	500	
Davenham Churchyard /Good Shepherd	782	2,000	800	1,200	
Davenham Parish Council	2,387	1,600	2,500	2,500	
Disley Parish Council	0	0	100	100	
Elton Parish Council	0	200	50	50	
Frodsham Town Council	5,705	4,000	6,000	6,000	
Freshwater View	0	0	250	250	
Goostry Parish Council	0	0	0	2,000	
Gorstage Parish Council	0	0	0	200	
Gawsworth Parish Council	3,252	0	3,700	3,700	
Hartford Civic Society	0	50	50	50	
Hartford Parish Council	7,008	7,000	4,500	7,500	
Helsby Parish Council	1,308	2,500	1,500	1,500	
Helsby Ho Ho Ho	0	150	50	50	
Hough & Chorlton Parish Council	2,229	1,000	2,300	2,500	
Holmes Chapel Parish Council	339	100	339	100	
Huntington Parish Council	3,098	300	3,200	1,500	
Jubilee Fields (Winnington Village)	989	200	1,000	1,000	
Kingsmead Parish Council	37	600	37	100	

		ORIGINAL BUDGET 2019-2020	FORECAST YEAR END 31.03.2021	ESTIMATE 2021-2022	CHANGE COMMENT
Knutsford Town Council	448	50	500	500	
Lostock Gralam Parish Council	387	150	400	400	
Mid Cheshire Community Rail Partnership	632	1,000	700	700	
Middlewich Town Council	903	100	1,000	1,000	
Moulton Parish Council	127	350	127	150	
Nantwich Town Council	0	0	50	50	
Newcastle-under-Lyme BID	0	0	50	50	
Norley Parish Council	55	100	100	100	
Over Alderley	121	0	121	100	
Rudheath Parish Council	883	250	1,000	500	
Saint Andrews Church	225	300	225	250	
Shavington Parish Council	2,220	2,000	2,500	2,500	
Stockton Heath Parish Council	1,140	1,500	1,200	1,200	
Stretton	31	0	31	0	
Tattenhall Parish Council	61	100	61	100	
Tarporley Parish Council	708	300	800	300	
Weaverham Parish Council	0	200	100	100	
Wincham Parish Council	1,278	2,300	1,300	1,500	
Winsford Town Council	6,924	50	8,000	8,000	
TOTAL (C)	**61,462**	**49,950**	**63,391**	**64,050**	
EXPENDITURE - CEMETERY DEPT SALARY					
Danevalley Cemetery	3,558	3,000	4,000	4,000	
St Helens Churchyard	1,391	2,200	2,200	2,200	
Witton Cemetery	38,014	43,000	43,000	45,000	
TOTAL (D)	**42,963**	**48,200**	**49,200**	**51,200**	
EXPENDITURE - EVENTS SALARY					
Artisan Market	124	300	0	0	
Christmas Extravaganzea	50	2,500	50	2,500	
Cinema Event	898	0	0	0	
Krazy Races	0	1,000	0	0	
Northwich River Festival	0	500	0	0	
NOW Festival	0	500	0	500	
Post Covid Events	0	0	0	3,300	
Remembrance Sunday	50	400	0	400	
Town Centre Enhancements	1,917	1,500	1,500	1,500	
Town Centre Events	633	1,000	500	0	
Tree of Lights	0	100	0	100	
Verdin Music Festival	0	400	0	0	
TOTAL (E)	**3,672**	**8,200**	**2,050**	**8,300**	
EXPENDITURE - CHRISTMAS					
Bridge Illumination	5,060	0	5,000	10,000	
Christmas Extravaganza	995	6,000	1,000	6,000	
Christmas lights installation	22,899	18,000	18,000	18,000	
Christmas lights electricity	-400	1,000	1,000	2,000	
Christmas lights decorations (repair)	2,837	10,000	1,000	2,000	
Ice Rink	0	3,000	0	3,000	
TOTAL (F)	**31,391**	**38,000**	**26,000**	**41,000**	

	ACTUAL TO DATE Jan-21	ORIGINAL BUDGET 2019-2020	FORECAST YEAR END 31.03.2021	ESTIMATE 2021-2022	CHANGE COMMENT
EXPENDITURE - CEMETERY DEPT					
Caskets/Urns	507	500	700	700	
Columbaria Memorials	4,631	8,000	5,000	5,000	
Grave Digging Sub Cont	6,702	10,000	7,000	8,000	
Rates - Cemeteries	9,680	12,500	11,000	11,000	
TOTAL (G)	**21,520**	**31,000**	**23,700**	**24,700**	
EXPENDITURE - CENTRAL ESTABLISHMENT					
Bank Charges	663	1,200	800	1,200	
Civic Regalia	0	500	0	200	
Condate Room	39	300	25	100	
Election Fund	1,160	1,355	1,160	0	
Insurance	17,228	12,000	17,000	17,000	
Internet/Hosting	929	1,500	1,500	5,000	
IT Support	6,473	1,500	7,000	1,500	
Marketing	85	2,500	100	1,000	
Occupational Health	640	400	800	800	
Office Equipment	808	2,500	1,000	2,500	
Payroll	621	1,300	800	800	
Postage	471	500	600	600	
Stationery/Printing	1,114	1,200	1,200	1,200	
Subscriptions & Audit	7,674	6,500	9,000	9,000	
Telephone - Office	405	600	600	600	
Telephone - Mobiles/Hand Held	1,174	1,500	1,500	1,500	
Town Mayor's Allowance	0	1,540	0	1,540	
Town Mayor's Travelling Allowance	115	1,500	150	1,500	
Training	28	3,000	28	3,000	
Website management	0	200	0	0	
TOTAL (H)	**39,627**	**41,595**	**43,263**	**49,040**	
EXPENDITURE - EVENTS					
AGM	0	100	0	0	
Cinema Event (Rotary)	653	0	653	0	
Civic Sunday	0	200	0	0	
Krazy Races	0	2,000	0	0	
Now Festival	0	4,000	0	6,000	
Park Run	0	100	0	0	
Post Covid Events	0	0	0	14,300	
Rememberance Sunday	160	1,000	160	1,000	
Summer Events	0	4,000	0	0	
Tree of Lights Ceremony	20	600	0	100	
Northwich Carnival	0	489	0	0	
Town Centre Enhancements	0	600	1,000	4,000	
Verdin Park Music Festival	158	5,500	158	0	
TOTAL (I)	**991**	**18,589**	**1,971**	**25,400**	
EXPENDITURE - GRANTS & DONATIONS					
LGA 1972 s 137 & 145 Grants Fund	0	10,000	0	10,000	
Royal British Legion Poppy Appeal	25	200	200	200	
School Advantage Fund	0	3,000	3,000	5,000	
Summer Playschemes	18,596	5,000	18,596	5,000	
TOTAL (J)	**18,621**	**18,200**	**21,796**	**20,200**	

	ACTUAL TO DATE Jan-21	ORIGINAL BUDGET 2019-2020	FORECAST YEAR END 31.03.2021	ESTIMATE 2021-2022	CHANGE COMMENT
EXPENDITURE - PARKS DEPT					
Aviary Supplies	319	400	350	350	
Building Maintenance/Projects	7,971	13,000	12,000	16,000	
CCTV Rental	2,225	4,000	3,000	5,000	
Cenotaph Refurbishment	270	0	270	0	
Cleansing	1,451	2,000	1,800	2,000	
COVID 19	2,761	0	3,000	1,000	
Defib purchased/costs	9,738	0	10,000	3,000	
Fuel	9,464	11,000	10,000	11,000	
Funding	5,852	0	6,000	1,000	
Old Hall Road	15,391	0	16,000	1,000	
Play Equipment Repairs	534	2,000	600	2,000	
Plants, Seeds & Fertilizer	10,378	9,500	10,500	9,500	
Protective Clothing	1,516	3,000	2,000	3,000	
Railway Station Improvements	0	0	0	2,000	
Skips & Waste Removal	4,390	5,000	5,000	6,000	
Tree Maintenance	1,249	3,000	4,000	4,000	
Tool/Plant & Machinery Repairs	14,145	10,000	15,000	10,000	
Utilities	10,572	9,500	10,000	12,000	
Vehicle Leasing	12,111	16,000	14,000	16,000	
Verdin Park Gates	11,322	6,000	12,000	2,000	
Verdin Park Play Area Refurbishment	114,823	0	112,779	0	
TOTAL (K)	**236,482**	**94,400**	**248,299**	**106,850**	
EXPENDITURE - VICKERSWAY/CHURCHWALK SHOPS					
Audit	167	900	167	500	
Church walk stock purchased	0	7,000	0	2,000	
Coffee Machine Vickersway Park	925	1,000	1,000	1,000	
Paddling Pool Chemical & Repairs	0	4,000	0	2,000	
Salary Church Walk	0	7,000	0	2,000	
Salary Vickersway Park	7,001	10,500	7,001	9,000	
Vickersway stock purchased	3,503	6,000	3,503	5,000	
TOTAL (L)	**11,596**	**36,400**	**11,671**	**21,500**	
A" CENTRAL ADMIN WAGES	189,064	248,000	260,000	274,000	
B" PARKS DEPT WAGES	51,724	73,250	70,900	76,600	
C" OUTSIDE CONTRACT WAGES	61,462	49,950	63,391	64,050	
D" CEMETERY DEPT WAGES	42,963	48,200	49,200	51,200	
E" EVENTS SALARY	3,672	8,200	2,050	8,300	
F" CHRISTMAS	31,391	38,000	26,000	41,000	
G" CEMETERY DEPARTMENT	21,520	31,000	23,700	24,700	
H" CENTRAL ESTABLISHMENT	39,627	41,595	43,263	49,040	
I" EVENTS	991	18,589	1,971	25,400	
J" GRANTS & DONATIONS	18,621	18,200	21,796	20,200	
K" PARKS DEPT	236,482	94,400	248,299	106,850	
L" VICKERSWAY/CHURCHWALK	11,596	36,400	11,671	21,500	
TOTAL EXPENDITURE	**709,113**	**705,784**	**822,241**	**762,840**	

	ACTUAL TO DATE Jan-21	ORIGINAL BUDGET 2019-2020	FORECAST YEAR END 31.03.2021	ESTIMATE 2021-2022	CHANGE COMMENT
INCOME SALARY					
Furlough HMRC Revenue	3,129	0	3,129	0	
TOTAL (M)	**3,129**	**0**	**3,129**	**0**	
INCOME CHRISTMAS					
Ice Rink	0	0	0	3,000	
TOTAL (N)	**0**	**0**	**0**	**3,000**	
INCOME CENTRAL ESTABLISHMENT					
Bank Interest	840	500	1,000	1,000	
Condate Room Hire	0	500	0	0	
Course Recharge	0	2,000	0	0	
Insurance Claims	9,503	0	6,286	0	
TOTAL (O)	**10,343**	**3,000**	**7,286**	**1,000**	
INCOME EVENTS					
Krazy Races	0	0	0	0	
Verdin Park Music Fest	0	180	0	0	
TOTAL (P)	**0**	**180**	**0**	**0**	
INCOME GRANTS & DONATIONS					
Summer Playscheme	20,348	10,000	20,348	10,000	
TOTAL (Q)	**20,348**	**10,000**	**19,346**	**10,000**	
INCOME PARKS DEPT					
AED's	2,596	0	3,000	1,500	
Allotments (Austin Street)	675	600	675	600	
Allotments (Winnington)	1,080	1,000	1,100	1,000	
Allotments (Queensgate)	72	60	120	60	
Bunding Belmont	8,505	0	8,505	0	
Bridge Illumination	2,500	0	9,000	0	
Funding	4,970	0	4,970	0	
Refunds	50	100	50	100	
Rent - Sub station	15	15	15	15	
Sales of Materials/Equipment	144	200	0	0	
Verdin Park Hire	0	1,000	0	500	
Verdin Park Refurb	34,493	0	34,493	0	
TOTAL (R)	**55,100**	**2,975**	**61,928**	**3,775**	
INCOME VICKERSWAY/CHURCH WALK SHOP					
Church walk shop	0	15,000	0	2,000	
Vickersway Games	2,020	2,500	2,020	2,500	
Vickersway shop	9,402	16,000	9,402	15,000	
TOTAL (S)	**11,422**	**33,500**	**11,422**	**19,500**	

