NORTHWICH TOWN COUNCIL

Town Clerk: Chris Shaw

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DATE: 2nd February 2022

To: The Members of Northwich Town Council

Dear Councillor

You are summoned to attend the meeting of the at the **Council Chamber, 78 Church Road, Northwich, CW9 5PB** held on **Monday 7th February 2022 at 6.00 pm.**

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
Of the Town Council meeting held on Monday 10th January 2022, minutes attached
Members are required to approve the minutes as a true and accurate record

5 Reports of Committees
5.1 Planning & Environment Committee held a Zoom discussion on Tuesday 15th January 2022, planning applications and decisions attached

5.2 To note Finance & General Purposes Committee meeting held on Tuesday 20th January 2022 (minutes attached)

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

7 Town Clerk's Report
To consider the Town Clerks Report, report attached

8 Precept 2022-2023

To approve NTC precept to CW&C for 2022/2023 NTC funding requirements. Year to date spend, budget comparison and estimate spread sheets, together with justification statement attached

Decision of the Council requested

9 Financial Risk Assessment 2022/2023

To approve 2022/23 Financial Risk Assessment

Decision of the Council requested

10 Financial Regulations 2022/2023

To approve 2022/23 Financial Regulations

Decision of the Council requested

11 Fixed Asset Register 2022/2023

To approve 2022/2023 Fixed Asset Register

Decision of the Council requested

12 Internal Audit January 2022

To approve January 2022 internal audit, report attached

Decision of the Council requested

13 Financial Decisions to be approved for signing off reports

Report attached

Decision of the Council requested

14 Damaged/Fallen Head Stones in Witton Cemetery

To Approve repairs to headstones identified, report attached

Decision of the Council requested

15 Vickersway Park Pergola

To Approve repairs to damaged pergola in Vickersway Park

Decision of the Council requested

16 Northwich Railway Station Accessibility

To approve contribution of £1500 to Northern Trains, report attached

Decision of the Council requested

17 LSEP Update

To note latest correspondence, update attached

18 Environmental Sub Committee

To consider forming a Sub Committee, report attached

Decision of the Council requested

19 Events Calendar & Updates

To note calendar of events, report attached

20 Members Code of Conduct

To adopt revised Code of Conduct, report attached

Decision of the Council requested

21 **Notice of Vacancy**
To note vacancy currently advertised, report attached

22 **Outside Bodies**
To receive an update from any member attending meetings of outside bodies

23 **CW&C Members Updates**
To receive an update from CW&C Members

24 **Date of next meeting**
The next meeting will be Monday 7th March 2022 at 6.00 pm

Part B

In accordance with Local Government Act—Public Admission to Meetings Act 1960, the following agenda items are to be considered in the absence of press and public

25 **Verdin Park Music Festival 2022**
To receive a report from Cllr Graham Emmett & Cllr Alison Gerard
Decision of the Council requested

NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 10TH JANUARY, 2022

Present:

Cllr S Naylor - Town Mayor

Councillors:

Cllr. B Cernik	Cllr. G. Emmett
Cllr. Mrs K Cernik	Cllr. Mrs J. Illidge
Cllr. A Cooper	Cllr. L. Siddall
Cllr. Mrs. A Lockett	Cllr. M. McNamee
Cllr. Miss C. Fox	Cllr. A. Stott

Also present:	Chris Shaw	Town Clerk
	Liza Clansey	Assistant Town Clerk
	Theresa Cash	Council Secretary/Mayor's P.A.

NTC 21/92 **PRESENTATION FROM JOHN HESELWOOD, CHESHIRE COMMUNITY ACTION**

Mr Heselwood was welcomed by the Town Mayor and commenced giving a background to what CCA as a Charity do for the Community. In particular Community Led Housing, covering areas Cheshire East, Cheshire West, Halton and Warrington. A slide presentation was given, the full programme of which has been made available to all Councillors for information. Members were invited to ask questions. Some of these were in relation to costings, engagement process with Town and Parish Councils, commercial development sites, structure of borrowing to finance projects, access to sites at reasonable costs, shared approach to design, occupancy, rentals etc. Mr Heselwood gave several examples of projects already completed and the challenges faced.
Mr Heselwood was thanked by the Town Mayor for his informative presentation.

NTC 21/93 **APOLOGIES FOR ABSENCE OR ABSENCE**

Apologies for absence were received from Cllrs. S Eastwood. (Leave of absence granted), A Gerrard, D. Bowden and J. Thomas. Cllrs. G. Edwards and T Melville did not attend.

NTC 21/94 **DECLARATIONS OF INTEREST**

Members to declare any interest under the following categories:

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

Cllr. S. Naylor 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.
Cllr. B. Cernik 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

Date……………………… **………………………………….**
Cllr. S. Naylor
Town Mayor

NTC 21/95 OPEN FORUM

Alison Alum representing Transition Northwich addressed Members as a follow up to her previous visits. Thanked NTC, residents and CW&C for their opposition to the LSEP Plant and letter sent. Spoke about the ongoing Climate change initiative and how NTC could support TN for Northwich to 'lead the way'. Less plastics, less waste, recycle as a priority.. Suggested that relevant information should be shared and the possibility of meeting outside Council Chambers to see a way forward. Town Mayor agreed that working together is desirable and asked if TN could send in ideas and NTC could possibly consider setting up a sub-committee. TN would like to recognise businesses who radically reduce waste footprint. NTC have already reduced and eliminated plastic use in our Park Shops. Town Mayor suggested an accreditation to businesses from NTC.
Ms. Alum was thanked for her presence.

NTC 21/96 SIGNING OF THE MINUTES

The minutes of the Town Council Meeting held on Monday 6th December, 2021 be confirmed and approved as a true and accurate record.
Proposed by Cllr. Stott seconded by Cllr. Lockett. Minutes to be signed by the Mayor. All in favour.

NTC 21/97 REPORTS OF COMMITTEES

5.1 To note Planning and Environment Committee who held a virtual discussion on Tuesday 21st December, 2021. Noted by Cllr Stott.

5.2 To note Finance and General Purposes Committee Meeting held on Thursday 16th December, 2021. Noted by Cllr. Emmett.

NTC 21/98 TOWN MAYOR'S COMMUNICATIONS

There were 2 events attended by the Town Mayor during December		
Tuesday 7th December	Your Housing Group	Light switch on at Waters Cross
Sunday 21st December	The Grange Theatre	Pantomime Aladdin

The Mayor updated members on all events attended.

Date……………………… ……………………………………
Cllr. S. Naylor
Town Mayor

NTC 21/99 TOWN CLERKS REPORT

Christmas Trees and Lights

Removal of Christmas trees and lights should be completed by Tuesday 11th January.

Vickersway and Church Walk Play Areas

Beginning to get these prepared for the summer season with some decorating and improvements. Depending on work loads, it may be necessary to obtain quotes from Contractors so as not to delay opening.

Skate Park

Work has now started to obtain funding for the new skate park at Vickersway Park, we are working with the community group and will send out a consultation in the coming weeks for feedback. I will keep members informed on progress.

NTC 21/100 **<u>FINANCE DECISION FOR APPROVAL</u>**

RBS Loyalty Scheme

ATC gave background to report already distributed among Members regarding a discount on our Accounts package fee. Finance Committee have approved this scheme for the next 3 years.

Mandate for Local Authorities

The current Bank signing mandate is out of date, which authorises Finance Members to sign cheques and make approvals on behalf of the Council. Various Members signed the Mandate at the last Finance Meeting. The decision of the Council is required. Proposed by Cllr. Cooper, seconded by Cllr. Illidge. All in favour.
RBS Loyalty Scheme and Mandate Approved.

NTC 21/101 **<u>AED's (DEFIBRILLATORS)</u>**

A report outlining up to date information on the installation of 20 AED's was distributed to Members prior to this meeting. Cllr. Cooper asked about registration and process to follow. All defibrillators are now registered on the British Heart Foundations database 'The Circuit'. Any member of the Public needing to make use of a Defibrillator will call 999 immediately and if they are unsure where the neared AED is, they will be informed and given further instructions. Cllr. Illidge asked the location of an AED in the Castle Street area. It will be considered by NTC to install one close to Queensway Allotments.

Date…………………… **………………………………….**
Cllr. S. Naylor
Town Mayor

NTC 21/102 **<u>CHURCH WALK PADDLING POOL</u>**

A lengthy report regarding the Paddling Pool was distributed among members prior to this meeting. Information was contained as to the overall running costs and how the online booking system worked last summer. Several questions were asked by Members, and suggestions were made as to a nominal entrance fee, but to offer free vouchers through schools for vulnerable and children from low-

income homes. It was noted that statistics showed visitors came from a wide area outside Northwich. Town Mayor had conducted his own survey at the Pool when he visited last summer and everyone he spoke to would be happy to pay a small fee, as it is considered a tremendous facility. Cllr. Cooper wished to raise a Motion as to how we may mitigate the cost for children from within the Northwich Parish, as a further amendment to the above suggestion. NTC will look at ways that vulnerable families could benefit. This was proposed by Cllr. Cooper and seconded by Cllr. Stott.
Resolved

NTC 21/103 CW&C UPDATES

Cllr. K Cernik mentioned a consultation on Wildflower and suitable areas identified to plant. One such area is at Beeston Street, Castle. Cllr. Siddall suggested benches in the area similar to those in Pocket Park.

Cllr. R Cernik mentioned CW&C Cabinet meeting in respect of Children in Care on the ongoing support they need when time comes for them to leave Care. These can include Work Experience and Apprenticeships to obtain necessary skills.

There is extra funding to deal with the COVID pandemic in an effort to get homeless people off the streets.

There is a shortage of Foster Parents in the Cheshire West area with approximately 500 children in Care. Residents are not aware of the costs the Council face in Adult and Children Social Care.

Cllr. Siddall has received many enquiries regarding maintenance by the Council, such as leaf clearance etc. Cllr. Cooper explained the process of reporting online and the need for residents to realise the pressures placed on the Council especially during the current pandemic. Staff and budget cuts are inevitable and residents need to give some leeway and be patient. Maintenance is ongoing.

NTC 21/104 OUTSIDE BODIES

Cllr. Cooper voiced his frustrations in relation to Rail services and the Northwich Station rebuild.
Town Mayor added he would like to see the Government's 'Levelling Up' evidence for Northwich.

NTC 21/105 DATE OF NEXT MEETING

Date of the next Full Council Meeting will be held on Monday 7th February 2022 at 6.00 pm.

Meeting ended at 7.45 p.m.

