

NORTHWICH TOWN COUNCIL

Town Clerk: Chris Shaw

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DATE: 1st April 2021

To: The Members of Northwich Town Council

Dear Councillor

You are summoned to attend the meeting of the **NORTHWICH TOWN COUNCIL** online using Zoom video conferencing to be held on **Tuesday 6th April 2021 at 6.00pm.**

Yours Sincerely

Chris Shaw

Chris Shaw
Town Clerk

AGENDA

1 Apologies for absence or absence

2 Declaration of interest

Members to declare any interest under the following categories:

- * Pecuniary interest
- * Outside bodies interest
- * Family, friend or close associate interest

3 Open Forum

Members to receive a presentation from Ann Turnwell on the work undertaken by Start Cheshire

4 Signing of the Minutes

Of the Town Council meeting held on 1st of March 2021 (minutes attached)
[Members are required to approve the minutes as a true and accurate record](#)

5 Reports of Committees

- 5.1 To note Planning & Environment Committee meeting held on Tuesday 16th of March 2021 (minutes attached)
- 5.2 To note Finance & General Purposes Committee meeting held on Tuesday 16th March 2021 (minutes attached)

6 Town Mayor's Communication

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

7 Finance Recommendations

To approve recommendations from Finance Committee for Amenity charges 2021-22 and Witton & Danevalley Cemetery Charges 2021-22
[Decision of the Council requested](#)

- 8 Town Clerk's Report**
To consider the Town Clerks Report attached
- 9 Witton Church collapsed wall**
Report attached
[Decision of the Council requested](#)
- 10 Church Walk Paddling Pool**
Report attached
[Decision of the Council requested](#)
- 11 Financial Regulations 2021-2022 Amendments**
To approve amendment to Financial Regulations 2021-2022, 11H, report attached
[Decision of the Council requested](#)
- 12 Northwich Clean Team**
Report attached
[Decision of the Council requested](#)
- 13 Resignation**
To note resignation of Cllr Mrs Linda Nelson
- 14 Bratts Northwich**
Members to receive an update at meeting
- 15 CW&C Councillor Updates**
To receive updates from members
- 16 Outside Bodies**
To receive an update from any member attending meetings of outside bodies
- 17 Date of next meeting**
The next meeting will be Monday 3rd May 2021 at 6.00pm

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

- 18 To Approve Finance Recommendations for Rudheath Contract Fees & Outside Contracts**

Rudheath Cemetery contract charges for 2021-2022

To approve recommendations from the Finance Committee, report attached
[Decision of the Council is requested](#)

Outside Contracts Rate 2021-2022

To approve recommendations from the Finance Committee, report attached
[Decision of the Council is requested](#)

- 19 Staff Appraisals**

Report Attached
[Decision of the Council is requested](#)

NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL

Present:	Cllr K Rimmer	Town Mayor
Councillors:	Cllr D Bowden	Cllr A Cooper
	Cllr S Naylor	Cllr. B. Cernik
	Cllr G Emmett	Cllr M. McNamee
	Cllr A Stott	Cllr. Ms. G Edwards left the meeting at 7.00 p.m.
	Cllr Mrs. J. Illidge	Cllr. Mrs. A Lockett
	Cllr Mrs. K Cernik	Cllr. Ms. H. Rowlands left the meeting at 7.30 p.m.
	Cllr Ms. A Gerrard – joined the meeting at 6.20 p.m.	
Also present:	Chris Shaw	Town Clerk
	Liza Clansey	Assistant Town Clerk
	Theresa Cash	Council Secretary/Mayor’s P.A.

NTC 20/111 TO RECEIVE A PRESENTATION FROM LSEP REGARDING THE LOSTOCK SUSTAINABLE ENERGY PLANT

Nicholas Roberts and other representatives addressed Members. Gave background to the company and the amended proposals at LSEP. Company is a joint venture comprising Copenhagen Infrastructure Partners and FCC since 2012 and are investors in renewable energy. FCC Environmental Global are a leading recycling energy and waste management company. They wish to maximise the use of the facility by increasing the amount of waste which enables production of more sustainable energy. Speaker gave statistics showing benefits of electrical energy and also showed the expected generation of 600 jobs. The amendment will show increase of input with a high number of vehicles to and from the site, and increased operating hours, with vehicles exiting A556 and on to Griffiths Road as their route. HGV movements will be more complex increasing from 131 to 217 arrivals over a 16 hour delivery period. (07.00 to 23.00) Air quality and transport assessments will be carried out. Company intend to submit plans to the Department for Bus, Energy and Industrial Strategy (BEIS) for the variations by Summer 2021. Questions were then asked by Members.

Cllr. Emmett asked about using the rail transport lines located close by as an alternative to road – this will be investigated in the future as a feasibility study when sources of waste are identified.