	ACTUAL TO DATE Jan-21	ORIGINAL BUDGET 2019-2020	FORECAST YEAR END 31.03.2021	ESTIMATE 2021-2022	CHANGE COMMENT
INCOME - CEMETERIES					
Danevalley Cemetery	21,230	23,000	23,000	26,000	
Memorials	3,552	5,000	5,000	5,000	
Statutory Declarations	1,050	1,800	1,200	1,000	
Witton Cemetery	24,966	33,000	35,000	35,000	
TOTAL (T)	**50,798**	**62,800**	**64,200**	**67,000**	
INCOME - OUTSIDE CONTRACTS					
Alvenley Parish Council	390	200	390	390	
Antrobus Parish Council	9	100	9	100	
Appleton Parish Council	0	200	0	0	
Barnton Parish Council	3,117	2,000	3,200	2,000	
Barons Quay	10,823	2,500	4,500	7,000	
BID Gadbrook	1,944	1,000	1,944	1,000	
BID Northwich	14,294	2,700	16,000	8,000	
BID Winsford Industrial Estate	0	500	0	0	
Blitz	1,800	500	1,800	1,000	
Chelford Parish Council	3,540	1,000	3,540	1,000	
Cheshire West & Chester	9,245	0	9,245	1,000	
Cheshire West & Chester Town Park	0	12,000	0	0	
Church of the Good Shephard	4,165	3,000	4,165	3,000	
Comberbach Parish Council	1,198	500	1,198	500	
Cuddington Parish Council	552	500	552	1,000	
Cuddington PFA	4,367	2,000	4,400	2,000	
Davenham Parish Council	2,770	1,000	2,770	2,000	
Disley Parish Council	2,500	0	2,500	1,500	
Elton Parish Council	1,397	1,000	1,397	1,000	
Freshwater View	897	0	900	1,500	
Frodsham Parish Council	20,896	10,000	21,000	5,000	
Gawsworth Parish Council	7,357	7,000	10,000	7,000	
George Bells	273	0	0	0	
Goostry Parish Council	0	0	0	4,000	
Gorstage	3,313	0	3,313	200	
Hartford Civic Society	193	100	193	100	
Hartford Parish Council	20,319	10,000	22,000	15,000	
Helsby Parish Council	6,923	3,000	7,500	6,000	
Holmes Chapel Parish Council	949	0	949	100	
Hough & Chorlton Parish Council	7,808	1,000	8,000	5,100	
Huntington Parish Council	8,071	1,000	8,100	1,000	
Kingsmead Parish Council	580	1,000	580	100	
Kingsley	790	0	0	0	
Knutsford Town Council	1,490	200	1,490	1,000	
Krazy Races	15,145	0	0	0	
Lostock Gralam Parish Council	4,437	500	4,500	1,000	
Mid Cheshire Community Railway	2,735	1,000	2,800	2,500	
Middlewich Town Council	14,156	100	15,000	8,000	
Moulton Parish Council	270	200	270	200	
Nantwich Town Council	1,050	0	1,050	750	
Newcastle-under-Lyme BID	1,320	0	1,320	750	
Norley Parish Council	245	200	245	200	
Rudheath Parish Council	9,153	6,000	9,135	7,000	
Shavington Parish Council	11,439	7,000	12,000	9,000	
St. Andrews Church	294	400	294	299	
St. Helens Church	840	0		0	
Stockton Heath Parish Council	8,263	3,000	8,000	6,000	
Stretton Parish Council	210	0	0	0	
Tarporley Parish Council	5,538	2,500	5,838	3,000	
Weaverham Parish Council	3,770	600	3,770	2,500	
Willaston Parish Council	147	0	147	0	

		ORIGINAL BUDGET 2019-2020	FORECAST YEAR END 31.03.2021	ESTIMATE 2021-2022	CHANGE COMMENT
Wincham Parish Council	3,051	1,500	3,100	1,500	
Winnington Village Sports & Co	882	100	900	500	
Winsford Town Council	15,145	500	16,000	11,000	
TOTAL (U)	**240,060**	**87,600**	**226,004**	**132,789**	

M" SALARY	3,129	0	3,129	0	
N" CHRISTMAS	0	0	0	3,000	
O" CENTRAL ESTABLISHMENT	10,343	3,000	7,286	1,000	
P" EVENTS	0	180	0	0	
Q" GRANTS AND DONATIONS	20,348	10,000	19,346	10,000	
R" PARKS DEPARTMENT	55,100	2,975	61,928	3,775	
S" VICKERSWAY & CHURCH WALK SHOPS	11,422	33,500	11,422	19,500	
T" CEMETERIES	50,798	62,800	64,200	67,000	
U" OUTSIDE CONTRACTS	240,060	87,600	226,004	132,789	
TOTAL INCOME	**391,200**	**200,055**	**393,315**	**237,064**	

PRECEPT FIGURES

GROUP TOTALS INCOME	**391,200**	**200,055**	**393,315**	**237,064**	
PRECEPT REQUIRED	**530,779**	**530,779**	**530,779**	**525,776**	2019-20 taxbase 6905.8 houses x Band D £76.86 = £530,779
TOTAL INCOME & PRECEPT	**921,979**	**730,834**	**924,094**	**762,840**	in 2020-21 we have a reduction of 65 from our tax base
TOTAL EXPENDITURE	**709,113**	**705,784**	**822,241**	**762,840**	
TOTAL INCOME	**391,200**	**200,055**	**393,315**	**237,064**	
NET EXPENDITURE	**317,913**	**505,729**	**428,926**	**525,776**	
TAX INCOME	**527,465**	**527,465**	**527,465**	**525,776**	
VARIANCE : INCOME TO EXPENDITURE	**209,552**	**21,736**	**98,539**	**0**	2021-22 taxbase 6840.7 houses x Band D £76.86 = £525,776
EQUIVALENT BAND D EACH		**76.86**		**76.86**	

REPORT TO: Full Council

MEETING DATE: 1st February 2021

AGENDA ITEM: 9

PREPARED BY: Chris Shaw

SUBJECT: Precept Justification Statement 2021/22

NTC Officers and members have worked hard over the last few months to come up with a budget that not only offers value for money to our residents but also proves the commitment that this Council has to making Northwich a town we can all be proud of.

Below is a brief explanation of the projects and events we will be supporting throughout the next 12 months.

Town Bridge illumination

Following the bridge being illuminated for Remembrance and Christmas we continue to work with C&RT & CW&C to have the bridge illuminated permanently

Events

Due to COVID 19 all events were cancelled or postponed in 2020 so this year we have decided to have an event fund that will support small events throughout the year supporting the town centre. By doing this we can have more events on a much smaller scale.

AED's

We continue to supply, install and maintain AED's throughout the town with our partners, we have currently installed 10 devices and this will continue.

Town Centre Enhancements

Working with Northwich Business Improvement District (BID) we will be working on additional enhancements within the town centre. This will include increased cleaning, additional planting, weed control and business support.

Northwich Wide Enhancements

Working with partners, members, local businesses and local charity organisations we will continue to improve all areas of Northwich as and when required.

Contract services

Our contract services to other Town & Parish Councils continue to grow generating increased income which is then used for projects around the town and also to help keep the precept to a minimum.

Precept 2021-22
Tax base 6840.7 houses x Band D £76.86 = £525,776 (0% increase)

Parish Council precept calculator

A	2021/22 Precept Request (£)	525,776	Band	A	B	C	D	E	F	G
B	2021/22 Taxbase	6,840.7	Ratio	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths
C	2021/22 Band D charge	76.86	Charge (£)	51.24	59.78	68.32	76.86	93.94	111.02	128.10
D	2020/21 Band D charge	76.86	Change from 2020/21 (£)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E	% change in charge	0.0%								

Notes:

Please enter the appropriate values in the highlighted cells above
In Cell C3, plese enter the total precept the parish would like to request in 2021/22
In Cell C4, please enter the 2021/22 taxbase as detailed in the precept request letter (Ref B in the table)
In Cell C6, please enter the 2020/21 Band D charge as detailed in the precept request letter (Ref D in the table)

H
18/9ths
153.72
0.00

REPORT TO:	Full Council
MEETING DATE:	1st February 2021
AGENDA ITEM:	10
PREPARED BY:	Liza Clansey
SUBJECT:	Asset Register 2021-2022

Background

The asset register has been reviewed and equipment purchased over the last year has been added to the register marked in red

To approve the Asset Register for 2021-2022

Decision of the Council is requested

Asset Register 2021 Site/Item	Location	Estimated Date Built	Estimated Date Aquired	2021
Mayor's Chain and Badges of Office	Council Offices	1897	1974	£1.00
Deputy Mayor's Chain and Badges of Office	Council Offices	2010	2010	£1.00
Consort's Chain and Badges of Office	Council Offices	1950	1950	£1.00
Town Mayor's Chair	Cemetery Chapel	1898 & 2000	1974 & 2000	£1.00
Town Mayor's Robe	Cemetery Chapel	1898 & 2000	1974 & 2000	£1.00
Office				
Office Building	Witton Cemetery	1891	1974	£1.00
Computers x 5	Council Offices	2016	2016	£3,000.00
Printers x 4	Council Offices	2010	2010	£1,000.00
Office Equipment	Council Offices	2000	2000	£5,000.00
Defibrillator	Council Offices	2015	2015	£2,000.00
Defibrillator	Town	2016	2016	£2,532.00
Defibrillator	Town	2017	2017	£2,000.00
Defibrillator	Town	2018	2018	£2,000.00
7 x G5 Defibrillators	Various locations	2020	2020	£10,127.00
Mobile Telephones x 6	Council Offices	2015	2015	£2,000.00
Tablet	Council Offices	2016	2016	£500.00
Dishwasher	Council Offices	2013	2013	£500.00
Coffee Machine	Council Offices	2010	2010	£2,000.00
Photocopier	Council Offices	2017	2017	£2,500.00
Cleaning equipment	Council Offices	2010	2010	£300.00
Dyson fan	Council Offices	2018	2018	£350.00
Screen	Council Offices	2015	2015	£600.00
Desks x 5	Council Offices	2010	2010	£2,000.00
Computer chairs x 5	Council Offices	2014	2014	£500.00
Chairs x 14	Council Offices	2015	2015	£1,500.00
Storage units x 5	Council Offices	2015	2015	£1,500.00
Meeting Table	Council Offices	2015	2015	£400.00
Lap tops x 1	Council Offices	2014	2014	£1,000.00
I Pad	Council Offices	2019	2019	£800.00
Lenova lap top	Council Offices	2019	2019	£400.00
HP Laptop and case	Office/working from home	2020	2020	£225.00
5 I pads	Outside Staff	2020	2020	£988.00
Lenova V155 laptop	Office/working from home	2020	2020	£476.00
Cemetery (NTC Owned)				
Witton Cemetery	Northwich	1894	1974	£1.00
Chapel 1 & 2	Witton Cemetery	1900	1974	£1.00
War Memorial (Refurbishment)	Witton Cemetery	2016/2017	2016/2017	£3,503.00
War Memorial (Refurbishment)	Witton Cemetery	2017/2018	2017/2018	£49,287.00
War Memorial (Refurbishment)	Witton Cemetery	2018/2019	2018/2019	£16,902.00