Date……………………… **…………………………………**
Cllr. S. Naylor
Town Mayor

NORTHWICH TOWN COUNCIL
January 2022

PLANNING APPLICATIONS

1. 21/04383/FUL
   Removal of existing single storey 'Old Casualty' building and replacing new single storey extension
   Victoria Infirmary. Winnington Street Northwich CW8 1AW
   No comment

2. 21/04618/FUL
   Garage conversion to a hobby workshop, single storey rear extension, first floor extension to existing garage, internal amendments and a new attached side store.
   2A Brockhurst Way Northwich CW9 8AP
   No comment

3. 21/01224/S73
   Mixed use urban village comprising up to 1200 residential units, commercial (B1, B2 and B8 uses), retail (A1, A2, A3 and A4) leisure and community facilities (D1 and D2), primary school, open space, landscaping and associated infrastructure (Variation of conditions on 12/01838/S73 and the associated reserved matters approval 12/01837/REM for a re-plan of Plots 1 to 66 on Phase DW3 (Wallerscote Island)
   Winnington Urban Village, Winnington Avenue, Northwich

4. 21/03495/S73
   Mixed use urban village comprising up to 1200 residential units, commercial (B1, B2 and B8) uses, retail (A1,A2,A3 and A4) leisure and community facilities(D1 and D2), primary school, open space, landscaping and associated infrastructure (Variation of conditions on 12/01838/S73 and the associated reserved matters approval 12/01837/REM to accommodate re-plan to plots 340-348 (within Parcel M3) and 378-385. (within Parcel M4 Wallerscote Island)
   Winnington Urban Village, Winnington Avenue Northwich.

5. 21/02647/S73
   Mixed use urban village comprising up to 1200 residential units, commercial (B1, B2 and B8) uses, retail (A1,A2,A3 and A4) leisure and community facilities(D1 and D2), primary school, open space, landscaping and associated infrastructure (Variation of conditions on 12/01838/S73 and the associated reserved matters approval 12/01837/REM to accommodate re-plan to plots 386-421 (within Parcel M4 Wallerscote Island)
   Winnington Urban Village, Winnington Avenue Northwich.
   **** N.B. The following comments apply to all 3 above applications.****

   If the proposed development goes ahead in it's present form, traffic flow will increase very severely especially at the swing bridge which only has a limited lifespan. Also knock on traffic flow from the estate into Northwich. Road junctions need improvement.

6. 21/05070/OUT

   Outline planning permission for a mixed use development of up to 1,550 units of residential dwellings (Use Class C3) including affordable housing (subject to viability); up to 11,000 sqm of Use Class C2 specialist accommodation for older people including residential care home; local centre and active ground floor uses comprising up to 600 sqm of flexible floorspace for retail (including small convenience food store) within Use Class E(a), up to 275 sqm of health, nursery and community uses within Use Classes E(e), E(f) & F2(b); up to 7,700 sqm of employment space (Use Class E(g)(iii)); up to 950 sqm of cafe, restaurant, takeaway and public house floorspace (Use Classes E(b) and Sui Generis); up to a 275sqm (up to 2FE) primary school with associated playing fields (Use Class F1(a)); and associated road infrastructure, landscaping (including Sustainable Urban Drainage Systems), public realm and amenity space (all matters reserved except for vehicular access).

   Land at Winnington Works Winnington Lane Northwich

   Members are concerned that if the proposed build of properties goes ahead traffic flow will increase very severely especially at the swing bridge which only has a limited lifespan. Also knock on traffic flow from the estate into Northwich. Road junctions need improvement. Concerns and strategic issues with Highways regarding Emergency Services access due to the position of the proposed Care Home and suggest this is re-sited. Potential clashes with traffic exiting, and concerns with traffic coming into town. New access to the Winnington Island Business Park and Care Home will be problematic especially when bridge traffic is waiting/blocking. The School must be ready for 2FE given the projection for this and surrounding development. Buildings facing Anderton Boat Lift will be 6 storeys high – higher than any residential building in Northwich and therefore no such precedence in Northwich for residential property. We oppose these blocks on the grounds of non compatibility with our Local Neighbourhood Plan.

7. 21/04799/LBC

   Replacement of temporary uPVC windows with timber windows.

   Winnington Hall, Winnington Lane Northwich

   No comment

8. 21/04836/FUL

   Raise ridge height and construct rear dormer to create a master suite and study.

   30 Beach Road Hartford, Northwich CW8 4BB

   This application appears to be outside of the Northwich Parish

9. 21/04670/FUL

   Demolition of existing commercial building and erection of a new building on the same footprint with associated landscaping.

   The Warehouse, Ash Street, Northwich CW9 5LL

   Members would like neighbours objections taken into consideration. We have concerns over the current state of the road which is unadopted and would like the Developers to adopt this to improve the roadway.

10. 21/04503/FUL
    Part one storey and part two storey rear extension.
    52 Cromwell Road Northwich CW8 4BN
    Members endorse objections made by neighbours and agree with the points made. We strongly advise taking note of neighbours concerns, which we consider as overdevelopment of the site.

11. 21/04873/FUL
    Single storey extension to existing steel fabrication workshop.
    Heywood and Jackson Denton Drive, Northwich
    No comment

12. 21/05054/CAT
    T1: Scots Pine: request to fell due to close proximity to property T2 : Scots Pine; request to crown from over conifer hedge by 2m.
    231 London Road Northwich Cheshire CW9 8AN
    Members request this application be referred to the Tree Officer

13. 22/00055/CAT
    Fell conifers as they are overgrown and further growth will damage the garden wall.
    12 Weir Street Northwich CW9 5HL
    Members request this application be referred to the Tree Officer

14. 21/04832/FUL
    Removal of rear porch, erection of first floor extension, new windows to rear elevation.
    242 London Road Northwich CW9 8AQ
    No comment

Northwich Town Council January 2022

Planning Decisions from previous month

1. 21/03588/FUL **Amendment/Additional Information**
   Conversion of existing building (containing an existing residential dwelling and former Barbers shop) with alterations and single storey rear extension to provide 3 flats (2 x 1 bed and 1 x 2 bed) amended plans.
   170 London Road Northwich CW9 8AA
   Awaiting decision

2. 21/04684/TPO
   3 x Ash (T1-T3) fell to low stump. Sycamore (T4) poor previous pruning, further pruning not advised, close proximity to property.
   2A Brockhurst Way Northwich CW9 8AP
   Awaiting decision

3. 21/04462/FUL
   Part two storey and part single storey side and rear extension.
   50 Cromwell Road Northwich CW8 4BN
   Awaiting decision

4. 21/04834/TPO
   Cut back branches on a Sycamore tree in the garden
   89 Moss Road Northwich CW8 4BH
   Awaiting decision

5. 21/04226/FUL
   Single storey extension
   49-51 Chester Road Northwich CW8 1HG
   Awaiting decision

6. 21/02072/FUL **Amendment/Additional Information**
   Conversion of commercial unit and dwelling into commercial unit with first floor flat and three new dwellings.
   180 Chester Rod Northwich CW8 4AS
   Awaiting decision

7. 21/04660/FUL
   Single storey rear extension
   Holmdene 209 Middlewich Road Northwich CW9 7DN
   Awaiting decision

8. 21/04734/FUL
   Proposed single storey rear extension
   82 The Crescent Northwich CW9 8AD
   Awaiting decision

9. 21/04423/FUL
   Dropped kerb, new access and driveway.
   22 Winnington Lane, Northwich CW8 4DE
   Awaiting decision

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THURSDAY 20th JANUARY 2022 at 6.00 pm

Members Present	**:**	Cllr M McNamee Cllr G Emmett Cllr S Naylor Cllr Miss C Fox Cllr Ms J Thomas Cllr Mrs K Cernik
Also Present	**:**	Chris Shaw – Town Clerk Liza Clansey – Assistant Town Clerk Cath Kirwan – Finance Officer

FIN 21/63 APOLOGIES FOR ABSENCE OR ABSENCE

Apologies received from, Cllr L Siddall and, Cllr T Melville

FIN 21/64 DECLARATIONS OF INTEREST

Cllr Mr G Emmett wished to declare an interest in Freshwater View.

FIN 21/65 SIGNING OF THE MINUTES

Minutes of the Finance and General Purposes Committee meeting held on 16th December, 2021 and noted at Town Council meeting on 10th January 2022 were approved.

Proposed: Cllr G Emmett seconded: Cllr M McNamee

FIN 21/66 DETAILED INCOME & EXPENDITURE BY BUDGET

ATC and FO answered various members questions relating to budget headings.

NOW Festival to go ahead in April 2022, this has been postponed for the last two years due to COVID restrictions. NTC have been notified that they have a budget of £118,000 from CW&C. Cllr. S Naylor, BID Northwich and Barons Quay have concerns as they have asked for no input from us. Town Clerk queried if they still need the £6,000 from NTC. SN spoke to Louise Gittins regarding our concerns. Cllr Miss C Fox made it clear that Cheshire Dance are not funding the event. Graham Lister has spent a lot of time and effort to create a cultural hub with a variety of arts and crafts. Councillors agreed this event needs more scrutiny. SN confirmed the Arts Council will have a copy of the application and there will be an audit which will be required to monitor the cost of the event and funding.

Additional Parish Councils – Town Clerk commented that additional quotes have been made for other areas.

Proposed: Cllr S Naylor seconded: Cllr G Emmett

……………………….	**……….…...……….**
Date	**Cllr M McNamee** **Chair**

FIN 21/67 **BACS DUE FOR PAYMENT**

Bacs payments and direct debit figure approved £36,414.59

Proposed by Cllr T Melville, seconded by Cllr M McNamee, all approved

FIN 21/68 **BANK PAYMENTS TO BE CHECK BY FINANCE**

Members approved evidence for payments from November (October 21 invoices)

Defib Store - £1036.80
Peter Douglas - £528.00

Proposed by Cllr Mrs K Cernik and seconded by Cllr Ms J Thomas, all approved

Members picked two suppliers from December payments (November invoices), evidence to be brought to finance meeting in January 2022 and chosen by Cllrs. McNamee and Emmett

Blitz Fireworks - £450.00
Real Christmas Trees - £18,138.35

FIN 21/69 **TO CONFIRM FIGURES ARE AN ACCURATE RECORD DURING ZOOM MEETINGS**

During Covid when meetings were taking place via Zoom, documents that would normally be signed by the Chair of Finance and one other Finance member have not been signed.
Moving forward, now we are having face to face meetings these documents need to be signed off at each meeting once approved.
The following documents have not been signed in accordance with our Finance Regulations:

- Bank Account Reconciliations from April 2020 to December 2021
- Payroll from April 2020 to December 2021
- HSBC Credit Cards from April 2020 to December 2021

The Vice Chair of Finance and a member of the Finance Committee to review paperwork and confirm figures are an accurate record.

Proposed by Cllr S Naylor and seconded by Cllr Ms J Thomas, all approved

FIN 21/70 **MANDATE FOR LOCAL AUTHORITY**

We last updated our bank mandate in 2019, although we rarely use cheques this mandate still needs updating as many Finance members are no longer Councillors or have sadly passed away.

Cllr Melville, Cllr McNamee and Cllr Emmett all signed the mandate and suggested we ask other Finance members that were not present if they would also sign the mandate.

Proposed Cllr Melville and seconded by Cllr Emmett, all approved

……………………….	………..…...………
Date	**Cllr M McNamee** **Chair**

FIN 21/71 **PRECEPT 2022/2023**

TC answered various members questions relating to budget headings

TC informed members that more events will be happening around the town center.

SN – NTC are spending money effectively

TC informed members that NTC has supplied 10 defibs this year and 2 new play areas this year. Next year will be refurbishing the Skate Park.

Building projects – Remove old animal pens from Vickersway and re do paths in Cemetery.

Friendly Benches – KC part funded several benches which are designed to talk and meet new friends. Possibly create a trial from bench to bench. JT mentioned benches for new mums at school.

GE – Statue in Verdin Park to be cleaned up and step into Verdin Park to be rebuild with York stone, existing flags will be repaired and repointed. Maintenance will be ongoing.

Proposed Cllr Mrs K Cernik and seconded by Cllr Emmett, all approved

FIN 21/72 **DATE OF NEXT MEETING**

Date of the next meeting Thursday 24th February 2022 at 6.00 pm

There being no further business the Chairman declared the meeting closed at 6.50 pm

…………………………	**……………………….**
Date	**Cllr M McNamee** **Chair**

Report to : Full Council

Meeting Date : 7th February 2022

Agenda Item : **6**

Prepared By : Theresa Cash

Subject : Town Mayors Communications

There were 2 events attended by the Town Mayor during January		
Thursday 27th January	NTC	Photoshoot at 3 sites for defibs.
Friday 28th January	Community ReAwards	ReAwards evening

Report to : Full Council

Meeting Date : 7th February 2022

Agenda Item : 7

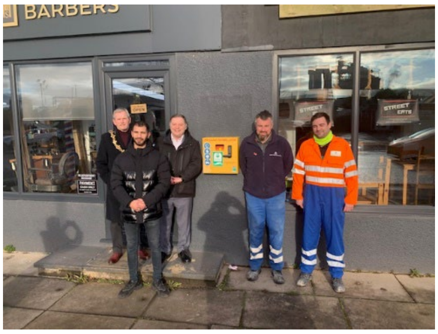
Prepared By : Chris Shaw

Subject : Town Cllerks Report

AED's

All our AED's have now been installed and registered on The Circuit with the British Heart Foundation. Northwich Town Mayor Cllr Sam Naylor, M.P. Mike Amesbury and myself visited three sites on Thursday 27th January to officially open the sites and to meet the people who contributed and supported the installations.

The sites visited were Barcode Barbers on Manchester Road, A Plan insurance in the town centre and Northwich Rowing Club. Many thanks to all partners who have contributed to the purchase and installations including TATA chemicals, Rotary Clubs, Cllr Andrew Cooper, Cllr Sam Naylor, Northwich BID, and all the businesses that have allowed these devices to be installed on their premises.



Northwich Skate Park

Working with the local skating community we have now posted a consultation prior to making an application for funding. We have also arranged for installers to visit the site at Vickersway Park to enable us to look at costs. The closing date for the consultation is the 7th February when all responses will be looked at. This will give us a good idea of what the community would like to see in the new skate facility and how we can try to fit all the requests into the site.

Reflection Area

Working in partnership with Rudheath & Witton Together we will be installing a quiet area in Vickersway Park where visitors can sit and reflect. There will be two benches installed along with new kerbs and new surface. A small garden will also be installed in the middle of the benches to finish the design. Once the designs are produced I will share with members and R&WT for their views, which will be jointly funded by NTC & R&WT.

Community/Friendship Benches

Following on from the above project we will also be working in partnership Northwich Care Community to install an area outside the pavilion in Vickersway where visitors can sit and chat, this will be in a busier area of the park. Again a design will be submitted to members for comments. We are also looking at doing the same in Church Walk Paddling Pool, Verdin Park and the Town Centre.

Following on from a few years ago we will also be looking at having additional Lion cubs placed in additional areas and involving the schools in designing as we did originally. Once done this will produce a town trail which will include the benches so that families/individuals can complete the trails and also use the benches.

Tree Survey

I am currently obtaining costs to carry out a tree survey on all our sites. Once costs are approved and the survey carried out we can then look at what works need to be carried out by our contractor. This survey is important to ensure all our trees are safe and managed.

Wildflower Areas

We will be working in partnership with St Helen’s Church and local schools to install various wild flower areas in Northwich this year. Locations will include, Northwich Cemetery, St Helen’s Churchyard, Verdin Park and Old Hall Road Play Area.

Hanging Baskets

An additional eight wrap around baskets will be installed in the town centre this summer to increase the fantastic displays within the town. This is being funded by NTC and BID.

NORTHWICH TOWN COUNCIL - 2022-2023 PRECEPT

	ACTUAL TO DATE Jan-22	ORIGINAL BUDGET 2021-22	FORECAST YEAR END 31.03.2022	ESTIMATE 2022-2023	CHANGE COMMENT
EXPENDITURE - SALARIES					
Salaries - Pensions - Holidays	160,946	274,000	250,000	274,000	
TOTAL (A)	**160,946**	**274,000**	**250,000**	**274,000**	
EXPENDITURE - PARKS DEPT SALARY					
Allotments	29	400	100	500	
Belmont Road	279	500	300	500	
Burnside Way	194	350	350	500	
Church Walk Playground	4,161	6,100	5,500	6,100	
Northwich Town Centre	144	1,500	300	1,500	
Danefield Play Area	1,091	2,000	1,500	2,000	
Greenall Road	628	500	700	1,000	
James Street Playground	604	750	0	750	
Old Hall Road	1,644	1,200	1,800	1,000	
Verdin Park	8,524	20,000	20,000	20,000	
Victoria Street	367	500	0	750	
Vickersway Park	18,116	37,000	25,000	37,000	
Whalley Road	3,622	4,000	4,000	4,500	
Yarwood Close	205	300	300	500	
TOTAL (B)	**39,608**	**75,100**	**59,850**	**76,600**	
EXPENDITURE - CONTRACTS SALARY					
Anderton & Marbury Parish Council	136	0	50	50	
Alvanley Parish Council	0	0	0	50	
Andrews Methodist Church	199	225	0	0	
Antrobus Parish Council	0	100	0	100	
Appleton Parish Council	217	0	100	100	
Barons Quay	1,589	6,000	2,000	2,000	
Barnton Parish Council	135	500	150	500	
BID Northwich	7,773	4,000	9,000	10,000	
BID Gadbrook	537	400	537	600	
Brio	0	0	0	100	
Blitz	155	100	155	200	
BID Winsford Industrial Estate	0	0	0	0	
Chelford Parish Council	137	200	137	200	
Church Walk School	0	0	250	250	
Church Lawton Parish Council	0	200	0	0	
Cheshire West & Chester	9,173	11,000	2,000	15,000	
Comberbach Parish Council	69	250	100	250	
Cuddington Playground Association	1,090	2,000	1,500	2,000	
Cuddington Parish Council	1,887	500	2,000	2,000	
Davenham Churchyard /Good Shepherd	2,215	1,200	2,215	2,500	
Davenham Parish Council	855	2,500	855	0	
Disley Parish Council	93	100	100	100	
Elton Parish Council	0	50	0	50	
Frodsham Town Council	6,724	6,000	10,000	10,000	
Freshwater View	84	250	100	250	
Goostry Parish Council	3,495	2,000	3,800	4,000	
Gorstage Parish Council	0	200	0	0	
Gawsworth Parish Council	3,249	3,700	3,700	3,700	
Hartford Civic Society	0	50	50	50	
Hartford Parish Council	5,117	7,500	6,500	7,500	
Helsby Parish Council	1,801	1,500	2,000	2,000	
Helsby Ho Ho Ho	26	50	100	100	
Hough & Chorlton Parish Council	3,116	2,500	3,200	3,500	

Holmes Chapel Parish Council	508	100	600	600	
Huntington Parish Council	1,867	1,500	2,000	2,000	
	ACTUAL TO DATE	ORIGINAL BUDGET 2021- 22	FORECAST YEAR END 31.03.2022	ESTIMATE 2022-2023	CHANGE COMMENT
Jubilee Fields	1,187	1,000	1,200	1,200	
Kingsmead Parish Council	37	100	100	100	
Knutsford Town Council	359	500	400	400	
Lostock Grahlam Church	670	670	0	1,000	
Lostock Gralam Parish Council	189	400	200	200	
Mid Cheshire Community Rail Partnership	707	700	1,000	1,000	
Middlewich Town Council	2,060	1,000	2,200	2,200	
Moulton Parish Council	0	150	0	0	
Nantwich Town Council	46	50	50	50	
Newcastle-under-Lyme BID	69	50	100	100	
Norley Parish Council	85	100	100	100	
Over Alderley	0	100	0	0	
Rudheath Parish Council	167	500	200	200	
Saint Andrews Church	199	250	200	200	
Shavington Parish Council	2,106	2,500	0	0	
St Lukes Hospice	0	0	500	500	
Stockton Heath Parish Council	1,090	1,200	1,200	1,200	
Stretton	214	0	214	250	
Northwich Town Centre	1,767	0	1,767	2,000	
Tattenhall Parish Council	0	100	0	0	
Tarporley Parish Council	271	300	350	350	
Williston Parish Council	15	0	15	50	
Weaverham Parish Council	61	100	100	100	
Wincham Parish Council	1,709	1,500	2,000	2,000	
Winnington Urban Village	97	0	500	500	
Winsford Town Council	6,707	8,000	8,000	8,000	
TOTAL (C)	**72,059**	**73,945**	**73,595**	**91,450**	
EXPENDITURE - CEMETERY DEPT SALARY					
Danebridge Cemetery	1,956	3,000	3,000	4,000	
Danevalley Cemetery	4,107	4,000	4,500	6,000	
St Helens Churchyard	1,293	2,200	2,200	4,000	
Witton Cemetery	36,747	45,000	45,000	50,000	
TOTAL (D)	**44,103**	**54,200**	**54,700**	**64,000**	
EXPENDITURE - EVENTS SALARY					
Artisan Market	265	0	400	500	
Christmas Extravaganzea	3,459	2,500	3,495	2,500	
Krazy Races	0	0	0	3,000	
Easter Egg Hunt		0	0	1,000	
Queens Jubilee	0	0	0	1,000	
Northwich River Festival	0	0	250	500	
Pinacolada Festival	0	0	1,500	2,000	
NOW Festival	0	500	500	500	
Post Covid Events	0	3,300	0	0	
Remembrance Sunday	415	400	415	500	
Civic Sunday	100	0	100	100	
Tree of Lights	0	100	200	200	
Verdin Music Festival	0	0	500	500	
TOTAL (E)	**4,239**	**6,800**	**7,360**	**12,300**	
EXPENDITURE - CHRISTMAS					
Bridge Illumination	12,719	10,000	12,719	5,000	
Christmas	6,302	31,000	27,000	40,000	

Ice Slide	0	0	0	3,000	
Ice Rink	4,737	3,000	4,737	6,000	
TOTAL (F)	**23,758**	**44,000**	**44,456**	**54,000**	