War Memorial	Witton Cemetery	1974	1974	£1.00
Large Garage and Workshop	Witton Cemetery	1971	1974	£1.00
Shutter Doors x2	Witton Cemetery	2017	2017	£2,500.00
Garage x 2	Witton Cemetery	1971	1974	£1.00
Staff Mess Room	Witton Cemetery	1971	1974	£1.00
Railings and Gates	Witton Cemetery	1974	1974	£50,000.00
Chairs	Cemetery Chapel	2014	2014	£2,000.00
Tables	Cemetery Chapel	2000	2000	£1,800.00
Projector screen	Cemetery Chapel	2013	2013	£1,000.00
Projector	Cemetery Chapel	2013	2013	£1,000.00
Shipping Containers x2	Witton Cemetery	2017	2017	£3,000.00
Shipping Containers x2	Witton Cemetery	2016	2016	£3,000.00
Cleaveland Container	Witton Cemetery	2020	2020	£1,795.00
CCTV Cameras x 11	Council Offices & VW Park	1999	1999	£3,000.00
Other				
Town Notice Boards x 4	Various Areas	2012	2014	£4,000.00
Christmas Lights	Town Centre	2013	2014	£30,000.00
Subway Artwork	Town Centre	2018	2018	£11,039.00
Additonal Christmas Lights	Town Centre	2016	2016	£1,830.00
Dane Valley Cemetery (NTC Owned)				
Dane Valley Cemetery	Northwich	1990	1990	£1.00
Railings, Gates & Pillars	Northwich	1990	1990	£5,000.00
Dane Bridge Cemetery (Leased)				
Dane Bridge Cemetery	Northwich	1974	1974	£1.00
Benches	Northwich	1980	1980	£1,500.00
Cenotaph	Northwich	1950	1950	£1.00
Fencing	Northwich	2000	2000	£500.00
Recycled Plastic benches x3	Northwich	2018/2019	2018/19	£1,500.00
Stone Pillars & Gate	Northwich	1974	1974	£1.00
Vickersway Park (NTC Owned)				
Vickersway Park	Vickersway Park	1950	1950	£1.00
Fencing	Vickersway Park	1980	1980	£20,000.00
Seats/Benches	Vickersway Park	1980	1980	£8,000.00
Storage Sheds x 2	Vickersway Park	1951	1974	£1.00
Toilets & Changing Room	Vickersway Park	2002	2002	£1.00
Disabled Toilet	Vickersway Park	1951	1974	£1.00
Pavillion / Shop / Mess Room	Vickersway Park	1951	1974	£4,000.00
Tool Shed	Vickersway Park	1951	1974	£4,000.00
Coffee Machine	Shop	2011	2011	£2,000.00
Fridge Freezers x 5	Shop	2010	2010/2013	£3,000.00
Slush Machine	Shop	2013	2013	£1,800.00
Play Equipment	Vickersway Park	1985/2013	1985/2013	£75,000.00
Table Tennis Table	Vickersway Park	2017	2017	£7,875.00
Recycled Plastic Benches x3	Vickersway Park	2017	2017	£1,500.00

Outdoor Gym	Vickersway Park	2013	2013	£40,000.00
Sports Equipment	Shop	2005/2013	2005/2013	£5,000.00
Skate Park	Vickersway Park	2010	2010	£50,000.00
Defibrillator	Shop	2015	2015	£2,000.00
Animal Enclosures	Vickersway Park	1951	1951	£5,000.00
2 bins	Vickersway Park	2020	2020	£338.00
Church Walk (NTC Owned)				
Church Walk Park	Church Walk			£1.00
Paddling Pool	Church Walk	1974	1974	£1.00
Paddling Pool (Refurbishment)	Church Walk	2016/2017	2016/2017	£2,047.00
Paddling Pool (Refurbishment)	Church Walk	2017/2018	2017/2018	£28,218.00
Paddling Pool (Refurbishment)	Church Walk	2018/2019	2018/2019	£24,241.00
Play Equipment	Church Walk	2005/2013	2005/2013	£100,000.00
Fencing/Gates	Church Walk	2005	2012	£10,000.00
Benches	Church Walk	1990	2013	£5,000.00
Defibrillator	Church Walk	2017	2017	£2,000.00
Parsols x4	Church Walk	2017	2017	£2,000.00
Bins	Church Walk	2005	2005	£2,000.00
Shop	Church Walk	2012	2012	£4,000.00
Toilets x 2	Church Walk	1971	1974	£1.00
Pump room	Church Walk	2015	2015	£60,000.00
Fridge/Freezer x 2	Church Walk	2015	2015	£500.00
James Street Park (NTC Owned)				
James Street Park	James Street	1974	1974	£1.00
Play Equipment	James Street	2015	2015	£40,000.00
Benches	James Street	2015	2015	£1,000.00
Bins	James Street	2015	2015	£500.00
Fencing/Gates	James Street	2000	2000	£4,000.00
Greenall Road Field	Greenall Road		1974	£1.00
Litter Bins x 2	Greenall Road	2015	2015	£1,500.00
Danefields Park (Leased)				
Danefields Park	Danefields	2014	2014	£1.00
Play Equipment	Danefields	2014	2014	£60,000.00
Benches	Danefields	2014	2014	£500.00
Bins	Danefields	2014	2014	£500.00
Pinic tables/planters	Danefields	2016	2016	£3,208.00
Old Hall Road Play Area (Leased)				
Play Equipment	Old Hall Road	2020	12 July 1905	£6,950.00
Verdin Park (NTC Owned)				

Verdin Park	Verdin Park	1889	1960	£1.00
Bob Verdin Monument	Verdin Park	1889	1960	£1.00
Play Equipment	Verdin Park	2005	2005	£100,000.00
Recycled Plastic Benches	Verdin Park	2017	2017	£1,000.00
Litter Bins	Verdin Park	2005	2005	£3,000.00
Railings and Gates	Verdin Park	1889	1974	£1.00
New Play Area	Verdin Park	2020	2020	£51,612.00
Winnington Allotments (NTC Owned)				
Winnington Allotments	Winnington	1970	1970	£1.00
Fencing/Gates	Winnington	1980	1980	£2,000.00
Queensgate Allotments (NTC Owned)				
Queensgate Allotments	Castle	1970	1970	£1.00
Fencing/Gates	Castle	1980	1980	£3,000.00
Vickersway Allotments (NTC Owned)				
Vickersway Allotments	Northwich	1970	1970	£1.00
Fencing/Gates	Northwich	1995	1995	£3,000.00
Austin Street Allotments (NTC Owned)				
Austin Street Allotments	Austin St	1980	2013	£1.00
Fencing/Gates	Austin St	1985	2013	£3,000.00
Equipment				
Tractor	Witton Cemetery	2012	2012	£21,000.00
Kubota G21 High Tip Mower	Witton Cemetery	1718	1718	£9,425.00
Kubota Out Front Rotary Mower	Witton Cemetery	1718	1718	£16,304.00
TS PTO Wood Chipper	Witton Cemetery	1718	1718	£9,658.00
CP15 Knapsack Sprayer x 4	Witton Cemetery	2013	2013	£600.00
CP Knapsack Sprayer x 1	Witton Cemetery	2015	2015	£200.00
Lawnflite Pro Rotary Mower x2	Witton Cemetery	2017	2017	£2,000.00
AS Pro Clip Rotary Mower x1	Witton Cemetery	2018/19	2018/19	£2,000.00
AS Pro Clip Rotary Mower x1	Witton Cemetery	2017	2017	£2,000.00
STIHL BR200 Blower x 2	Witton Cemetery	2013	2013	£800.00
HAYTER Harrier 48 Pro Mower x 2	Witton Cemetery	2014	2014	£2,000.00
STIHL FS90 Strimmer	Witton Cemetery	2012	2012	£500.00
STIHL HL95 Hedge Cutter	Witton Cemetery	2012	2012	£500.00
STIHL FS 94RC D Handle Strimmer	Witton Cemetery	2014	2014	£450.00
Honda IZY Smart Drive Mower x 1	Witton Cemetery	2015	2015	£500.00
Simplicity Cemetery Tractor and Trailer	Witton Cemetery	2000	2000	£5,000.00
Makita 240v Drill	Witton Cemetery	2013	2013	£150.00
Makita HR2811F 110v Drill	Witton Cemetery	2015	2015	£250.00
Makita GA4530 Angle Grinder 110v	Witton Cemetery	2015	2015	£250.00
Makita Cordless Drill x 2	Witton Cemetery	2012	2012	£300.00
110v Power Pack	Witton Cemetery	2015	2015	£300.00
Generator	Witton Cemetery	2018/2019	2018/2019	£700.00
Generator	Witton Cemetery	2018/2019	2018/2019	£1,200.00
Sealey Petrol Jet Wash	Witton Cemetery	2018/2019	2018/2019	£700.00
Sealey 50 Litre Power Mobile (with air line)	Witton Cemetery	2015	2015	£500.00
STIHL TS410 Saw	Witton Cemetery	2015	2015	£600.00
Small 8x4 Indespension Trailer	Witton Cemetery	2000	2000	£1,000.00
Large 14 x 6 Indespension Trailer	Witton Cemetery	2002	2002	£3,000.00

Gardening Hand Tools	Witton Cemetery	2000/2016	2000/2016	£1,000.00
STIHL BR600 Blower	Witton Cemetery	2014	2014	£500.00
STIHL BR600 Blower	Witton Cemetery	2016	2016	£500.00
STIHL BR600 Blower	witton Cemetery	2017	2017	£400.00
STIHL FS87 Strimmer	Witton Cemetery	2014	2014	£500.00
STIHL FS80 Strimmer	Witton Cemetery	2014	2014	£450.00
STIHL FS 65-4 Strimmer	Witton Cemetery	2013	2013	£350.00
STIHL HS 81R Hedgecutter	Witton Cemetery	2014	2014	£400.00
STIHL HS81R Hedgecutter	Witton Cemetery	2013	2013	£400.00
STIHL HS80 Hedgecutter	Witton Cemetery	2013	2013	£350.00
STIHL FC75 Long Reach Hedgecutter	Witton Cemetery	2015	2015	£500.00
STIHL MS250 Chainsaw	Witton Cemetery	2010	2010	£500.00
STIHL MS260 Chainsaw	Witton Cemetery	2012	2012	£500.00
Dennis Greens Mower	Yarwoood Close	2005	2005	£5,000.00
Makita Combi Drill	Witton Cemetery	2017	2017	£220.00
FS94RC hedge cutter	Witton Cemetery	2019	2019	£216.00
Hedge cutter	Witton Cemetery	2019	2019	£171.00
Hedge cutter	Witton Cemetery	2019	2019	£400.00
Pole saw	Witton Cemetery	2019	2019	£240.00
Salt spreader	Witton Cemetery	2019	2019	£625.00
Harris Fencing	Witton Cemetery	2019	2019	£350.00
Yarwood Close (Leased)				
Yarwood Close	Yarwoood Close	2017	2017	£1.00
Play Equipment	Yarwoood Close	2017	2017	£11,712.00
Play Equipment	Yarwoood Close	2018	2018	£9,323.00
Benches	Yarwoood Close	2017	2017	£500.00
Bins	Yarwoood Close	2017	2017	£500.00
Victoria Street (leased)				
Victoria Street	Victoria Street	2017	2017	£1.00
Play Equipment (New)	Victoria Street	2017	2017	£1.00
Benches	Victoria Street	2017	2017	£1.00
Bins	Victoria Street	2017	2017	£1.00
Old Hall Road (leased)				
Old Hall Road	Old Hall Road	2017	2017	£1.00
Play Equipment	Old Hall Road	2017	2017	£1.00
Play Equipment	Old Hall Road	2017	2017	£1.00
Benches	Old Hall Road	2107	2017	£1.00
Bins	Old Hall Road	2017	2017	£1.00
Belmont Road (leased)				
Belmont Road	Belmont Road	2017	2017	£1.00
Play Equipmment	Belmont Road	2017	2017	£1.00
Benches	Belmont Road	2017	2017	£1.00
Bins	Belmont Road	2017	2017	£1.00
Burnside Way (leased)				
Burnside Way (leased)	Burnside way	2017	2017	£1.00

Sutcliffe play equipment	Burnside way	2018	2018	£1,545.00
Play Equipment	Burnside way	2017	2017	£1.00
Benches	Burnside way	2017	2017	£1.00
Bins	Burnside way	2017	2017	£1.00
				£ 1,113,733.00
To approved at Town Council meeting held 1 February 2021 (minute ref	)			**Year 2020-2021**

REPORT TO:	Full Council
MEETING DATE:	1st February 2021
AGENDA ITEM:	11
PREPARED BY:	Liza Clansey
SUBJECT:	Financial Regulations 2021-2022

Background

The Financial Regulations has been reviewed; there have been no changes to this document.

To approve the Financial Regulations for 2021-2022

Decision of the Council is requested

NORTHWICH TOWN COUNCIL

FINANCIAL REGULATIONS

INDEX

These Financial Regulations to be approved at Northwich Town Council 1st February 2021 (minute number to follow)

GENERAL

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders[1] and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- Identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

1.8. The Clerk has been appointed as the Responsible Finance Officer for this council and these regulations will apply accordingly.

1.9. The Clerk;

- acts under the policy direction of the council;

[1] Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- Produces financial management information as required by the council.

1.10. The accounting records determined by the Clerk shall be sufficient to show and explain the council’s transactions and to enable the Clerk to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the Clerk shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council’s income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the Clerk shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the Clerk and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £10,000 and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) .

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the council shall be determined by the Clerk in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

2.2. Once a month and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the

Clerk. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].

2.3. The Clerk shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the Clerk, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.

2.9. The Clerk shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The Clerk shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. The Clerk must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Committee and full council.

3.2. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The Clerk shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.3. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £10,000
- the Clerk, for any items below £10,000

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.
Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The Clerk will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The Clerk shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

5.1. The council's banking arrangements, including the bank mandate, shall be made by the Clerk and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council shall seek credit references in respect of members or employees who act as signatories.

5.2. The Clerk shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the finance committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the Clerk to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The Clerk shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Finance Committee Meeting.

5.5. The Clerk shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.

c) Fund transfers within the councils banking arrangements up to the sum of £70,000 provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.

5.6. For each financial year the Clerk shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which a duly authorised committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk shall give instruction that a payment shall be made.

6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the Finance Committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member of the council and countersigned by the Clerk, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Finance Committee at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker’s Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker’s Standing Order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

6.14. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a member. A programme of regular checks of standing data with suppliers will be followed.

6.17. Any Credit Card issued for use will be specifically restricted to the Clerk and Assistant Town Clerk and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.

6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the finance committee. Transactions and purchases made will be reported to the Finance Committee and authority for topping-up shall be at the discretion of the Finance Committee

6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, Assistant Town Clerk and nominated members of staff and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.20. The Clerk may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk with a claim for reimbursement.

a) The Clerk shall maintain a petty cash float of £300 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Policy and Operations Committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval and subsequent arrangements for the Loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk.

8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk.

8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the Clerk and the Clerk shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the Clerk. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the Clerk considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The Clerk shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the Clerk shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the Clerk, Assistant Town Clerk.

10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The Clerk shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Clerk shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk shall act after consultation with the Chairman and Vice Chairman of the Finance Committee and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts

Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations[2].

c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)[3].

d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk at a Finance meeting.

g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 30c and shall refer to the terms of the Bribery Act 2010.

h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

[2] The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

[3] Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the Clerk shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The Clerk shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The Clerk shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.

14.6. The Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

15.1. Following the annual risk assessment (per Regulation 17), the Clerk shall effect all insurances and negotiate all claims on the council's insurers.

15.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The Clerk shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The Clerk shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

16.1. Where the council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

REPORT TO:	Full Council
MEETING DATE:	1st February 2021
AGENDA ITEM:	12
PREPARED BY:	Liza Clansey
SUBJECT:	Financial Risk Assessment 2021-2022

Background

The Financial Risk Assessment has been reviewed; there have been no changes to this document.

To approve the Financial Risk Assessment for 2021-2022

Decision of the Council is requested

Financial Risk Assessment for Northwich Town Council
2021-2022
To approve at the Town Council held on 1st February 2020 (minute reference to follow)

Table 1 **Areas where there may be scope to use insurance to help manage risk**	
Risk identification Insurance cover for risk is the most common approach to certain types of inherent risks: The protection of physical assets owned by the Council - buildings, furniture, equipment, etc (loss or damage)	**Council's Response** Zurich Municipal provides insurance cover. Cover is provided subject to continuous review. Employers Liability £10,000,000 Libel and Slander £250,000 Personal Accident £500,000 (any one person) and £2,000,000 (any one incident) and Terrorism are included in the policy.
The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public (public liability)	The Public Liability cover is £10,000,000.
The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)	The Council is covered by the Terrorism Cover.
Loss of cash through theft or dishonesty (fidelity guarantee)	The Fidelity Guarantee cover is set at £1,000,000.
Legal liability as a consequence of asset ownership (public liability)	The Public Liability cover is £10,000,000.
Internal controls A Council's internal controls may include: An up-to-date register of assets and investments	**Council's Response** The Register of Assets is updated every year.
Regular maintenance arrangements for physical assets	All NTC staff carry out weekly inspections of all areas, premises and plant and any problems detected are reported on an inspection sheet, which is then passed to the Operations Manager who reports any problems to the Town Clerk
Annual review of risk and the adequacy of cover	The Council and Town Clerk review the insurance cover annually and make any adjustments necessary.
Ensuring the robustness of insurance providers	The Council and Town Clerk are aware that insurance cover is provided by Zurich and would seek professional advice if the robustness of Zurich were brought into question.

Table 1 **Areas where there may be scope to use insurance to help manage risk**	
Internal Audit Assurance	**Council's Response**
Internal audit testing may include: Review of internal controls in place and their documentation	The Council employ JDH Business Services, Mold as their Internal Auditor. The findings from the internal audit are reported at the next meeting of the Town Council. Any items of significant concern will be immediately reported by the Town Clerk to the Town Mayor and relevant Chairman. Internal Controls will be documented in the Council's Financial Regulations and Standing Orders.
Review of management arrangements regarding insurance cover	The Council heed the advice given by the Internal Auditor on managing risk, particularly in relation to insurance cover and internal controls. Significant assets are insured by the Insurers and capital expenditure has been built into the Council's precept to allow for repairs to insignificant assets.
Testing of specific internal controls and reporting findings to management	The Internal Auditor will inspect all internal controls and report the findings to The Town Clerk.

Table 2 **Areas where there may be scope to work with others to help manage risk**	
Risk identification The limited nature of internal resources in most local councils means that councils wishing to provide services often buy them in from specialist external bodies, e.g. Security for vulnerable buildings, amenities or equipment	**Council's Response** The Council have adequate security to the majority of buildings i.e. CCTV fitted to the Cemetery Offices in Witton Cemetery and the Shop / Pavilion in Vickersway Park, both of these buildings are also fitted with an audible alarm system.
Maintenance for vulnerable buildings, amenities or equipment	All other buildings are fitted with special security locks approved by the insurance company.
Professional services (planning, architects, accountancy, design, etc)	The Council commission DCS Payroll, Glasgow to provide salary and wages service for all the Town Council's staff. This is carried out under a standard level agreement between Northwich Town Council and DCS Payroll. All National insurance contributions, Income Tax payments and pension deductions are paid to the appropriate organisations by

Table 2 **Areas where there may be scope to work with others to help manage risk**	
	Northwich Town Council. The Council Commission Wirehouse Services to undertake all HR and H&S issues.
Banking arrangements, including borrowing or lending	Banking arrangements are through a reputable High Street bank (H.S.B.C.) and relationship manager.
Ad hoc provision of amenities / facilities for events to local community groups	The Council have adequate insurance to cover all playing fields, parks and burial grounds under their control. A weekly inspection of the areas is carried out by the Team Leader/Head Gardner.
Vehicle or equipment lease or hire	The Council carry adequate insurance to cover vehicle or equipment hire, which is covered by the Council's insurers.
Internal controls A council's internal controls may include: Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment	**Council's Response** Standing Orders and Financial Regulations have been approved and adopted and are in place and are reviewed annually.
Regular reporting on performance by suppliers, providers, contractors	The Council and the Town Clerk will review all suppliers, providers and contractors on a regular basis and any problems detected throughout the year will be reported to the Council.
Annual review of contracts Clear statements of management responsibility for each service	There is an annual review undertaken by the Town Clerk and the Council of all the outside contracts undertaken by the Town Council.
Regular scrutiny of performance against targets	Monthly reports to be reported to the Members of the Finance Committee and any problems detected to be rectified as soon as possible.
Adoption of and adherence to codes of practice for procurement and investment	Personal and pecuniary interests are declared at the commencement of the

Table 2 **Areas where there may be scope to work with others to help manage risk**	
	Council meetings and on each individual agenda item. This stored on file and accordingly recorded in the Minutes.
Arrangements to detect and deter fraud and/or corruption	The Internal Auditor will test for fraud and corruption during Council's internal audit. Expenditure is verified by the Town Clerk and approved at the Finance Committee meetings. Cheques must be signed by 2 of the appointed Councillor signatories. BACs payments must be authorised by 2 of the appointed Councillor signatories.
Regular bank reconciliations, independently reviewed	Monthly reconciliations are undertaken by the Finance Clerk, checked by the Town Clerk and overseen by the Chair of Finance. Any discrepancies or amendments are reported to the Finance Committee Chair and then to members at the next meeting of the Town Council.
Internal Audit Assurance Internal audit testing may include: Review of internal controls in place and their documentation Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied Review and testing of arrangements to prevent and detect fraud and corruption Review of adequacy of insurance cover provided by suppliers Testing of specific internal controls and reporting findings to management	The Internal Audit is undertaken throughout the year by JDH Business Services or appointed Auditor.

Table 3 **Areas where there may be a need to self-manage risk**	
Risk Identification There are a number of activities that create business risks but do not fall easily into either of the above categories for a number of reasons, principally because they are either difficult to quantify or considered inefficient to have provided externally or just uninsurable. Keeping proper financial records in accordance with statutory requirements	The Council is to ensure that that all financial records in accordance with statutory requirements are kept at all time and these records be reviewed annually. The records should be kept in a safe place for a minimum of 6 years.
Ensuring all business activities are within legal powers applicable to local councils	The Council is to review all business activities on a regular basis and are within the legal powers applicable.
Complying with restrictions on borrowing	If Council borrow any monies then this must comply with the restrictions on borrowing.
Ensuring that all requirements are met under employment law and Inland Revenue regulations	The Council must ensure that all requirements are met under employment law and in line with the Inland revenue regulations. This must be reviewed annually.
Ensuring all requirements are met under Customs and Excise regulations (especially VAT)	The Council must ensure that all requirements under the HMRC regulations are adhered to, especially VAT, and this must be reviewed annually.
Ensuring the adequacy of the annual precept within sound budgeting arrangements	The Council keep strict controls on setting the annual precept and show that they have sufficient budgeting procedures. This is agreed at a special meeting to discuss the yearly estimates and amount to precepted.
Monitoring of performance against agreed standards under partnership agreements	The Council will monitor the performance against agreed standards under partnership agreement.
Ensuring the proper use of funds granted to local community bodies under specific powers or under Section 137 and other sections.	The Council is to ensure that all funding granted to local community bodies is identified under specific powers and recorded in the Minutes accordingly.
Proper, timely and accurate reporting of council business in the minutes	Town Clerk or Council Secretary will ensure that all Council business is accurately recorded and kept in the minute binder.

Table 3 **Areas where there may be a need to self-manage risk**	
Responding to electors wishing to exercise their rights of inspection	The Council allow electors to inspect all minutes and correspondence in connection to the Council's business with the exception of personal and confidential matters ie salaries, wages, pensions and staff.
Meeting the laid down timetables when responding to consultation invitation	The Council should ensure that all timetables are adhered to when responding to any of the consultation invitations.
Meeting the requirements for Local Council Award Scheme (which replaced Quality Parish Status) or other accreditation Proper document control	The Council should aim to meet the requirements for Local Council Award Scheme or other accreditation and this be properly recorded.
Register of members' interests and gifts and hospitality in place, complete, accurate and up to date	The Council keep an accurate and up to date register of Members interests, gifts and hospitality. This document is kept in the Town Clerk Office.
Internal Controls	**Council's Response**
A council's internal controls may include: Regular scrutiny of financial records and proper arrangements for the approval of expenditure	That the Council regularly scrutinise all financial records and have proper procedures for the approval of expenditure. Expenditure under LGA 1972 sec137 and all other Sections is separately identified and recorded in cashbook.
Recording in the minutes the precise powers under which expenditure is being approved	Resolutions and Minutes are correctly numbered and the Minutes are then stored in the official Minute book. Electronic copies of all documents are stored on back up and retained in the Council offices.
Regular returns to HMRC; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation	DCS Payroll & Northwich Town Council and the Town Clerk/RFO are responsible under the Service Level Agreement and are responsible for all Inland Revenue payments. The Council and the Town Clerk will ensure that all contracts of employment for all staff are annually reviewed and that systems of updating records for any changes in relevant