	ACTUAL TO DATE	ORIGINAL BUDGET 2020-2021	FORECAST YEAR END 31.03.2022	ESTIMATE 2022-2023	CHANGE COMMENT
EXPENDITURE - CEMETERY DEPT					
Caskets/Urns	2,146	700	3,000	3,000	
Columbaria Memorials	5,452	5,000	6,000	6,000	
Grave Digging Sub Cont	7,620	8,000	10,000	12,000	
Rates - Cemeteries	9,813	11,000	11,000	11,000	
TOTAL (G)	**25,031**	**24,700**	**30,000**	**32,000**	
EXPENDITURE - CENTRAL ESTABLISHMENT					
Bank Charges	919	1,200	1,200	1,200	
Civic Regalia	0	200	0	200	
Condate Room	104	100	1,500	1,500	
Election Fund	0	0	0	0	
Insurance	15,716	17,000	16,000	17,000	
Internet/Hosting	3,019	5,000	3,500	3,500	
IT Support	2,058	1,500	2,300	1,500	
Marketing	280	1,000	2,000	7,000	
Occupational Health	0	800	800	800	
Office Equipment	808	2,500	1,500	2,500	
Payroll	939	800	1,000	1,500	
Postage	269	600	600	600	
Stationery/Printing	981	1,200	1,200	1,200	
Subscriptions & Audit	6,796	9,000	8,000	9,000	
Telephone - Office	1,010	600	600	800	
Telephone - Mobiles/Hand Held	996	1,500	1,500	1,500	
Town Mayor's Allowance	0	1,540	0	1,540	
Town Mayor's Travelling Allowance	5	1,500	0	1,500	
Training	414	3,000	1,000	3,000	
Website management	0	0	0	250	
TOTAL (H)	**34,314**	**49,040**	**42,700**	**56,090**	
EXPENDITURE - EVENTS					
Civic Sunday	0	0	0	100	
Krazy Races	0	0	10,000	10,000	
Easter Egg Hunt	0	0	0	1,500	
Plaza Event	0	0	0	30,000	
Queens Jubilee	0	0	0	2,500	
Now Festival	0	6,000	0	6,000	
Park Run	0	0	0	500	
Artisan Market	0	0	0	1,000	
Post Covid Events	1,760	14,300	1,746	0	
Rememberance Sunday	1,454	1,000	1,454	2,000	
Pina Colada	0	0	0	7,000	
Tree of Lights Ceremony	120	100	120	1,500	
Town Centre Enhancements	3,191	4,000	3,500	500	
Verdin Park Music Festival	0	0	0	6,000	
TOTAL (I)	**6,525**	**25,400**	**16,820**	**68,600**	
EXPENDITURE - GRANTS & DONATIONS					
LGA 1972 s 137 & 145 Grants Fund	0	10,000	10,000	10,000	
Royal British Legion Poppy Appeal	200	200	200	200	
School Advantage Fund	5,000	5,000	5,000	5,000	
Summer Playschemes	0	5,000	5,000	5,000	

TOTAL (J)	**5,200**	**20,200**	**20,200**	**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	157	350	200	300	
Building Maintenance/Projects	9,719	16,000	12,000	27,000	
CCTV Rental	0	5,000	5,000	8,000	
Cleansing	3,133	2,000	3,500	3,000	
Cemetery Paths	0	0	0	5,000	
COVID 19	0	1,000	0	1,000	
Defib purchased/costs	1,014	3,000	1,500	1,000	
Fuel	14,360	11,000	16,000	16,000	
Funding	500	1,000	500	0	
Old Hall Road	134,330	1,000	134,000	0	
Play Equipment Repairs	1,260	2,000	2,000	3,000	
Plants, Seeds & Fertilizer	10,868	9,500	10,868	12,000	
Protective Clothing	5,478	3,000	6,000	4,000	
Railway Station Improvements	0	2,000	0	2,000	
New Ride on Kubota	0	0	0	6,000	
Skatepark Match Funding	0	0	0	25,000	
Skips & Waste Removal	4,721	6,000	6,000	6,000	
Tree Maintenance	4,540	4,000	5,000	5,000	
Tool/Plant & Machinery Repairs	11,755	10,000	13,000	13,000	
Utilities	13,285	12,000	14,000	14,000	
Vehicle Leasing	12,268	16,000	16,000	16,000	
Verdin Park Gates	5,636	2,000	5,636	0	
TOTAL (K)	**233,024**	**106,850**	**251,204**	**167,300**	
EXPENDITURE - VICKERSWAY/CHURCHWALK SHOPS					
Audit	200	500	200	800	
Church walk stock purchased	2,679	2,000	2,679	4,000	
Coffee Machine Vickersway Park	735	1,000	1,000	1,000	
Paddling Pool Chemical & Repairs	2,366	2,000	2,700	4,000	
Salary Church Walk	4,485	2,000	4,485	25,000	
Salary Vickersway Park	16,890	9,000	17,000	20,000	
Vickersway stock purchased	9,292	5,000	10,000	10,000	
TOTAL (L)	**36,647**	**21,500**	**38,064**	**64,800**	
A" CENTRAL ADMIN WAGES	160,946	274,000	250,000	274,000	
B" PARKS DEPT WAGES	39,608	75,100	59,850	76,600	
C" OUTSIDE CONTRACT WAGES	72,059	73,945	73,595	91,450	
D" CEMETERY DEPT WAGES	44,103	54,200	54,700	64,000	
E" EVENTS SALARY	4,239	6,800	7,360	12,300	
F" CHRISTMAS	23,758	44,000	44,456	54,000	
G" CEMETERY DEPARTMENT	25,031	24,700	30,000	32,000	
H" CENTRAL ESTABLISHMENT	34,314	49,040	42,700	56,090	
I" EVENTS	6,525	25,400	16,820	68,600	
J" GRANTS & DONATIONS	5,200	20,200	20,200	20,200	
K" PARKS DEPT	233,024	106,850	251,204	167,300	
L" VICKERSWAY/CHURCHWALK	36,647	21,500	38,064	64,800	
TOTAL EXPENDITURE	**685,454**	**775,735**	**888,949**	**981,340**	

	ACTUAL TO DATE Jan-22	ORIGINAL BUDGET 2021-2022	FORECAST YEAR END 31.03.2022	ESTIMATE 2022-2023	CHANGE COMMENT
INCOME CHRISTMAS					
Ice Slide	0	0	0	3,000	
Ice Rink	4,466	3,000	4,466	6,000	
TOTAL (N)	**4,466**	**3,000**	**4,466**	**9,000**	
INCOME CENTRAL ESTABLISHMENT					
Bank Interest	169	1,000	250	500	
Condate Room Hire	134	0	3,000	15,000	
TOTAL (O)	**303**	**1,000**	**3,250**	**15,500**	
INCOME EVENTS					
Pina Colada	0	0	0	2,000	
Plaza Event	0	0	0	30,000	
Krazy Races	11,345	0	15,000	20,000	
Verdin Park Music Fest	500	0	0	500	
TOTAL (P)	**11,845**	**0**	**15,000**	**52,500**	
INCOME GRANTS & DONATIONS					
Summer Playscheme	11,625	10,000	11,625	10,000	
TOTAL (Q)	**11,625**	**10,000**	**11,625**	**10,000**	
INCOME PARKS DEPT					
AED's	900	1,500	1,500	500	
Allotments (Austin Street)	495	600	500	500	
Allotments (Winnington)	585	1,000	600	600	
Allotments (Queensgate)	60	60	60	60	
Bridge Illumination	0	0	0	0	
Funding		0	0	0	
Refunds	0	100	0	0	
Rent - Sub station	0	15	15	15	
Sales of Materials/Equipment	134	0	134	0	
Verdin Park Hire	1,466	500	1,466	500	
TOTAL (R)	**3,640**	**3,775**	**4,275**	**2,175**	
INCOME VICKERSWAY/CHURCH WALK SHOP					
Church walk shop	6,672	2,000	2,500	50,000	Are we going to charge
Vickersway Games		2,500			
Vickersway shop	28,910	15,000	29,000	30,000	
TOTAL (S)	**35,582**	**19,500**	**31,500**	**80,000**	

	ACTUAL TO DATE Jan-22	ORIGINAL BUDGET 2021-2022	FORECAST YEAR END 31.03.2022	ESTIMATE 2022-2023	CHANGE COMMENT
INCOME - CEMETERIES					
Danevalley Cemetery	23,879	26,000	30,000	26,000	
Memorials	5,329	5,000	6,000	5,000	
Statutory Declarations	1,330	1,000	1,500	1,000	
Witton Cemetery	25,341	35,000	30,000	30,000	
TOTAL (T)	**55,879**	**67,000**	**67,500**	**62,000**	
INCOME - OUTSIDE CONTRACTS					
Alvenley Parish Council	400	390	400	400	
Antrobus Parish Council	9	100	100	100	
Appleton Parish Council	950	0	0	0	
Barnton Parish Council	3,194	2,000	3,500	2,000	
Barons Quay	98	7,000	7,000	7,000	
BID Gadbrook	1,859	1,000	1,859	1,000	
BID Northwich	24,831	8,000	30,000	20,000	
BID Winsford Industrial Estate	0	0	0	0	
Blitz	2,230	1,000	2,230	1,000	
Chelford Parish Council	1,029	1,000	1,029	1,000	
Cheshire West & Chester	11,842	1,000	12,000	30,000	
Church of the Good Shephard	674	3,000	700	700	
Comberbach Parish Council	98	500	98	100	
Cuddington Parish Council	3,275	1,000	3,500	1,000	
Cuddington PFA	4,763	2,000	5,000	2,500	
Davenham Parish Council	711	2,000	0	0	
Disley Parish Council	2,900	1,500	2,900	1,500	
Elton Parish Council	2,475	1,000	1,475	1,000	
Freshwater View	1,832	1,500	1,832	1,500	
Frodsham Town Council	16,078	5,000	20,000	35,000	
Gawsworth Parish Council	6,553	7,000	7,500	7,000	
George Bells	0	0	0	0	
Goostry Parish Council	5,688	4,000	5,688	4,000	
Gorstage	0	200	0	0	
Hartford Civic Society	284	100	300	100	
Hartford Parish Council	17,818	15,000	20,000	15,000	
Helsby Parish Council	4,402	6,000	4,500	4,000	
Holmes Chapel Parish Council	4,089	100	4,089	1,500	
Hough & Chorlton Parish Council	7,919	5,100	7,919	5,100	
Huntington Parish Council	1,017	1,000	1,300	1,000	
Kingsmead Parish Council	1,968	100	2,000	100	
Knutsford Town Council	4,035	1,000	5,000	1,000	
Krazy Races	11,345	0	0	0	
Lostock Gralam Parish Council	2,985	1,000	3,000	1,000	
Mid Cheshire Community Railway	3,106	2,500	3,500	2,500	
Middlewich Town Council	20,640	8,000	21,000	10,000	
Moulton Parish Council	0	200	0	0	
Nantwich Town Council	1,325	750	1,325	750	
Newcastle-under-Lyme BID	1,095	750	1,095	750	
Norley Parish Council	997	200	997	200	
Rudheath Parish Council	7,917	7,000	9,000	7,000	
Shavington Parish Council	5,522	9,000	0	0	
St Lukes	0	0	500	500	
St. Andrews Church	417	299	500	500	
St. Helens Church	781	0	781	800	
Stockton Heath Parish Council	7,060	6,000	7,300	6,000	
Stretton Parish Council	75	0	500	500	
Tarporley Parish Council	4,210	3,000	5,000	3,000	
Weaverham Parish Council	4,650	2,500	4,650	2,750	
Willaston Parish Council	98	0	98	50	