Table 3 **Areas where there may be a need to self-manage risk**	
	legislation.
Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary	The Town Clerk is responsible for VAT returns and oversees the formulation out of the return.
Regular budget monitoring statements	The Council will receive from the Town Clerk or other Officer a monthly report on all budgets in connection with the Council.
Developing systems of performance measurement	The Town Clerk will report to the Policy & Operations Committee annually how the development systems of performance measurements are working. These performances will then be reported to the Council.
Procedures for dealing with and monitoring grants or loans made or received	The Council will agree all requests for grants and loans and these will be identified and Minuted to the appropriate powers.
Minutes properly numbered and paginated with a master copy kept in safekeeping	Minutes will be taken at all meetings of the Council by the Council Secretary or Town Clerk or other Officer and kept in a properly numbered and paginated with a master copy being kept in a minute book.
Documented procedures to deal with enquiries from the public	Correspondence received for the Council is sorted and any necessary communication is reported to the Council at each meeting and recorded in the minutes.
Documented procedures to deal with responses to consultation requests	All Consultation exercises will be reported back to Council once completed and minuted accordingly
Monitoring arrangements by the council regarding Local Council Award Scheme (replacing Quality Council status)	Town Clerk will inform Members when necessary if the conditions of Local Council Award Scheme are in place and on course.
Documented procedures for document receipt, circulation, response, handling and filing	Correspondence received for the Council is sorted and any necessary communication is reported to the Council at each meeting and recorded in the minutes
Procedures in place for recording and monitoring members' interests and gifts and hospitality received	Record of members' interests need to be reviewed and up dated at all times.
Adoption of codes of conduct for members and employees	The adoption of the Code of Conduct to be

Table 3 **Areas where there may be a need to self-manage risk**	
	reviewed annually and all new Councillors must complete and return to Town Clerk the appropriate forms. Records of Attendances and Declarations of Interest must be kept on file and up to date.
Internal Audit Assurance Internal audit testing may include: Review of internal controls in place and their documentation Review of minutes to ensure legal powers in place, recorded and correctly applied Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions Review and testing of arrangements to prevent and detect fraud and corruption Testing of disclosures Testing of specific internal controls and reporting findings to management	**Council's Response** JDH Business Ltd presently undertakes the internal audit testing and the findings from the report are submitted to the Council for their information.

Table 4 **Areas where there may be need for self management**

Table 4 **Areas where there may be need for self management**	
Risk identification Security of Vickersway Park and Church Walk Paddling Pool complex cash systems. Protection of cash on the shop/pavilion premises.	**Council's Response** All cash on premises, is secured in an approved fixed floor mounted steel safe, during the normal opening hours.
The movement of cash in transit from the parks to the Cemetery Offices.	Operations Manager, Team Leader or other appointed officer, on a daily basis, on a normal working week (at the discretion of the Town Clerk) collects all cash on a varied time scale.
Security of cash and cheques at Cemetery Offices.	All cash should be conveyed in a secure carrying case and transported to the Council's Cemetery Offices, where it should be placed in a secure approved steel fixed wall safe.
Banking of cash and cheques.	All cash and cheques to be kept in a secure approved steel fixed wall safe. All cash and cheques are transported on a weekly basis throughout the summer months (April to October on a weekly basis and November to March on a monthly basis) This procedure is carried out by two appointed officers, using an approved locked container and transported in an unmarked vehicle. All appropriate records and receipts of cash transfers are kept at all times.
Float	A float of £100 for Church Walk and Vickersway park is used to avoid shortage of change in busy periods

Table 5 **Areas where there may be need to self manage risk – Town Mayor's Regalia**	
Risk identification Security of Regalia	**Council's Response** The Town Mayor's chain and regalia must be kept in a locked approved receptacle at all times when not in use on official Council business. If overnight storage is required away from the office then only the ribbon and medal will be issued to the Mayor. An approved steel safe will be fitted at each elected Mayor's residence at the commencement of the term of office, for this purpose. Should there be a requirement for prolonged storage, all regalia will be kept in the Council Cemetery Offices, in a secure environment.
Security of regalia in transit	When attending official functions, where the chain of office is required, an approved taxi must be used to convey the Mayor and Escort to and from such events, again if overnight storage is required then only the ribbon and medal will be issued.
Handover of regalia	The appropriate Officer will keep a signed log of the movements of the mayoral chain to and from the Council premises.

Risk Assessment Approved and adopted at the meeting of the Town Council held on 1st February 2021 Minute No. _____________refers___________	Dated ______________________

REPORT TO:	Full Council
MEETING DATE:	1st February 2021
AGENDA ITEM:	13
PREPARED BY:	Liza Clansey
SUBJECT:	Interim Audit 2020

Background

Interim Audit prepared by JDH Business Services, they have raised one recommendation following their audit, report attached

To approve the Interim Audit 2020

Decision of the Council is requested

Northwich Town Council

Internal Audit 2020/21

First Interim Report

January 2021

JDH BUSINESS SERVICES LTD

INTERNAL AUDIT REPORT
NORTHWICH TOWN COUNCIL

The internal audit was carried out by undertaking the following tests in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved, and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year-end testing on the accuracy and completeness of the financial statements

The interim internal audits provide evidence to support the annual internal audit conclusion on the Annual Return for local councils.

Conclusion
On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited

	ISSUE	RECOMMENDATION	FOLLOW UP
1	The VAT number of suppliers for material contracts are not verified before entering into the contract.	*A VAT fraud prevention check should involve verification of the VAT number and address details of a new major supplier before entering into a material contract.*	Before entering into new contracts with suppliers we will check on the Gov website and check at companies house that VAT number and address are correct
2019/20 year end internal audit (brought to Council previously)			
1	**The council did not comply with Regulation 15 of the Account and Audit Regulations 2015 as it failed to make proper provision for the exercise of public rights in Summer 2019 for the 2018/19 accounts:** **the approval date of the accounts in the AGAR annual return was after the start date of the period for the exercise of public rights.** **the date of the announcement was July 17th and the date of commencement of public rights of inspection was June 17th. The date of the announcement must be at least one day before the date of commencement of public rights of inspection.**	***The council must ensure that it makes proper provision for the exercise of public rights for every financial year. The council need to ensure our finding are taken into account when answering assertion 4 of the Annual Governance Statement for 2019/20.***	**To be followed up at 2020/21 year end internal audit**

INTERNAL AUDIT REPORT
NORTHWICH TOWN COUNCIL

	ISSUE	RECOMMENDATION	FOLLOW UP

REPORT TO:	Full Council
MEETING DATE:	1st February 2021
AGENDA ITEM:	14
PREPARED BY:	Liza Clansey
SUBJECT:	Data Protection Act 2018

Background

JDH Internal Auditors have been waiting for UK Gov to issue information on whether UK data law will change post brexit and whether EU is granting data equivalence. But nothing has been determined as the pandemic must take priority.

The ICO (Information Commissioners Office) has issued the following statement:

'The EU GDPR is an EU Regulation and it no longer applies to the UK. However, if you operate inside the UK, you will need to comply with UK data protection law.'

What this means for our policies and data processing agreements is that any reference to the 'GDPR' should be replaced by the 'Data Protection Act 2018'.

No policies or agreements need to change other than remove the GDPR wording and replace with the Data Protection Act 2018.

We will be working on this over the next month or so checking all policy and agreements drawn up by NTC.

REPORT TO:	Full Council
MEETING DATE:	1st February 2021
AGENDA ITEM:	15
PREPARED BY:	Liza Clansey
SUBJECT:	Standing Orders 2021-2022

Background

The Standing Orders 2021-2022 have been reviewed; there have been no changes to this document.

To approve the Standing Orders for 2021-2022

Decision of the Council is requested

Northwich Town Council

Standing Orders for Local Councils

Reviewed 1st February 2021

Minute number to follow

Index of model standing orders

1 Meetings

Mandatory for full Council meetings

Mandatory for committee meetings

Mandatory for sub-committee meetings

a Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.

b When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.

c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

d The period of time which is designated for public participation (open forum) shall not exceed 5 minutes per speaker during which the public may bring to the Council's attention any matters of interest or concern.

e Subject to standing order 1(d) above, each member of the public is entitled to speak once only in respect of any item and shall not speak for more than 5 minutes. The Mayor may at any time instruct the speaker to end their input to the meeting.

f In accordance with standing order 1(d) above, the Mayor may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.

g A record of a public participation session at a meeting shall be included in the minutes of that meeting.

h A person shall raise his hand when requesting to speak.

i Any person speaking at a meeting shall address his comments to the Mayor.

j Only one person is permitted to speak at a time. If more than one person wishes to speak, the Mayor shall direct the order of speaking.

k Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted provided that it does not interrupt or detract from the business of the meeting.

l In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

m Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in their absence be done by, to or before the Deputy Mayor (if any).

n The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

o Subject to model standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.

p The Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (*See also standing orders 2 (i) and (j) below.*)

q Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

r The minutes of a meeting shall record the names of councillors present and absent.

s If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

t The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.

u An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (*See also standing orders 7 and 8 below*.)

v No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present (7) and in no case shall the quorum of a meeting be less than 3.

w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

x Meetings shall not exceed a period of 2 hours.

2 Ordinary Council meetings[1]

a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.

b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.

c If no other time is fixed, the annual meeting of the Council shall take place at 6,30pm.

d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.

e The election of the Mayor and Deputy Mayor shall be the first business completed at the annual meeting of the Council.

f The Mayor of the Council, unless she/he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.

g The Deputy Mayor of the Council unless she/he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the Council.

h In an election year, if the current Mayor has not been re-elected as a member of the Council, s/he shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but must give a casting vote in the case of an equality of votes.

i In an election year, if the current Mayor has been re-elected as a member of the Council, she/he shall preside at the meeting until a new Mayor has been elected. She/he may exercise an original vote in respect of the election of the new Mayor and must give a casting vote in the case of an equality of votes.

j Following the election of the Mayor and Deputy Mayor at the annual meeting of the Council, the order of business shall be as follows.

i. In an election year, delivery by councillors of their declarations of acceptance of office.
ii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
iii. Receipt of nominations to existing committees.
iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
v. Review and adoption of appropriate standing orders.
vi. Review of representation on or work with external bodies and arrangements for reporting back.
vii. In a year of elections, if a Council's period of eligibility to exercise the General Power of Competence expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
viii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Proper Officer

a The Council's Proper Officer shall be the clerk or such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.

b The Council's Proper Officer shall do the following.

i. Upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer[2].
ii. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub- committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
iii. Convene a meeting of full Council for the election of a new Mayor, occasioned by a casual vacancy in the office, in accordance with standing order 3(b)i above.
iv. Make available for inspection the minutes of meetings.
v. Receive and retain copies of byelaws made by other local authorities.
vi. Receive and retain declarations of acceptance of office from councillors.
vii. Retain a copy of every councillor's register of interests and any changes to it and keep copies

of the same available for inspection.

viii. Keep proper records required before and after meetings;

ix. Process all requests made under the FOI 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.

x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.

xi. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.

xii. Arrange for legal deeds to be signed by 2 councillors and witnessed

xiii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.

xiv. Where Council comments on a planning application it shall be entered onto the planning authority database that permits searching by address.

xv. Refer a planning application received by the Council to the Chairman of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council

xvi. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4 Motions requiring written notice

a No motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.

b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.

c If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting.

d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in or rejected from the agenda.

e Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.

f Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5 Motions not requiring written notice

a Motions in respect of the following matters may be moved without written notice.

i. To appoint a person to preside at a meeting.

ii. To approve the absences of councillors.

iii. To approve the accuracy of the minutes of the previous meeting.

iv. To correct an inaccuracy in the minutes of the previous meeting.

v. To dispose of business, if any, remaining from the last meeting.

vi. To alter the order of business on the agenda for reasons of urgency or expedience.

vii. To proceed to the next business on the agenda.

viii. To close or adjourn debate.

ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.

x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.

xi. To receive nominations to a committee or sub-committee.

xii. To dissolve a committee or sub-committee.

xiii. To note the minutes of a meeting of a committee or sub-committee.

xiv. To consider a report and/or recommendations made by a committee or a sub- committee or an employee.

xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.

xvi. To authorise legal deeds to be signed by two councillors and witnessed..

xvii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.

xviii. To extend the time limit for speeches.

xix. To exclude the press and public for all or part of a meeting.

xx. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.

xxi. To give the consent of the Council if such consent is required by standing orders.

xxii. To suspend any standing order except those which are mandatory by law.

xxiii. To adjourn the meeting.

xxiv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.

xxv. To answer questions from councillors.

b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of debate

a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.

b A motion shall not be considered unless it has been proposed and seconded.

c A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Mayor, be reduced to writing and handed to the Mayor who shall determine the order in which they are considered.

d A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

e Any amendment to a motion shall be either:

i. to leave out words;

ii. to add words;

iii. to leave out words and add other words.

f A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

g Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Mayor. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

h Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.

i If an amendment is not carried, other amendments shall be moved in the order directed by the Mayor.

j If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

k The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 2 minutes.

l Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.

m A councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.

n During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.

o A point of order shall be decided by the Mayor and his decision shall be final.

p With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.

q When a councillor's motion is under debate no other motion shall be moved except:

i. to amend the motion;
ii. to proceed to the next business;
iii. to adjourn the debate;
iv. to put the motion to a vote;
v. to ask a person to be silent or for him to leave the meeting;
vi. to refer a motion to a committee or sub-committee for consideration;
vii. to exclude the public and press;
viii. to adjourn the meeting;
ix. to suspend any standing order, except those which are mandatory.

The Mayor shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7 Code of conduct

a All councillors shall observe the code of conduct adopted by the Council.

b Councillors with a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting are required to leave the room or chamber.

8 Questions

a A councillor seeking a formal response to a question concerning any business of the Council is required to give 5 clear days notice of the question to the Proper Officer.

b General questions pertaining to matters on the agenda may be put without notice.

c Questions not related to items of business on the agenda shall only be asked during the part of the meeting set aside for such questions

9 Minutes

a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.

b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes may be moved without notice.

c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Mayor/Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the Mayor/Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, she/he shall sign the minutes and include a paragraph in the following terms or to the same effect:

> *"The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the majority of the ( ) and the minutes are confirmed as an accurate record of the proceedings."*

e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

10 Disorderly conduct

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

b If, in the opinion of the Mayor/Chairman, there has been a breach of standing order 10(a) above, the Mayor/Chairman shall express that opinion and thereafter any councillor (including the Mayor/Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Mayor/Chairman may take such further steps as may reasonably be necessary to enforce it and/or s/he may adjourn the meeting.

11 Rescission of previous resolutions

a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 4 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Mayor/Chairman's casting vote.

13 Expenditure

a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.

b The Council's financial regulations shall be reviewed once a year.

c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

14 Execution and sealing of legal deeds

a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

b In accordance with a resolution made under standing order 14(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

15 Committees

a The Council may, at its annual meeting, appoint standing committees, committees may do the following

i. shall determine their terms of reference;
ii. a councillor may only be a Chairman of one Committee
iii. the Mayor is not permitted to be a Chairman of any Committee
iv. committees to determine the dates and times of their meetings;
v. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
vi. may in accordance with standing orders, dissolve a committee at any time.

16 Sub-committees

a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

17 Extraordinary meetings

a The Mayor may convene an extraordinary meeting of the Council at any time.

b If the Mayor does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.

d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

18 Advisory committees

a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.

b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

19 Accounts and Financial Statement

a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.

b The Responsible Financial Officer shall circulate a statement summarising the Council's financial position prior to each Town Council meeting and at any other time should a member request the information. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

20 Estimates/precepts

a The Council shall approve written estimates for the coming financial year at its meeting before the end of January.

21 Canvassing of and recommendations by councillors

a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22 Inspection of documents

a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

23 Unauthorised activities

a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

24 Confidential business

a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

25 Matters affecting council employees

a I a meeting considers any matter to a Council employee, it shall not be considered until the Council committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c)

b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Mayor or in their absence, the Deputy Mayor

c The Policy and Operations Committee appointed Personnel Panel shall upon a resolution conduct a review of the performance of the Town Clerk and shall keep a written record of it. The review shall be reported back and shall be subject to approval by resolution by the Full Council

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Mayor of the Council or in his/her absence, the Deputy Mayor. If the complainant does not wish to put the complaint to the Town Clerk they will be advised to put it to the Town Mayor or in his/her absence, the Deputy Mayor who will refer the matter to the Policy and Operations Committiees, Personnel Panel. The Personnel Committee/Panel will then hold an enquiry with the complainant and any relevant witnesses.

e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by Town Clerk relates to the Mayor or Deputy Mayor of the Council this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the Council.

f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

i Only persons with line management responsibilities shall have access to employee records
Access and means of access by keys and/or computer passwords to records of employment shall be provided only to the Town Clerk and/or the Mayor of the Council OR in his/her absence the Deputy Mayor.

26 Freedom of Information Act 2000

a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.

b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and Resources Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b)(x) above.

27 Relations with the press/media

a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.

28 Liaison with Unitary Councillors

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillors of the Unitary Council representing its electoral ward.

b Unless the Council otherwise orders, a copy of each letter sent to the Unitary Council shall be sent to the Unitary Council councillor representing its electoral ward.

29 Financial matters

a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the accounting records and systems of internal control;
ii. the assessment and management of financial risks faced by the Council;
iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £50,000.

b Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.

c Any formal tender process shall comprise the following steps:

i. a public notice of intention to place a contract to be placed in a local newspaper;
ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
v. tenders are then to be assessed and reported to the Finance and Resources Committee.

d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.

e Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

30 Allegations of breaches of the code of conduct

a On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to a committee known as the P & O Committee.

b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the P & O Committee of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.

c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.

d The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the P & O Committee) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.

i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
ii. Ensure that any background papers containing the information set out in standing order 31(a) above are not made public.
iii. Ensure that the public and press are excluded from meetings as appropriate.
iv. Ensure that the minutes of meetings preserve confidentiality.
v. Consider any liaison that may be required with the person or body with statutory responsibility

for the investigation of the matter.

e Standing order 31(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the P & O Committee. or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.

f The P & O Committee shall have the power to:

i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;

ii. seek and share information relevant to the complaint;

iii. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.

g References in standing order 31 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

31 Variation, revocation and suspension of standing orders

a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.

b A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least 4 councillors.

32 Standing orders to be given to councillors

a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.

b The Chairman's decision as to the application of standing orders at meetings shall be final.

c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

REPORT TO:	Full Council
MEETING DATE:	1st February 2021
AGENDA ITEM:	16
PREPARED BY:	Chris Shaw
SUBJECT:	Replacement Grounds Maintenance Vehicles

Background

Northwich Town Council currently run four vans within our grounds maintenance department, this fleet has increased over the years due to the additional works we undertake for the town and external contract work.

Two of the vans are now over 7 years old with high mileage and are beginning to show increased faults, even though the vans are fully covered through a maintenance agreement we are now incurring downtime with increased repairs to the vans.

Proposal

Northwich Town Council currently leases all it vans from Cheshire Self Drive which is a local family business situated in Northwich. We have now had discussions with them to look at replacing two of the older vehicles for new vehicles; the two remaining vehicles are currently ok and are in good condition with no faults.

Current cost of existing two proposed replacement vehicles (per month)	£516.00
New cost of two replacement vehicles (per month)	£780.00
Difference per month	£264.00

The replacement vehicles will be fully fitted with tow bar, warning lights and be fully sign written with the Northwich Town Council Crest, Vehicles will also have a full maintenance package included.

Decision Required

Members to approve the replacement of two vans and continue to use Cheshire Self Drive as our preferred supplier.

Decision of the Council is requested

Public Waste Consultation
21 January - 18 March 2021

Cheshire West & Chester Council

Don’t let your future go to waste

Play **your** part



Find out more: **https://participatenow.cheshirewestandchester.gov.uk**

Paper copies of the consultation are available on request. Please only ask for a paper copy if you do not have access to the online consultation Tel: **0300 123 7026**

Cheshire West and Chester

Cheshire West & Chester Council

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Cheshire West and Chester

What this consultation is about

We would like to hear your views on our proposed waste strategy, which will shape how the Council delivers waste services over the next 10 years.

Our current waste strategy was developed in 2002. We are preparing a new strategy to ensure that our vision and priorities; **to recycle more, waste less and deliver efficient services**, reflect the needs of our communities. This should also be aligned to emerging national plans and policies, as well as helping to address our climate emergency.

The new strategy will also help the Council ensure that the waste collection and, recycling services are managed in a cost-effective way in order to address the unprecedented budget challenges faced by the Council.

The aim of this consultation is to:

- Describe the current waste service in Cheshire West and Chester.
- Share some of the challenges and opportunities we face over the next 10 years.
- Receive feedback on the proposed key priorities for our strategy and the options we are considering in order to achieve our priorities.

Please take time to read the information and complete the related questions in our consultation questionnaire.

Have your say

The consultation is open from **Thursday, 21 January - Thursday, 18 March.**

You can share your views by completing our online survey: **https://participatenow.cheshirewestandchester.gov.uk/waste-strategy-consultation**

You can also request a paper version or an easy read version of the consultation document and questionnaire by calling **0300 123 7026** quoting 'waste consultation'

Comments can also be sent to us via the following methods:

Email your views to: **WasteConsultationResidents@cheshirewestandchester.gov.uk**

What happens next?

We will carefully consider all feedback received. The results will be published on our website ahead of bringing a recommended waste strategy for final approval by the Council in July 2021.

Current Waste Management Services in west Cheshire

- **Household waste** is currently collected by the Council owned company Cheshire West Recycling (or CWR).

- All recycling, including food waste, is collected weekly. Black and green bins are collected every two weeks.
- The kerbside service caters for residents in certain types of properties with space restrictions, such as flats or apartments.
- This service currently costs the Council around **£12.8 million each year.**

- There are seven **recycling centres** in Cheshire West, which are managed in partnership with HW Martin:

- Three large sites in Chester, Ellesmere Port and Winsford are open seven days a week.
- The four smaller sites in Frodsham, Neston, Northwich and Tattenhall are open five days a week.
- Each site receives and recycles a wide range of materials from cans to TVs.
- Chester, Ellesmere Port, Neston, Northwich and Winsford also have reuse shops. Residents can drop off unwanted items and pick up a bargain as well as contributing to our climate emergency by minimising waste.
- This service costs the Council around **£2.5 million each year.**

- We offer a chargeable **'bulky waste' collection service** to households for large items such as white goods and furniture. Collections can be arranged from your home for a small fee. All items are reused wherever possible.

- **Processing of non-recycled household waste** is managed by a company called FCC Environment in Ellesmere Port. Any metals are extracted and sent for recycling then the rest of the waste is sent to an 'energy from waste' plant where it is turned into fuel to generate electricity. This process helps to ensure that we send minimal waste to landfill.

- This service costs around **£7.1 million per annum.** However, this figure often rises each year due to an annual increase in the number of homes in Cheshire West and Chester and an increasing amount of overall waste being produced by us all. **Unless waste is reduced or recycled these processing costs will continue to rise.**

- In order to reduce the overall waste generated in Cheshire West and Chester and to encourage recycling of waste that is produced we deliver a range of **education and awareness activities**. We work with schools, community groups and individuals to deliver behavioural change campaigns throughout the borough.

Challenges and opportunities

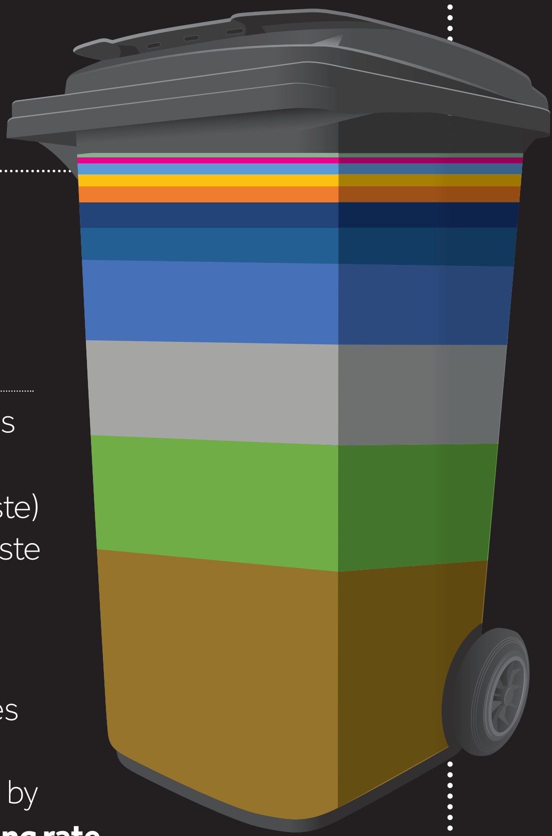
Recycling rates and costs of processing non-recycled household waste

- Over the past 10 years, Cheshire West and Chester residents have made significant improvements in rates of recycling. In 2019-20 our overall recycling rate was just over 56 per cent - this is a vast improvement on a rate of 48 per cent in 2010-11.
- However, we still have a long way to go, with the Council required to pay to process the remaining 44 per cent (69,000 tonnes) of waste . This processing also has an environmental impact. If we do not reduce our waste and increase recycling, the Council will face annual rising costs and we will not be in a position to address our climate emergency.
- **Material Income** – Material collected for recycling is sold and the money received helps to reduce the overall cost of running the service. There have been significant impacts upon material income in the past 10 years due to a global slowdown in the value of recyclable materials. This means that there is decreasing funding available to be reinvested into our waste services.

What's in your black bin

The kerbside collection service collects all of our recyclable waste from every home in west Cheshire every week. A recent report has shown that **74% of the waste collected in the black bins** around west Cheshire could have been recycled.

Only a small number of items should be put in your black bin. Everything else can be recycled or taken to your Household Waste Recycling Centre.



What are people most likely to put in their black bins

Could be recycled

- **27.4%** Food and garden waste
- **14.1%** Plastics
- **13.2%** Paper
- **7.4%** Textiles and shoes
- **4.2%** Card
- **4.0%** Glass
- **2.7%** Metals
- **1.1%** Electrical items

Total: 74.1%

Not recycled

- **16.3%** Miscellaneous
- **9.2%** Fines (small pieces of waste) and other waste
- **0.4%** Hazardous

Total: 25.9%

By making small changes west Cheshire black bin waste could be reduced by **74%** and a **60% recycling rate could be achieved.**

Our Collection Service

- Since the last review of the collection service in 2012 there has been an increase of approximately 13,000 households in Cheshire West and Chester. This number continues to grow annually. There is a need to review our collection routes to ensure the best use of vehicles, staff resources and fuel consumption.
- 45% of residents have told us in a recent survey that their black bin was full on collection day, with 20 per cent confirming their bin was only half full after two weeks.

  This highlights the need to review our kerbside waste collection service to ensure it is as efficient as possible, meeting the needs of our residents and minimising the impact on our environment, particularly around carbon emissions from our vehicles. We also have ageing waste collection vehicles, with many of them reaching the end of their useful life and becoming inefficient.

Food Waste

- Globally, food production is responsible for 30 per cent of total greenhouse gas (GHG) emissions. However, an estimated one-third of all the food produced in the world goes to waste. The *Waste and Resources Action Programme (WRAP) has calculated that on average, the equivalent of four tonnes of carbon dioxide emissions are avoided for every tonne of food waste prevented.
- Cheshire West and Chester Council has ensured that the kerbside food recycling service is as easy as possible. Residents can use any type of plastic bag, newspaper or liner to recycle their food waste.
- It is important that we continue to work together to be smart about planning and buying food and to recycle leftover food rather than putting it in the black bin with non-recyclable waste.

* WRAP works with governments, businesses and communities to deliver practical solutions to improve resource efficiency.

Garden waste collections

- Due to increased financial pressures, the Council must make some tough decisions. The Council is considering various options including charging for collecting garden waste.
- Other local authorities already do this, and it gives people the choice whether to use it or not. This way, only those that wish to use the service would pay for it. Currently, all households in Cheshire West contribute to this service via their council tax, even if they don't have a garden.
- The Council's recycling centres would still be available for residents to recycle their garden waste free of charge.

Our Recycling Centre Arrangement

- Our recycling centre contract with HW Martin will end in 2023. Before this a review will need to be undertaken to determine the most appropriate long-term arrangement for this service.

National Waste Management Plans and Policies

- The Council must ensure that all waste collection and management services are aligned to national policies, plans and strategies. The Department for Environment Food and Rural Affairs (DEFRA) has just consulted on a new waste management plan for England. Although the consultation findings are not yet published this plan will set out ambitious targets to ensure we are the first generation to leave the environment in a better state than we found it.
- The National Resources and Waste Strategy was published by the Government in 2018 and sets out measures to help to achieve this ambition including to;
    - Work towards all plastic packaging placed on the market being recyclable, reusable or compostable by 2025.
    - Work towards eliminating food waste to landfill by 2030.
    - Eliminate avoidable plastic waste over the lifetime of the 25 Year Environment Plan.
    - Double resource productivity by 2050.
    - Eliminate avoidable waste of all kinds by 2050.

Our proposed priorities

In order to maximise opportunities and address the significant challenges faced we propose the following three key priorities for our waste strategy:

- **Reduce overall waste.**
- **Maximise recycling.**
- **Deliver an efficient and cost-effective waste collection, recycling and processing service.**

Underpinning all of these priorities is the need to tackle our climate emergency and protect our environment.

Proposals to deliver our priorities

Reduce Overall Waste proposals

We want to work with residents to understand how we can all reduce the amount of waste that is generated in west Cheshire:

- Using a new communication and engagement plan we will continue to promote waste prevention, reuse and recycling to residents
- We will continue to work towards eliminating avoidable waste, including our pledge around becoming a single-use plastic free borough.

Maximise Recycling proposals

- We will continue to promote and raise awareness of the importance of recycling, including awareness of what can be recycled, and what happens to non-recycled waste, impacts of this on the environment and the cost.
- In order to meet our priorities, we have explored possible changes to the kerbside collection service to make recycling as easy and convenient as possible for residents. Two options are being considered for this.
- We will explore 'on the go' recycling - allowing opportunities to recycle when away from home.

Proposals to deliver an efficient and cost-effective waste collection, recycling and processing service;

- We will work to maximise financial value from the recyclable waste collected to reinvest into the overall waste service - providing the best value for the Council taxpayer
- We will ensure that any changes to the kerbside waste collection service will include "route optimisation" - this ensures efficiency through best use of vehicles, staff resources and fuel consumption
- We will review our container management policy - this will support residents with broken or missing bins while minimising costs and environmental impacts related to replacement
- We will continue to minimise waste sent to landfill through 'energy from waste'
- We will continue to use anaerobic digestion* for food waste.
- We will explore expanded use of compactor bins in rural areas to reduce frequency of emptying
- We will explore charging for some types of waste (such as soil, rubble and hardcore from building work) at recycling centres to cover the increasing costs of disposal / processing
- We will explore charging for our garden waste collection service to help address our significant budget challenge, encourage home composting and reduce carbon emissions
- We will review our recycling centre arrangements ahead of the end of our contract in 2023.
- We will review our trade waste site to ensure that this is fit for purpose and cost effective

* Your food waste is taken to a special processing plant where it is transformed into fertiliser and electricity – this process is called Anaerobic Digestion.

Detailed Options for Kerbside Waste Collection Service

We have looked at a number of different options for how the deal with household waste in the future. **Each of the options identified has been assessed against the following criteria:**

- Impacts on residents including ease of use
- Cost
- Environmental impacts
- Service flexibility - ensuring we can adapt to changes in technology, the economy and meet our climate change ambitions.

The two options we are considering are as follows.

Option A

- Household waste collected every two weeks using a 180 litre bin
- Recycling waste collected every two weeks using two bins. One bin for paper and card, one bin for other recyclables
- Garden waste collected every two weeks using a 240 litre bin (this could be collected on either week 1 or week 2)
- Food waste collected every week using a bin.

Week 1 - Food waste and household waste

Week 2 - Food waste and recycling

Option B

- Household waste collected every three weeks using a 240 litre bin
- Recycling waste collected every three weeks using two bins. One bin for paper and card, one bin for other recyclables.
- Garden waste collected every three weeks using a 240 litre bin (this could be collected on week 1, 2 or 3)
- Food waste collected every week using a bin.

Week 1 - Food waste and household waste

Week 2 - Food waste and recycling bin A

Week 3 - Food waste and recycling bin B

Current Kerbside collection service: weekly recycling, two weekly garden and residual waste collections

Waste type	Frequency
Household waste	2 weekly
Container	180 Litre bin

Waste type	Frequency
Recycling	Weekly kerbside
Container	2 x boxes

Waste type	Frequency
Garden	2 weekly
Container	240 Litre bin

Waste type	Frequency
Food	Weekly co-collect
Container	Food bin

Future options

What is the difference between Option A and Option B?

Garden recycling and waste will be collected every three weeks in **Option B** compared to every two weeks in **Option A**.

Of the two options, **Option A** will require more vehicles, therefore have increased carbon emissions and cost more to deliver.

Option B will require fewer vehicles, reducing our carbon emissions and cost less to deliver.

Option B would achieve a higher recycling rate compared to **Option A**.

For **Option B**, you would have a bigger household waste wheeled bin.

Note that both **Option A** and **Option B** save money and emissions compared to the current scheme. **Option B** would also achieve a higher recycling rate compared to the current scheme.

Option A

Waste type	Frequency
Household waste	2 weekly
Container	180 Litre wheeled bin

Waste type	Frequency
Recycling	2 weekly
Container	2 x wheeled bin

Bin A Bin B

Waste type	Frequency
Garden	2 weekly
Container	240 Litre wheeled bin

Waste type	Frequency
Food	Weekly
Container	Food bin

Option B

Waste type	Frequency
Household waste	3 weekly
Container	240 Litre wheeled bin

Waste type	Frequency
Recycling	3 weekly
Container	2 x wheeled bin

Bin A Bin B

Waste type	Frequency
Garden	3 weekly
Container	240 Litre wheeled bin

Waste type	Frequency
Food	Weekly
Container	Food bin

Thank you for taking part in this consultation.

Accessing Cheshire West and Chester Council information and services

Council information is also available in audio, Braille, large print or other formats. If you would like information in another format or language, including British Sign Language, please email us at:
equalities@cheshirewestandchester.gov.uk

Tel: 0300 123 8 123 **Textphone**: 18001 01606 275757
email: equalities@cheshirewestandchester.gov.uk
web: www.cheshirewestandchester.gov.uk

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Cheshire West & Chester Council

Ideas for changing how we deal with waste

What do you think?

Cheshire West and Chester

easy read

Easy Read version of 'Don't let your future go to waste' Consultation on the Waste Strategy.

Contents

Introduction

Cheshire West and Chester Council is thinking about changing some of the ways we **deal with waste**.

Dealing with waste includes:

- collecting waste from people's homes

- recycling - this is where waste is turned into something that can be used again

- collecting food waste

- collecting garden waste.

Before we make any decisions, we want you to have a say about our ideas for change.

Please tell us what you think by answering the questions.

We need your answers by Thursday, 18 March 2021.

Dealing with waste

Household waste

All recycling and food waste is collected every week.

Black and green bins are collected every 2 weeks.

Collecting household waste costs us about £13 million a year.

Recycling centres

People can take their waste to these centres for recycling.

We have 7 recycling centres. 3 are open 7 days a week. They are in:

- Chester
- Ellesmere Port
- Winsford.

4 are open 5 days a week. They are in:

- Frodsham
- Neston
- Northwich
- Tattenhall.

The recycling centres cost about £2.5 million a year.

We sell the waste that we are given to recycle.

We use this money to help with the costs of collecting and dealing with waste.

Bulky waste

We will come and collect large items from your home. If we can, we will repair these, so they can be used again.

You have to pay for this service.

Waste that is put in the black bins

We take all the metal out of the waste and then send it to a place to be burnt and turned into energy.

This means that very little goes to **landfill**.

Landfill is where waste is put into a big hole in the ground.

This service costs over £7 million a year, but it is going up.

It is going up because we are all creating more waste.

Challenges

Recycling

Only about half of our waste is recycled.

This means that we are having to pay to get rid of the other half of our waste.

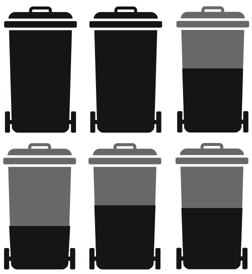
Most of the waste people put into black bins could have been recycled.

We could save money if people put more of their waste into recycling.

Collecting people's waste

There are many more homes in Cheshire West and Chester.

The collection service has to collect from many more places.



Less than half of black bins are full on collection day.

Many people don't fill their bins after 2 weeks.

Many bin lorries are getting old. We have to buy new ones.

Food waste

Today, about a third of all the food produced in the world goes to waste.