	Actual to date Jan-22	ESTIMATE 2021-2022	FORECAST YEAR END 31.03.2022	ESTIMATE 2022-2023	CHANGE COMMENT
Wincham Parish Council	4,385	1,500	5,000	2,000	
Winnington Village Sports & Co	588	500	588	500	
Winsford Town Council	44,996	11,000	47,000	25,000	
TOTAL (U)	**299,775**	**132,789**	**263,753**	**208,400**	

N" CHRISTMAS	4,466	3,000	4,466	9,000	
O" CENTRAL ESTABLISHMENT	303	1,000	3,250	15,500	
P" EVENTS	11,845	0	15,000	52,500	
Q" GRANTS AND DONATIONS	11,625	10,000	11,625	10,000	
R" PARKS DEPARTMENT	3,640	3,775	4,275	2,175	
S" VICKERSWAY & CHURCH WALK SHOPS	35,582	19,500	31,500	80,000	
T" CEMETERIES	55,879	67,000	67,500	62,000	
U" OUTSIDE CONTRACTS	299,775	132,789	263,753	208,400	
TOTAL INCOME	**423,115**	**237,064**	**401,369**	**439,575**	

PRECEPT FIGURES

GROUP TOTALS INCOME	**423,115**	**237,064**	**401,369**	**439,575**	
PRECEPT REQUIRED	**530,779**	**530,779**	**530,779**	**541,778**	
TOTAL INCOME & PRECEPT	**953,894**	**767,843**	**932,148**	**981,353**	
TOTAL EXPENDITURE	**685,454**	**775,735**	**888,949**	**981,340**	
TOTAL INCOME	**423,115**	**237,064**	**401,369**	**439,575**	
NET EXPENDITURE	**262,339**	**538,671**	**487,580**	**541,765**	
TAX INCOME	**527,465**	**527,465**	**527,465**	**541,778**	
VARIANCE : INCOME TO EXPENDITURE	**265,126**	**-11,206**	**39,885**	**13**	2022-23 taxbase 7048.9 houses x Band D £76.86 = £541.778.45
EQUIVALENT BAND D EACH		**76.86**		**76.86**	

Parish Council precept calculator

A	2022/23 Precept Request (£)	541,447		Band	A
B	2022/23 Taxbase	7,048.9		Ratio	6/9ths
C	2022/23 Band D charge	76.81		Charge (£)	51.21
D	2021/22 Band D charge	76.81		Change from 2021/22 (£)	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 2022/23
In Cell C4, please enter the 2022/23 taxbase as detailed in the precept request letter (Ref B in the table)
In Cell C6, please enter the 2021/22 Band D charge as detailed in the precept request letter (Ref D in the t

B	C	D	E	F	G	H
7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths
59.74	68.28	76.81	93.88	110.95	128.02	153.62
0.00	0.00	0.00	0.00	0.00	0.00	0.00

table)

Report to : Full Council

Meeting Date : 7th February, 2022

Agenda Item : 8.2

Prepared By : Chris Shaw

Subject : Budget 2022/23 Justification Statement

Background

Finance Committee have been presented with the 2022/23 budget In the January meeting and have recommended that Full Council approve the precept figure for 2022/23.

This budget offers value for money for Northwich residents with no increase yet again this year while delivering key services and initiatives throughout the town.

Projects and initiatives 2022/23

This budget will deliver the following improvements for Northwich residents

- Improvements to our parks and open spaces
- Match funding for a new Northwich Skate Park
- Continued partnership working with local stakeholders to improve the appearance of Northwich Town Centre and surrounding areas
- Increase in floral displays
- Improvements to cemetery paths to improve safety for visitors
- Playschemes for local children during holidays
- Continued installation of AED's throughout the town
- New Wildflower areas
- Additional Christmas Lights
- Delivering the following events with partners
  - Krazy Races
  - Easter Egg Hunt
  - Pina Colada Festival
  - NOW festival
  - Artisan & Vegan Markets
  - Christmas Extravaganza
  - Music Festivals

Members to approve Band D charge of £76.81 for 2022/23 which means the cost to residents will remain the same as 2021/22.

Decision of the Council is requested.

Chris Shaw

Town Clerk

Report to :	Full Council
Meeting Date :	7th February, 2022
Agenda Item :	**9**
Prepared By :	Liza Clansey
Subject :	Finanical Risk Assessment 2022-2023

The Financial Risk Assessment 2022-2023 have been reviewed.

Recommended amendments marked in red.

Page 2 – table 2 – CCTV at Vickersway Park – this has not been working for some time, the Park is locked and secured every night. This has been removed from the Financial Risk Assessment.

Decision of the Council is requested

Financial Risk Assessment for Northwich Town Council 2022-2023

To approve at the Town Council held on 7th February 2022 (minute reference *********)**

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) 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 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) Loss of cash through theft or dishonesty (fidelity guarantee) Legal liability as a consequence of asset ownership (public liability)	**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 Public Liability cover is £10,000,000. The Council is covered by the Terrorism Cover. The Fidelity Guarantee cover is set at £1,000,000. 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 Regular maintenance arrangements for physical assets Annual review of risk and the adequacy of cover Ensuring the robustness of insurance providers	**Council's Response** The Register of Assets is updated every year. 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 The Council and Town Clerk review the insurance cover annually and make any adjustments necessary. 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 fitted with an audible alarm system. All other buildings are fitted with special security locks approved by the insurance company.
Maintenance for vulnerable buildings, amenities or equipment	
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 Northwich Town Council. The Council Commission Wirehouse Services to undertake all HR and H&S issues.

Table 2 **Areas where there may be scope to work with others to help manage risk**	
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 Council meetings and on each individual agenda item. This stored on file and accordingly recorded in the Minutes.

Table 2 **Areas where there may be scope to work with others to help manage risk**	
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**

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.
Responding to electors wishing to exercise their rights of inspection	The Council allow electors to inspect all minutes and correspondence in connection to

Table 3 **Areas where there may be a need to self-manage risk**	
	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 legislation.

Table 3 **Areas where there may be a need to self-manage risk**	
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 reviewed annually and all new Councillors must complete and return to Town Clerk the appropriate forms. Records of Attendances

Table 3 **Areas where there may be a need to self-manage risk**	
	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 7th February 2022 Minute No. ______________refers____________	Dated ______________________

Report to :	Full Council
Meeting Date :	7th February, 2022
Agenda Item :	**10**
Prepared By :	Liza Clansey
Subject :	Financial Regulations 2022/2023

The Financial Regulations have been reviewed.

Amendments marked in red.

5.5 (c)

To increase transfers from the Money Market to the Current Account from £70,000 to £100,000.

5.5 (d)

To allow Clerk to give authorisation of the Precept to be moved from the Current Account to the Money Market account. Each year CW&C pay the Precept into the Current Account and we transfer straight to the Money Market, but our Financial Regulations do not detail this.

11.1 (h)

To increase the supply of goods or materials for the execution of works or specialist services the Clerk to obtain 3 quotations if price is over £10,000 (increased from £2,500 previously)

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 £100,000 provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.

d) Funds transfer for Precept paid into Current Account by CW&C to be moved to Money Market.

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 above £10,000 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.

Financial Regulations approved at Full Council 1st February 2020
Minute reference 20/101

Report to : Full Council

Meeting Date : 7th February, 2022

Agenda Item : **11**

Prepared By : Liza Clansey

Subject : Asset Register 2022/2023

The Asset Register has been reviewed.

Additional purchases marked in red.

Generator purchased in August 21 for £2100.00 – for use at events

P A System purchased in August 21 for £3100.00 – for use at events

13 unsold Columbaria Vaults within Witton Cemetery valued at £5395.00 – Columbaria informed us that we needed to insure unsold vaults, once sold they become the responsibility of the customer

Burnside Way Play area £25,000 – new play area

Virden Park Play area £100,000 – updated amount

Old Hall Road Play area £100,000 – new play area

Defibrillators – Set up new heading and listed all defibs separately

Decision of the Council is requested

See new items in red

Asset Register 2022-23 Site/Item	Location	Estimated Date Built	Estimated Date Aquired	2022-2023
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
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

PA system	Witton Cemetery	2021	Aug-21	£3,100.00
13 unsold Columbaria vaults	Witton Cemetery	2020	Jan-22	£5,395.00
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	2021	£100,000.00
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	2021	£100,000.00
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
Generator	Witton Cemetery	2021	Aug-21	£2,100.00
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
Play Equipment	Burnside way	2021	Oct-21	£25,000.00
Benches	Burnside way	2017	2017	£1.00
Bins	Burnside way	2017	2017	£1.00
Defibrillators & outside units				
Shurlach Methodist Church	Rudheath	2020	2020	1500
Lucky Petes Chippy	Winnington	2020	2020	1500
Nat West Bank	Northwich	2017	2017	1500
Weigh of the World	Northwich	2017	2017	1500
Barons Quay Car Park	Barons Quay	2017	2017	1500
Victoria Road Primary School	Victoria Rd, N/W	2020	2020	1500
The Iron Bridge	Castle	2020	2020	1500
Buxton Accounting LLP	Northwich	2020	2020	1500
Leftwich Estate	Leftwich	2020	2020	1500
Greenbank Hub	Greenbank	2016	2016	1500
Park Run	Offices	2018	2018	1500
Greenbank Hotel & Pub	Greenbank	2013	2021	1500
A Plan Insurance	Northwich	2012	2020	1500
Winnington Village Community Cent	Winnington	2020	2021	1500
Barcode Barbers	Northwich	2021	2021	1500
Northwich Rowing Club	Northwich	2021	2021	1500
Moss Farm Leisure Centre	Northwich	2013	2021	1500
After 5 Chinese	Northwich	2018	2021	1500
				£ 1,301,107.00
To approved at Town Council meeting held 7th Feburary 2022 (minute ref)				**Year 2022-2023**

Site/Item	Location	Estimated Date Built / Purchased	Estimated Date Aquired	Purchase Price
Vickersway Park	Vickersway Park	1950	1950	1
Fencing	Vickersway Park	1980	1980	20000
Seats/Benches	Vickersway Park	1980	1980	8000
Storage Sheds x 2	Vickersway Park	1951	1974	1
Toilets & Changing Room	Vickersway Park	2002	2002	1
Disabled Toilet	Vickersway Park	1951	1974	1
Pavillion / Shop / Mess Room	Vickersway Park	1951	1974	4000
Tool Shed	Vickersway Park	1951	1974	4000
Coffee Machine	Shop	2011	2011	2000
Fridge Freezers x 5	Shop	2010	2010/2013	3000
Slush Machine	Shop	2013	2013	1800
Play Equipment	Vickersway Park	1985/2013	1985/2013	75000
Outdoor Gym	Vickersway Park	2013	2013	40000
Sports Equipment	Shop	2005/2013	2005/2013	5000
Skate Park	Vickersway Park	2010	2010	50000
Defibrillator	Shop	2015	2015	2000
Animal Enclosures	Vickersway Park	1951	1951	5000
Church Walk				
Church Walk Park	Church Walk			1
Paddling Pool	Church Walk	1974	1974	1
Play Equipment	Church Walk	2005/2013	2005/2013	100000
Fencing/Gates	Church Walk	2005	2012	10000
Benches	Church Walk	1990	2013	5000
Bins	Church Walk	2005	2005	2000
Shop	Church Walk	2012	2012	4000
Toilets x 2	Church Walk	1971	1974	1
Pump room	Church Walk	2015	2015	60000
Fridge/Freezer x 2	Church Walk	2015	2015	500
James Street Park				
James Street Park	James Street	1974	1974	1
Play Equipment	James Street	2015	2015	40000
Benches	James Street	2015	2015	1000
Bins	James Street	2015	2015	500

Fencing/Gates	James Street	2000	2000	4000
Danefields Park				
Danefields Park	Danefields	2014	2014	1
Play Equipment	Danefields	2014	2014	60000
Benches	Danefields	2014	2014	500
Bins	Danefields	2014	2014	500
Verdin Park				
Verdin Park	Verdin Park	1889	1960	1
Bob Verdin Monument	Verdin Park	1889	1960	1
Play Equipment	Verdin Park	2005	2005	100000
Litter Bins	Verdin Park	2005	2005	3000
Railings and Gates	Verdin Park	1889	1974	1

Site/Item	Location	Estimated Date Built	Estimated Date Aquired	Purchase Price
Winnington Allotments				
Winnington Allotments	Winnington	1970	1970	1
Fencing/Gates	Winnington	1980	1980	2000
Queensgate Allotments				
Queensgate Allotments	Castle	1970	1970	1
Fencing/Gates	Castle	1980	1980	3000
Vickersway Allotments				
Vickersway Allotments	Northwich	1970	1970	1
Fencing/Gates	Northwich	1995	1995	3000
Austin Street Allotments				
Austin Street Allotments	Austin St	1980	2013	1
Fencing/Gates	Austin St	1985	2013	3000

Site/Item	Location	Estimated Date Purchased	Estimated Date Aquired	Purchase Price
Tractor	Witton Cemetery	2012	2012	21,000
CP15 Knapsack Sprayer x 6	Witton Cemetery	2013	2013	600
CP Knapsack Sprayer x 2	Witton Cemetery	2015	2015	200
Honda IZY Mowers x 2	Witton Cemetery	2013	2013	1000
Honda HRS 536c Mowers x 2	Witton Cemetery	2014	2014	1000
STIHL BR200 Blower x 2	Witton Cemetery	2013	2013	600
HAYTER Harrier 48 Pro Mower x 2	Witton Cemetery	2014	2014	2000
STIHL FS90 Strimmer	Witton Cemetery	2012	2012	500
STIHL HL95 Hedge Cutter	Witton Cemetery	2012	2012	500
STIHL FS 94RC D Handle Strimmer	Witton Cemetery	2014	2014	450
Honda IZY Smart Drive Mower x 4	Witton Cemetery	2015	2015	2000
Simplicity Cemetery Tractor and Trailer	Witton Cemetery	2000	2000	5000
Makita 240v Drill	Witton Cemetery	2013	2013	150
Makita HR2811F 110v Drill	Witton Cemetery	2015	2015	250
Makita GA4530 Angle Grinder 110v	Witton Cemetery	2015	2015	250
Makita Cordless Drill x 2	Witton Cemetery	2012	2012	300
110v Power Pack	Witton Cemetery	2015	2015	300
Honda GX160 - HX2500 Generator	Witton Cemetery	0	0	0
Sealey 50 Litre Power Mobile (with air line)	Witton Cemetery	2015	2015	500
STIHL TS410 Saw	Witton Cemetery	2015	2015	600
Small 8x4 Indespension Trailer	Witton Cemetery	2000	2000	1000
Large 14 x 6 Indespension Trailer	Witton Cemetery	2002	2002	3000
Gardening Hand Tools	Witton Cemetery	2000-2016	2000-2016	1,000
STIHL BR600 Blower	Witton Cemetery	2014	2014	500
STIHL FS87 Strimmer	Witton Cemetery	2014	2014	500
STIHL FS80 Strimmer	Witton Cemetery	2014	2014	450
STIHL FS 65-4 Strimmer	Witton Cemetery	2013	2013	350
STIHL HS 81R Hedgecutter	Witton Cemetery	2014	2014	400
STIHL HS81R Hedgecutter	Witton Cemetery	2013	2013	400
STIHL HS80 Hedgecutter	Witton Cemetery	2013	2013	350
STIHL FC75 Long Reach Hedgecutter	Witton Cemetery	2015	2015	500
STIHL MS250 Chainsaw	Witton Cemetery	2010	2010	500
STIHL MS260 Chainsaw	Witton Cemetery	2012	2012	500
R475 Box Mower x 2	Witton Cemetery	0	0	0
Dennis Greens Mower	Witton Cemetery	2005	2005	5000

Report to :	Full Council
Meeting Date :	7th February, 2022
Agenda Item :	**12**
Prepared By :	Liza Clansey
Subject :	Internal Audit January 2022

JDH Business Services attended our offices in January 2022 to carry out our internal audit.

The attached issues and recommendations were made.

We have replied with our comments in the "follow up" column.

Decision of the Council is requested

Northwich Town Council

Internal Audit 2021/22

First Interim Report

JDH BUSINESS SERVICES LTD

Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales

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 in the AGAR 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	Contracts between £3000 and £10,000 in value have not been subject to three quotations as officers assumed the Financial Regulations had been amended after authorisation from council to increase the threshold above which quotations are required to £10,000. However, Financial Regulations have not been updated and re-adopted by council so the current threshold for securing quotations is still stated as £3000.	*The Financial Regulations should be updated on a timely basis after a council decision to amend procurement regulations. The updated Financial regulations must be adopted by full council.*	**11.1 of the financial regulations to be increased and approved at Full Council**
2	Material play area contracts were above the threshold for applying the formal tender process as prescribed in the Financial Regulations (FRs). However, the market testing exercise only comprised securing three priced quotations of the supply rather than a formal tender process and the minutes do not record any authorisation to dispense with the standard tender requirements of the FRs.	*The council must comply with the procurement requirements of the Financial Regulations.*	**This was discussed with members but hasn't been minuted.** **Moving forward Clerk will ensure he follows the Financial Regulations.**

INTERNAL AUDIT REPORT
NORTHWICH TOWN COUNCIL

	ISSUE	RECOMMENDATION	FOLLOW UP
3	There is a time lag between receipt of information from the payroll agent for the prior month HMRC liabilities schedule and the current month payroll spreadsheet for posting to cost centres in the ledger. Therefore, this is leading to errors in posting of HMRC liabilities to the ledger as we identified instances where the incorrect month's payroll taxes had been posted to the ledger. Reversing journals had been posted to correct all errors, for instance a correcting journal of £3190.89 was posted on 16/6/2021.	*Internal controls need to be improved to prevent errors in posting of the monthly payroll taxes to the Rialtas ledger. The payroll agent should itemise PAYE, employers and employees national insurance in the monthly payroll spreadsheet with a check total that can be agreed to the monthly payroll tax liability schedule to ensure the correct month is posted to the ledger.*	**Finance Officer to speak to Payroll and see if they can show the correct HMRC liabilities to the correct month rather than the following month**
4	A transfer of £535,000 from the Current Account to the Money Market account was executed on 08/04/2021. This material transfer was not authorised by council which is a breach of section 8.8 of the Financial Regulations: *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*	*Bank transfers from the current account to any other deposit or other short term or long term investment account must comply with the authorisation requirements of the Financial Regulations.*	**Financial regulations to be amended to allow Finance to transfer the precept from Current Account to Money Market**

INTERNAL AUDIT REPORT
NORTHWICH TOWN COUNCIL

	ISSUE	RECOMMENDATION	FOLLOW UP
	6 (Instructions for payments).		
5	The annual small business employment allowance £4000 was reclaimed off HMRC as a credit against payroll liabilities in April and May 2021. However, the employment allowance regulations stipulate that a public sector body is not entitled to claim this allowance.	*The council must not claim the employer national insurance employment allowance for small businesses. The council should ask the payroll agent to calculate the liability due to HMRC for the incorrect claim and repay the amount due..*	**Finance to speak to Payroll to avoid this happening again**
6	Credit card payments have not been itemised individually for approval by council for the period from April 2021 to December 2021, although monthly total card payments have been approved.	*All individual credit card payments should be presented to council for review and approval. The card payments from April 2021 to December 31st should be presented to council for review and retrospective approval.*	**Finance to sign off the previous years credit card payments, this was not carried out due to Covid and Zoom meetings**
7	The monthly bank reconciliations from April 2021 to December 2021 have not been presented to the F&GP committee for review and approval.	*The bank reconciliations from April 2021 to December 2021 should be presented to the F&GP committee for review and retrospective approval.*	**Finance to sign off the previous years bank reconciliations, this was not carried out due to Covid and Zoom meetings**

Report to : Full Council

Meeting Date : 7th February, 2022

Agenda Item : **13**

Prepared By : Liza Clansey

Subject : Finance

To confirm figures are an accurate record during Zoom meetings

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It was discussed with J Henry (Internal Auditors) that during Covid when meetings were taking place via Zoom, documents that would normally be signed by the Chair of Finance and one other Finance member have not been signed.

Moving forward, now we are having face to face meetings these documents will be signed off at each meeting once approved.

The following documents have not been signed in accordance with our Finance Regulations:

- Bank Account Reconciliations from April 2020 to December 2021
- Payroll from April 2020 to December 2021
- HSBC Credit Cards from April 2020 to December 2021

It was decided at Finance that during the next month the Vice Chair of Finance Cllr M McNamee and Cllr G Emmett to review paperwork and confirm figures are an accurate record.

Decision of the Council is requested

Report to :	Full Council
Meeting Date :	7th February, 2022
Agenda Item :	14
Prepared By :	Chris Shaw
Subject :	Witton Cemetery Headstone Repairs

Background

Over the years Northwich Town Council has repaired damaged and fallen headstones in cases where family members are no longer living, or we have no contact with family members. We undertake these works to improve the visual appearance of the cemetery but also to preserve these headstones that have unfortunately fallen since being first erected.

As these stones are large, this is not something our local Stonemasons can undertake so we shall have to bring in specialist contractors to undertake the works.

Only one contractor responded and quoted for the repairs to the headstones which was Memsafe.

Cost to repair 22 headstones and crosses £2610.00

I recommend that we approve the above costs and carry out the repairs.

Decision of the Council is requested.

Chris Shaw

Town Clerk

Report to : Full Council

Meeting Date : 7th February, 2022

Agenda Item : 15

Prepared By : Chris Shaw

Subject : Vickersway Park Pergola Repairs

Background

The pergola at Vickersway Park has been in situ over 10 years and is currently constructed of timber. We have made repairs over the last few years but unfortunately the timber has finally given way and the structure is now dangerous.

We have decided to look at steel to replace the existing timbers as this will give a greater life span going forward, initial cost is more but as this will be galvanised it will last much longer and be more cost effective going forward.

We received three costs from local contractors all of which we have used before

- D&R Pipe Fabrications Ltd £3825.00
- Haywood & Jackson £5621.63
- Sandersons TCM £3950.00

Decision of the Council is requested.