This means that many people go hungry.

It is also bad for the **environment**.

The **environment** is the world around you. It includes all living things like people, plants and animals.

People are putting too much food waste into their black bins.

You can put your food waste into any type of plastic bag, newspaper or bin liner and we will collect it and recycle it.

We need more people to:

- only buy the food they need
- put their food waste out for collection, instead of putting it into the black bin.

Green bins

Green bins are for waste from your garden.

We are thinking of asking people to pay to have their green bins emptied.

You will still be able to take your garden waste to a recycling centre for free.

Our ideas

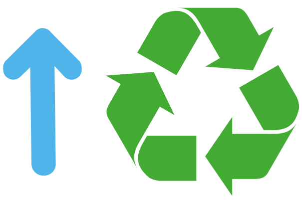
These are our ideas for change. We want to know what you think about these ideas.

Priorities

Priorities are the main things that we want to do.

We think our priorities should be:

- Reducing the amount that people waste.



- Increasing the amount that people recycle.

- A collection service that works well and doesn’t cost too much.

Question 1: Do you agree or disagree with these priorities?

- [ ] Strongly agree
- [ ] Agree
- [ ] Neither agree or disagree
- [ ] Disagree
- [ ] Strongly disagree
- [ ] Don’t know

Reducing the amount that people waste

We want to:

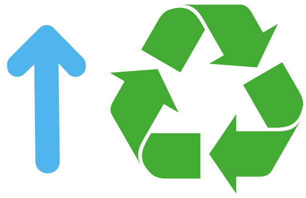
- tell people how they can reduce the amount they waste

- stop people using plastic that can only be used once.

Question 2: Do you agree or disagree with these ideas?

- [ ] Strongly agree
- [ ] Agree
- [ ] Neither agree or disagree
- [ ] Disagree
- [ ] Strongly disagree
- [ ] Don’t know

Increase the amount that people recycle



We want to increase the amount that people recycle by:

- telling people:
    - why recycling is important

    - what can be recycled

    - what happens to the environment with the waste that is not recycled

    - the cost of dealing with waste that is not recycled

- making changes to the way we collect waste so it is easier for people to recycle

- making it easier for people to recycle their rubbish when they are out and about

Question 3: Do you agree with our ideas to increase the amount that people recycle?

☐ Strongly agree

☐ Agree

☐ Neither agree or disagree

☐ Disagree

☐ Strongly disagree

☐ Don’t know

A collection service that works well and doesn’t cost too much

Our ideas are:

- To make as much money as we can from the waste that we are given to recycle.

- If we change the way we collect waste from people’s homes, we will do it in a way that costs as little as possible.

- We will look at how people use bins and see if it is still the best way to deal with waste.

- We will carry on making sure we send as little waste as possible to landfill.

- We will carry on converting food waste into stuff that is good for farmers and making electricity.

- We will look at using litter bins that squeeze waste so that it takes up less room.

- We will look at charging to collect certain types of waste - like waste from building repairs.

- We will look at charging for emptying the green bins, for garden waste.

- We will look to see if there should be any changes to the recycling centres.

- We will look at how businesses can get rid of their waste.

Question 4: Do you agree or disagree with these ideas?

- [ ] Strongly agree
- [ ] Agree
- [ ] Neither agree or disagree
- [ ] Disagree
- [ ] Strongly disagree
- [ ] Don’t know

Question 5: Are there any other actions you think the Council should consider to help deliver the three priorities?

Current Recycling Service

Please answer this question to help to understand why it is hard for people to recycle.

Question 6: What is stopping you from putting waste into the recycling bin?

- [ ] I don't produce enough recycling to put boxes out weekly

- [ ] I am not sure which materials are and aren't accepted. It is too confusing

- [ ] I don't have the space to store the recycling boxes

- [ ] I didn't know it was a weekly collection

☐ I don’t have time

☐ I have difficulty carrying the recycling boxes

☐ I don’t see the benefits of recycling

☐ I prefer to take my recycling to a recycling centre

☐ I don't have enough recycling boxes

Other - please say:

Question 7: What is stopping you from using the food waste recycling service?
Tick the top 3 that apply

☐ I don’t have time

☐ I don’t produce food waste

☐ I don’t have space

☐ I **compost** food waste myself. **Compost** is when you convert food waste into something that is good to put on the garden.

☐ Can’t get hold of plastic bags, newspapers or bin liners easily

☐ I don’t like the thoughts of recycling food waste

☐ Nothing is stopping me - I’m happy with the service

☐ Other - please say:

Collecting from people's homes

We have been looking at different options for changing the way we collect waste from people's homes.

We have been thinking about:

- how the service effects local people

- how easy services are to use

- how much the service costs

- the effect on the environment

- how things may change in the future.

We have 2 options:

Option A

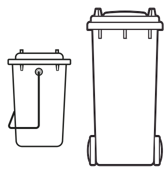
- We empty your main rubbish bin every 2 weeks

- You can have 2 recycling bins and we empty these every 2 weeks

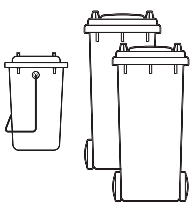
- The bin for garden waste is emptied every 2 weeks

- Food waste is collected every week using a **caddy**. A **caddy** is a special bin for food waste.

We would empty your bins like this:



- **Week 1:** Food waste and the main rubbish bin

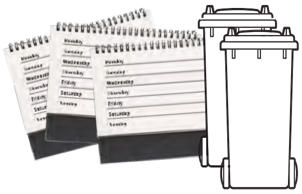


- **Week 2:** Food waste and 1 of the 2 recycling bins

Option A will require more vehicles, causing more pollution, and will cost the Council more money.

Option B

- We empty your main rubbish bin every 3 weeks

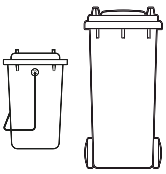


- We empty your 2 recycling bins every 3 weeks

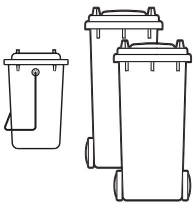
- The bin for garden waste is emptied every 3 weeks

- Food waste collected every week using a caddy.

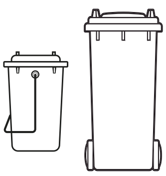
We would empty your bins like this:



- **Week 1:** Food waste and the main rubbish bin



- **Week 2:** Food waste and 1 of the 2 recycling bins



- **Week 3:** Food waste and the other recycling bin

Option B will use less vehicles, reduce pollution, and cost the Council less money.

Option B would help us to recycle more waste than Option A.

Question 8: Which option do you prefer?

☐ Option A

☐ Option B

☐ I don’t mind

☐ I don’t know

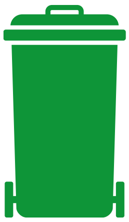
Question 9: Why did you choose that option?

Question 10: We need to change how we collect garden waste. Which of these options should we look at?

☐ Stop collecting garden waste

☐ Charging to collect garden waste. This might be about £40 to £70 a year for each green bin

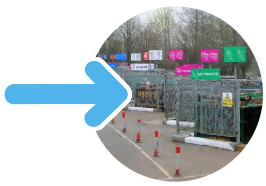
☐ Stop collecting garden waste in the winter, say from September to April



Question 11: If we started to charge to collect your garden waste (green bin) what would you do? *Please tick up to 2 likely options*

☐ I would convert my garden waste to compost myself at home.

☐ I would take the waste to a recycling centre.



☐ I would pay for someone to take it away.

☐ I would share a bin with a neighbour. We would share the cost.

☐ I would put the garden waste in the black bin.

☐ I don’t have any garden waste.

☐ Don’t know.

☐ Other - please say:

These are some ideas which might help people to recycle their litter when they are out and about.

Question 12: How should the Council help people to recycle when they are away from home? *Tick all that apply*

☐ Telling people more about recycling away from home

☐ Support local communities to reduce waste and recycle more by working with businesses, schools and community groups

☐ Making people pay a fine for dropping litter

☐ Other - please say:

We want to help people understand how to reduce the amount that they throw away.

Question 13: How would you like to get information about waste and recycling?

- [ ] By email newsletters
- [ ] By adverts on websites and social media, like Facebook and Twitter

- [ ] By adverts in newspapers
- [ ] Leaflets posted through my door
- [ ] Adverts on the radio
- [ ] Stickers on my bins
- [ ] Speaking to people face to face
- [ ] Other - please say:

Question 14: Is there anything else we should think about?

About you

It is up to you if you answer the questions in this section.

You don’t have to answer these if you don’t want to.

If you do answer these questions the information will not be given to anyone. No one will know who you are or where you are from.

Question 15: Are you...
Please tick all that apply.

- ☐ Living in Cheshire West and Chester
- ☐ A local business
- ☐ A worker at Cheshire West and Chester Council
- ☐ A Cheshire West and Chester Councillor
- ☐ A town or parish councillor
- ☐ Answering these questions for a community group or organisation
- ☐ Part of a group who help recycling or the environment
- ☐ Other - please say:

Question 16: If you are answering these questions for a community group or organisation, please tell us which one in this box.

If you are answering these questions for a community group or organisation you do not have to complete the rest of this section. Skip to page 42.

Question 17: How many people, including you, live in your household?

☐ 1

☐ 2

☐ 3-4

☐ 5-6

☐ 7-8

☐ 9 or more

Question 18: Are you...?

☐ Male

☐ Female

☐ Prefer not to say

☐ Other - please say:

Question 19: How old are you?
If you are under 16 you will need permission from a parent, guardian or teacher to fill this form out.

- ☐ Under 16
- ☐ 16 - 25
- ☐ 26 - 34
- ☐ 35 - 44
- ☐ 45 - 54
- ☐ 55 - 64
- ☐ 65 - 74
- ☐ 75 - 84
- ☐ 85+

If you are under 16 please provide the name and email address of your parent, guardian or teacher below.

Name:

Email:

Question 20: What type of house do you live in?

- [ ] Detached house or bungalow
- [ ] Semi-detached house or bungalow
- [ ] Terraced house
- [ ] Flat, apartment or maisonette
- [ ] Caravan or mobile home
- [ ] Other - please say:

Question 21: What is your postcode?

Your postcode will only be used to look at where the answers have come from.

Question 22: Do you have a long term illness, health issue or disability that stops you doing some day to day things?

☐ Yes

☐ No

☐ Prefer not to say

Question 23: If you answered ‘yes’ please say which of these applies to you? *Please select all that apply.*

☐ Physical impairment that means you can’t move around so well

☐ Problem with eyesight

☐ Problem with hearing

☐ Learning disability or difficulty

☐ Mental health issue

☐ Long standing illness or health condition

☐ Other - please say:

Thank you

Thank you for your answers. Please now send them back to us by:

Post:
Cheshire West and Chester Council
Council Offices
4 Civic Way
Ellesmere Port
CH65 0BE

Email:
wasteconsultationresidents@cheshire westandchester.gov.uk

For more information

If you need more information please contact us by:

Email:
wasteconsultationresidents@cheshire westandchester.gov.uk

Phone: **0300 123 7026**

Easy Read by **easy-read-online.co.uk**

Stakeholder messages

Email information

Cheshire West and Chester Council would like to hear your views on our proposed waste strategy, which will shape how the Council delivers waste services over the next 10 years.

Our current waste strategy was developed in 2002

We are preparing a new strategy to ensure that our vision and priorities reflect the needs of our communities, are aligned to emerging national plans and policies, as well as helping to address our climate emergency.

The new strategy will also help the Council ensure that the waste collection and, recycling services are managed in a cost-effective way in order to address the unprecedented budget challenges faced by the Council.

The aim of this consultation is to:

- Describe the current waste service in Cheshire West and Chester.
- Share some of the challenges and opportunities we face over the next 10 years.
- Receive feedback on the proposed key priorities for our strategy and the options we are considering in order to achieve our priorities.

Please take time to read the information and complete the related questions in our consultation questionnaire. https://participatenow.cheshirewestandchester.gov.uk/waste-strategy-consultation

Social media message

Cheshire West and Chester Council would like to hear your views on our proposed waste strategy, which will shape how the Council delivers waste services over the next 10 years
Please take time to read the information and complete the related questions in our consultation questionnaire. https://participatenow.cheshirewestandchester.gov.uk/waste-strategy-consultation

Waste Consultation

21 January – 18 March 2021