Chris Shaw

Town Clerk

Report to : Full Council

Meeting Date : 7th February, 2022

Agenda Item : 16

Prepared By : Chris Shaw

Subject : Northwich Railway Station Accessibility

We have received the following request from CW&C

Also attached is a letter of support that we have also sent.

I refer to the Northwich railway station accessibility Option Selection report commissioned by Cheshire West and Chester Council (CW&C). You may recall that production of the final report is imminent which will feature numerous letters of support.

The Department for Transport (DfT) have announced the opportunity to bid for stations to be included in the next financial Control Period CP7 (2024 - 29), Access for All programme. Submissions accompanied by an Option Selection report will hopefully have a greater chance of being successful. Northern Trains Ltd. would like to submit a bid (by 15th April 2022) to address accessibility barriers at Northwich station and the work commissioned by CW&C will form part of this.

The bid from Northern Trains Ltd. also needs to include an Impact Assessment for the station. Northern Trains Ltd will commission this work for a total cost of £4,200 and Northern are able to contribute £1,000 towards this and need to secure the balance. I am sure you will readily appreciate the significance of this opportunity for Northwich, building upon the work already commissioned and funded by CW&C. With regard to this, I would be grateful if Northwich Town Council would approve making a contribution to Northern Trains Ltd. of £1,500 for this work. I am confident that Northern Trains Ltd. will secure the balance of £1,700 for this to proceed.

I hope that the Town Council will be in a position to offer a positive response to this request and please contact me if any further information would be of help.

Thank you.

Cheshire West and Chester Council

Decision of the Council is requested.

Chris Shaw

Town Clerk

Northwich
town council

The Council Offices
78 Church Road
Northwich
Cheshire
CW9 5PB
Tel: 01606 41510
Mobile: 07957 562548
Email: chrisshaw@northwichtowncouncil.gov.uk
Town Clerk Mr Chris Shaw M Inst ICCM

Programme Manager
Access for All
Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR

13TH January, 2022

Dear Sir / Madam

Access for All – Northwich railway station

It is my pleasure to confirm support from Northwich Town Council of the case for investment to address the significant accessibility barriers at Northwich railway station.

The Access for All option selection report commissioned by Cheshire West and Chester Council (CW&C) provides a compelling basis for scheme funders to provide an unobstructed "accessible route" from at least one station entrance and all drop-off points associated with that entrance, to each platform and between platforms served by passenger trains at Northwich station.

The report also clearly illustrates how provision of an accessible facility for bus services operated by full size vehicles to call at the station will further encourage use of public transport, supporting wider priorities to reduce the carbon emission impacts of travel. These measures will significantly enhance passenger safety and the opportunities for all to use rail travel.

Although this work may form part of a future bid to the Department for Transport (DfT) "Access for All" Programme, it can also be used to support accelerating other funding opportunities to deliver these major and inclusive passenger benefits.

At the current time, Northwich Railway Station has just one point for entry and exit. Any disabled person travelling on the train service operating from Manchester to Chester and wishing to alight from the train at Northwich, has to continue their journey to the next stop along the line at Greenbank and wait for the next train coming in the opposite direction, (this can be some considerable wait) as the entry/exit point is on the opposite platform. Getting from one platform to the other using the step bridge is not an option for example a wheelchair user, elderly people or a young mother with a baby buggy or larger pram. Therefore we consider the current layout to be unacceptable. The benefits we could gain would be massive.

Please contact me if any further information or clarification would be of help.

Yours faithfully

Councillor Sam Naylor
Town Mayor of Northwich

Report to : Full Council

Meeting Date : 7th February, 2022

Agenda Item : 17

Prepared By : Chris Shaw

Subject : LSEP Update

Following CNIM Group's announcement that its operational subsidiary, CNIM Environment & Energie EPC, has entered into administration – which includes the lead contractor for the Lostock Sustainable Energy Plant (LSEP) – I am writing to update you on the project. The LSEP is a £480m Energy from Waste facility located at the Lostock Works site near Northwich in Cheshire. This nationally significant project is currently under construction following consent being granted in 2012 under Section 36 of the Electricity Act. Construction is still ongoing at the site and LSEP Ltd and our project partners are now working together to identify the best way to complete construction of the project with minimal disruption. We continue to be committed to delivering the LSEP, which remains a financially robust and viable scheme. The scheme will process 600,000 tonnes of waste per annum, which will contribute to the UK government's strategy to reduce landfill and export of waste, powering roughly 110,000 homes and offsetting more than 200,000 tonnes of CO2 per year. LSEP Ltd's application to the Department for Business, Energy & Industrial Strategy to increase the waste throughput of the plant by 128,000 tonnes per annum (tpa), while remaining within the overall consented power generating capacity of 90MW, is ongoing and remains a priority. We are especially mindful of the concern and disappointment that LSEP subcontractors will feel at this time and are providing updates as the situation progresses to ensure they are all kept informed. We are working as swiftly as we can to provide all LSEP subcontractors with clarity on next steps, and have established email and telephone contact points to manage any urgent questions or requests for further information in the meantime.

I trust this is a useful update. If you have any questions about the LSEP moving forward please do call our community information line on 0800 689 1095 or email LSEP@fontcomms.com.

Yours sincerely,

Tim Forrest, Copenhagen Infrastructure Partners representative for LSEP Ltd, and Gillian Sinclair, FCC Environment representative for LSEP Ltd

Report to :	Full Council
Meeting Date :	7th February, 2022
Agenda Item :	18
Prepared By :	Chris Shaw
Subject :	Enviromental Sub Committee

Background

During previous Council meetings we have received requests for members to meet with local environmental groups for updates and to look at joint projects.

Proposal

Members to set up a sub-committee of 3 members to meet 4 times a year with local environmental groups.

Members

Cllr

Cllr

Cllr

Decision of the Council is requested

Chris Shaw

Town Clerk

Report to : Full Council

Meeting Date : 7th February, 2022

Agenda Item : 19

Prepared By : Chris Shaw

Subject : Events Calandar 2022

Event	Date	Lead Partner	Location
Artisan Market February	Saturday, 12 February 2022	TheMarketCo	Town Wide
BQ Community Day	Saturday, 26 February 2022	Barons Quay	Barons Quay
Artisan Market March	Saturday, 12 March 2022	TheMarketCo	Town Wide
BQ Community Day	Saturday, 26 March 2022	Barons Quay	Barons Quay
Vegan Market	Saturday, 02 April 2022	VeganMarketCo	Apple Market Place
Artisan Market April	Saturday, 09 April 2022	TheMarketCo	Town Wide
Now Northwich	Saturday, 30 April 2022	Cheshire Dance	Town Wide
BQ Community Day	Saturday, 30 April 2022	Barons Quay	Barons Quay
Artisan Market May	Saturday, 14 May 2022	TheMarketCo	Town Wide
BQ Community Day	Saturday, 28 May 2022	Barons Quay	Barons Quay
Artisan Market June	Saturday, 11 June 2022	TheMarketCo	Town Wide
BQ Community Day	Saturday, 25 June 2022	Barons Quay	Barons Quay
Krazy Races	Sunday, 26 June 2022	Northwich Town Council	Verdin Park/Castle Hill
Northwich Scooter Rally	Sunday, 03 July 2022	Northwich BID	Apple Market Place
Dragon Fly Run	Friday, 08 July 2022	????	????
Artisan Market July	Saturday, 09 July 2022	TheMarketCo	Town Wide

River Festival (Sat)	Saturday, 09 July 2022	Rotary Club of Northwich	Weaver Way
River Festival (Sun)	Sunday, 10 July 2022	Rotary Club of Northwich	Weaver Way
Annual Diversion (Fri)	Friday, 15 July 2022	Salt Town Ltd	River Park BQ
Annual Diversion (Sat)	Saturday, 16 July 2022	Salt Town Ltd	River Park BQ
Rotary Party in the Park	Sunday, 17 July 2022	Rotary Club of Northwich	River Park BQ
BQ Community Day	Saturday, 30 July 2022	Barons Quay	Barons Quay
Heaven 17	Friday, 12 August 2022	Radio Northwich	The Plaza
Artisan Market August	Saturday, 13 August 2022	TheMarketCo	Town Wide
Pina Colada Festival	Saturday, 20 August 2022	Northwich BID	Town Wide
BQ Community Day	Saturday, 27 August 2022	Barons Quay	Barons Quay
Vegan Market	Saturday, 03 September 2022	VeganMarketCo	Apple Market Place
Artisan Market September	Saturday, 10 September 2022	TheMarketCo	Town Wide
BQ Community Day	Saturday, 24 September 2022	Barons Quay	Barons Quay
Artisan Market October	Saturday, 08 October 2022	TheMarketCo	Town Wide
BQ Community Day	Saturday, 29 October 2022	Barons Quay	Barons Quay
FireFest	Saturday, 05 November 2022	Rotary Club of Northwich	Verdin Park
Artisan Market November	Saturday, 12 November 2022	TheMarketCo	Town Wide
Christmas Extravaganza	Saturday, 26 November 2022	Northwich Town Council	Town Wide
Artisan Market December	Saturday, 10 December 2022	TheMarketCo	Town Wide
BQ Community Day	Saturday, 17 December 2022	Barons Quay	Barons Quay
Northwich Music Festival	Saturday, 4^{th} June 2022	Northwich Town Council	Verdin Park

Report to :	Full Council
Meeting Date :	7th February, 2022
Agenda Item :	20
Prepared By :	Chris Shaw
Subject :	Code of Conduct

To approve revised Code of Conduct

Attached

Decision of the Council is requested

Chris Shaw

Town Clerk

CHESHIRE WEST AND CHESTER BOROUGH COUNCIL

MEMBER CODE OF CONDUCT

In force: 1 April 2022

Introduction

Cheshire West and Chester Borough Council has adopted this Member Code of Conduct.

All councils are required to have a local Councillor Code of Conduct.

The Council will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

Definitions

For the purposes of this Code of Conduct, a "member" means a member or co-opted member of Cheshire West and Chester Borough Council. A "co-opted member" is designed in the Localism Act 2011 section 27(4) as a "person who is not a member of the authority but who

a) Is a member of any committee or sub-committee of the authority; or

b) Is a member of, and represents the authority on, any joint committee or join sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee."

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you.. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of member conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, members and local authority officers, should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of member.

In accordance with the public trust placed in me, on all occasions:

- I will act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and

- I lead by example and act in a way that secures public confidence in the role of member.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community;
- I do not improperly seek to confer an advantage or disadvantage on any person;
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of member or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a member.

This Code of Conduct applies to you when you are acting in your capacity as a member which may include when:

- you misuse your position as a member;
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a member

This Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a member.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish members are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of member conduct

This section sets out your obligations, which are the minimum standard of conduct required by you as a member. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a member:

1.1. I treat other members and members of the public with respect.

1.2. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech and in the written word. Debate and having different views are all part of a healthy democracy. As a member, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in members.

In return, you have the right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow members, where action could then be taken under the Member Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's member-officer protocol.

2. Bullying, harassment and discrimination

As a member:

2.1. I do not bully any person.

2.2. I do not harass any person.

2.3. I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity as defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Members have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a member:

3.1. I do not compromise, or attempt to compromise the impartiality of anyone who works for, or on behalf of, the local authority

Officers works for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a member:

4.1. I do not disclose information:

a. given to me in confidence by anyone

b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless

i. I have received the consent of a person authorised to give it;

ii. **I am required by law to do so;**

iii. **the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**

iv. **the disclosure is:**

1. **reasonable in the public interest; and**
2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
3. **I have consulted the Monitoring Officer prior to its release**

4.2. I do not improperly use knowledge gained solely as a result of my role as a member for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3. I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or help by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a member:

5.1. I do not bring my role or local authority into disrepute

As a Member, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on your, other members and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow members to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a member:

6.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a member:

7.1. I do not misuse council resources

7.2. I will, when using the resources of the local authority or authorising their use by others:

a. act in accordance with the local authority's requirements; and

b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a member.

Examples include:

- office support
- stationery
- equipment such as phones and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a member more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Member:

8.1. I undertake Code of Conduct training provided by my local authority

8.2. I cooperate with any Code of Conduct investigation and/or determination

8.3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings

8.4. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct

It is extremely important for you as a member to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a Member:

9.1. I register and disclose my interests

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other members when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, your should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a Member:

10.1. I do not accept gifts or hospitality, irrespective of estimate value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2. **I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

10.3. **I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you, because you are a member. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult as it is seen as rudeness in which case you could accept it but must ensure that it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a member. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness
Holders of public office should act solely in terms of the public interest.

Integrity
Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must disclose and resolve any interests and relationships.

Objectivity
Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability
Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness
Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty
Holders of public office should be truthful.

Leadership
Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Cheshire West and Chester

Appendix B – Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registrable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that you register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2. A 'sensitive interest' is an interest which, if disclosed, could lead to the member, or a person connected with the member, being subject to violence or intimidation.

3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Individual Member Decision Making

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registrable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registrable Interests (as set out in **Table 2**), you must disclose the

interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the same room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or wellbeing of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest' you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which **affects** –

   a. your own financial interest or wellbeing;
   b. a financial interest or wellbeing of a relative or close associate; or
   c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

   you must disclose the interest. In order to determine whether you can remain the meeting after disclosing your interest the following test should be applied.

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or wellbeing:

   a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and
   b. a reasonable member of the public knowing all of the facts would believe that it would affect your view of the wider public interest

   You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

   If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Individual Member Decision Making

10. Where you have an Other Registrable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provisions of any other financial benefit (other than from the Council) made to the member during the previous 12 month period for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the areas of the Council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer
Corporate tenancies	Any tenancy where (to the member’s knowledge):

	(a) the landlord is the council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where: (a) that body (to the member's knowledge) has a place of business or land in the area of the council; and (b) either: i. the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class

***** 'director' includes a member of the committee of management of an industrial and provident society

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest: a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body: i. exercising functions of a public nature ii. directed to charitable purposes or iii. one of whose principal purposes included the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Cheshire West and Chester

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when theCode of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests)Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring members to comply with any formal standards investigation and prohibiting trivial or malicious allegations by members.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both members and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk inall but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

Cheshire West & Chester Borough Council

Member Code of Conduct Briefing Note

In December 2021, Cheshire West and Chester Borough Council agreed to adopt a new Member Code of Conduct with effect from 1 April 2022. The new Code has been adopted in line with the model code issued by the Local Government Association. The Code of Conduct is attached to this note.

The Code contains several general principles of Councillor conduct based on the Seven Principles of Public Life, known as the Nolan Principles, which councillors will no doubt be familiar with. In addition, the Code sets minimum standards of conduct that a local councillor should display and covers:

- Respect
- Bullying, harassment and discrimination
- Impartiality of officers of the council
- Confidentiality and access to information
- Disrepute
- Use of position
- Use of local authority resources and facilities
- Compliance with the Code of Conduct
- Protection your reputation and the reputation of the local authority
- Gifts and hospitality

The Code of Conduct applies as soon as a Councillor signs their declaration of acceptance of the office of Councillors and continues to apply until they cease to be a Councillor. It also applies when acting in the role as Councillor and applies to all forms of communication and interaction including electronic and social media communications. It clarifies that this can include when a member of the public could reasonably have the impression a member was acting as a Councillor.

The standards are set out in the first person ("I…") so a Councillor reads the Code as a personal commitment to behave in accordance with the standards.

The Code specifies declaration of gifts and hospitality in excess of £50.

The Code sets out what Councillors must do to register, declare and behave in meetings where they have a disclosable pecuniary interest under the Localism Act 2011, another registrable interest and a non-registrable interest. "Non-registrable interests" are a new introduction to the Code to cover situations where a matter affects a member's financial interest or wellbeing, or that of a friend, relative or close associate.

Cheshire West and Chester Borough Council and ChALC urges local town and parish councils to review their existing codes of conduct and consider adopting the new Code of Conduct.

CHESHIRE WEST AND CHESTER BOROUGH COUNCIL

MEMBER CODE OF CONDUCT

In force: 1 April 2022

Introduction

Cheshire West and Chester Borough Council has adopted this Member Code of Conduct.

All councils are required to have a local Councillor Code of Conduct.

The Council will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

Definitions

For the purposes of this Code of Conduct, a "member" means a member or co-opted member of Cheshire West and Chester Borough Council. A "co-opted member" is designed in the Localism Act 2011 section 27(4) as a "person who is not a member of the authority but who

a) Is a member of any committee or sub-committee of the authority; or

b) Is a member of, and represents the authority on, any joint committee or join sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee."

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you.. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of member conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, members and local authority officers, should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of member.

In accordance with the public trust placed in me, on all occasions:

- I will act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of member.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community;

- I do not improperly seek to confer an advantage or disadvantage on any person;
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of member or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a member.

This Code of Conduct applies to you when you are acting in your capacity as a member which may include when:

- you misuse your position as a member;
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a member

This Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a member.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish members are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of member conduct

This section sets out your obligations, which are the minimum standard of conduct required by you as a member. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

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As a member:

1.1. I treat other members and members of the public with respect.

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Respect means politeness and courtesy in behaviour, speech and in the written word. Debate and having different views are all part of a healthy democracy. As a member, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

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In return, you have the right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow members, where action could then be taken under the Member Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's member-officer protocol.

2. Bullying, harassment and discrimination

As a member:

2.1. I do not bully any person.

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The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

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The Equality Act 2010 places specific duties on local authorities. Members have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims and that there is a strong vision and public commitment to equality across public services.

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As a member:

3.1. I do not compromise, or attempt to compromise the impartiality of anyone who works for, or on behalf of, the local authority

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4. Confidentiality and access to information

As a member:

4.1. I do not disclose information:

- **a. given to me in confidence by anyone**
- **b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - **i. I have received the consent of a person authorised to give it;**
  - **ii. I am required by law to do so;**
  - **iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - **iv. the disclosure is:**
    - **1. reasonable in the public interest; and**
    - **2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - **3. I have consulted the Monitoring Officer prior to its release**

4.2. I do not improperly use knowledge gained solely as a result of my role as a member for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3. I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or help by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a member:

5.1. I do not bring my role or local authority into disrepute

As a Member, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on your, other members and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow members to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a member:

6.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a member:

7.1. I do not misuse council resources

7.2. I will, when using the resources of the local authority or authorising their use by others:

a. act in accordance with the local authority's requirements; and

b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a member.

Examples include:

- office support
- stationery
- equipment such as phones and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a member more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Member:

8.1. I undertake Code of Conduct training provided by my local authority

8.2. I cooperate with any Code of Conduct investigation and/or determination

8.3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings

8.4. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct

It is extremely important for you as a member to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a Member:

9.1. I register and disclose my interests

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other members when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, your should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a Member:

10.1. I do not accept gifts or hospitality, irrespective of estimate value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2. I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3. I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you, because you are a member. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult as it is seen as rudeness in which case you could accept it but must ensure that it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a member. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness
Holders of public office should act solely in terms of the public interest.

Integrity
Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must disclose and resolve any interests and relationships.

Objectivity
Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability
Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness
Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty
Holders of public office should be truthful.

Leadership
Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B – Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registrable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that you register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2. A 'sensitive interest' is an interest which, if disclosed, could lead to the member, or a person connected with the member, being subject to violence or intimidation.

3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Individual Member Decision Making

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registrable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registrable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the same room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or wellbeing of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest' you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which **affects** –

   a. your own financial interest or wellbeing;
   b. a financial interest or wellbeing of a relative or close associate; or
   c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

   you must disclose the interest. In order to determine whether you can remain the meeting after disclosing your interest the following test should be applied.

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or wellbeing:

   a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and
   b. a reasonable member of the public knowing all of the facts would believe that it would affect your view of the wider public interest

   You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

   If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Individual Member Decision Making

10. Where you have an Other Registrable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provisions of any other financial benefit (other than from the Council) made to the member during the previous 12 month period for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the areas of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer
Corporate tenancies	Any tenancy where (to the member's knowledge): (a) the landlord is the council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a

	director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where: (a) that body (to the member's knowledge) has a place of business or land in the area of the council; and (b) either: i. the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class

***** 'director' includes a member of the committee of management of an industrial and provident society

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest: a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body: i. exercising functions of a public nature ii. directed to charitable purposes or iii. one of whose principal purposes included the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when theCode of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests)Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring members to comply with any formal standards investigation and prohibiting trivial or malicious allegations by members.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both members and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk inall but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

Report to :	Full Council
Meeting Date :	7th February, 2022
Agenda Item :	21
Prepared By :	Chris Shaw
Subject :	Notice of Vacancy

To note Notice of vacancy for Greenbank Ward which will be advertised on our noticeboard and on our website.

Chris Shaw

Town Clerk

NORTHWICH TOWN COUNCIL

CASUAL VACANCY

NOTICE OF VACANCY
IN THE OFFICE OF TOWN COUNCILLOR

NOTICE IS HEREBY GIVEN, PURSUANT TO SECTION 87(2) OF THE LOCAL GOVERNMENT ACT 1972, THAT **A VACANCY** HAS BEEN DECLARED ON THE ABOVE TOWN COUNCIL FOR A MEMBER TO REPRESENT THE **NORTHWICH GREENBANK WARD** OF **NORTHWICH TOWN COUNCIL.**

ANY TEN ELECTORS IN THE **NORTHWICH GREENBANK WARD** MAY CALL AN ELECTION BY WRITING TO: THE RETURNING OFFICER, CHESHIRE WEST AND CHESTER COUNCIL, COUNCIL OFFICES, 4 CIVIC WAY, ELLESMERE PORT, CH65 0BE; REQUESTING THAT AN ELECTION BE HELD TO FILL THE SAID VACANCY, SUCH REQUEST TO BE MADE WITHIN FOURTEEN DAYS (NOT COUNTING SATURDAYS, SUNDAYS AND BANK HOLIDAYS) FROM THE DATE OF THIS NOTICE.

IN THE EVENT OF NO ELECTION BEING CALLED, THE TOWN COUNCIL WILL FILL THE VACANCY BY CO-OPTION.

DATED ………………………………………………

SIGNED……………………………………………………CLERK TO THE TOWN COUNCIL