Cllr Naylor stated that 90% of the public are against this proposal. A previous variation was for output increase and no further traffic. One year on and this is showing the need for a huge increase of both. Griffiths Road is unsuitable for such increases in traffic movement and Northwich residents have never been in favour. Previous planning was agreed by Central Government only, had it come before CW&C and other Local and Parish Councils it would be overwhelmingly opposed, based on public opinion, and is a travesty to have got these proposals approved.

Date.....

Cllr. K. Rimmer
Town Mayor

Cllr. B Cernik in agreement with Cllr. Naylor's comments, and added that this is not a particularly efficient process in burning waste generating carbon dioxide. It is not sustainable as in the future will be using more recyclable packaging etc. The 'sustainable' term is misleading as will create more CO2 than necessary and is not compatible with the Climate Change agenda. This was answered that there are 2 ways of dealing with waste, landfill or incinerate to produce energy. Speakers explained residual waste streams, the Plant offsets energy generates fossil fuel and reduces methane from landfill. Cllr. Cernik added that taking into account transport costs, company still not prepared to consider the rail transport possible alternative.

Cllr. Cooper asked what output would Northwich get? Speaker quoted output figures. Cllr. Cooper went on to state that planning approval was granted approximately 10 years ago. Dong Energy who also operate a plant already generates energy. Considers the technology for this proposal outdated. Speaker answered that there will always be a residual waste and water that needs to be managed. Made comparisons to how technology differs from a few years ago, the Plant is as efficient as possible.

Cllr. K Cernik asked what the expected lifespan of the Plant. The Plant should be 25-30 years of useful life but forecasts show there will always be a need for this facility. Also asked how far will the catchment area be? This is still under review so is not possible to say if waste will come from a specific area. Cllr Cernik has worries regarding the traffic coming from further afield to Northwich, Cllr. B Cernik asked regarding being able to source waste in order to use rail link already discussed. Speaker answered that waste will be predominantly from the North West, but need to determine precise contracts within catchment area.

Cllr Bowden asked about pelleting process, could this be an option transported to the Plant? Another company has looked at this but decided not commercially viable or safe.

Cllr. Naylor finally added that from the outset in 2012 the people of Northwich have been deceived. Asked the company to be honest with people, need to see how the Plant realistically will look with steam and output, not like the one presented to Members. Cannot agree that 600 jobs will be generated, and certainly not from the local workforce. Northwich people have been let down at every stage. Speaker briefly discussed original plans and does appreciate Cllr. Naylor's concerns.

The Town Mayor thanked representatives for their presentation to Members.

NTC 20/112 TO RECEIVE A PRESENTATION FROM MATT BRYAN REGARDING E-SCOOTERS FOR NORTHWICH

Due to illness the speaker was unable to attend

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**Cllr. K. Rimmer
Town Mayor**

NTC 20/113 APOLOGIES FOR ABSENCE OR ABSENCE

Apologies for absence were received from Cllrs, S Eastwood. (Leave of absence granted) C Fox, L Nelson and J. Thomas. Cllrs T. Melville and M. Rowley were not present.

NTC 20/114 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 A Cooper declared an interest in any matters relating to Cheshire West and Chester Council
Cllr. K Cernik declared an interest in any matters relating to Cheshire West and Chester Council
Cllr. B.Cernik declared an interest in any matters relating to Cheshire West and Chester Council
Cllr. G.Edwards declared an interest in any matters relating to Cheshire West and Chester Council

NTC 20/115 OPEN FORUM

There were no speakers.

NTC 20/116 SIGNING OF THE MINUTES

- 6.1 The minutes of Town Council Meeting held on Monday 1st February, 2021 be confirmed and approved as a true and accurate record.
Proposed by Cllr Cooper, seconded by Cllr McNamee Minutes to be signed by the Mayor. All in favour.

NTC 20/117 REPORTS OF COMMITTEES

- 7.1 To note Planning and Environment Committee meeting held on Tuesday 16th February 2021.
Noted by Cllr Stott
- 7.2 To note Finance and General Purposes Committee Meeting held on Tuesday 16th February, 2021. Noted by Cllr Rimmer.

NTC 20/118 PCSO REPORT

Report given by PCSO included recent Shoplifting in Supermarkets, CCTV studied and suspect dealt with. Anti-social behaviour in town centre car parks at night. Police are regularly patrolling. Begging in town centre, not specifically reported by businesses or shops. Speeding enforcement carried out at various times and places.

Cllr. Illidge is aware of speeding near to the Infirmary. PCSO confirmed this is on their list to visit over the next few days. Cllr. B Cernik mentioned that residents complain about the speeding on the new Winnington estates. PCSO explained they have been to the area, but as the roads are not adopted yet, there are no speed restriction signs, so unable to enforce at present.

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Cllr. K. Rimmer
Town Mayor

NTC20/119 TOWN CLERK'S REPORT

Cemetery Chapels

The stained glass windows that were previously vandalised a few months ago have now been fully repaired and installed. Police enquiries are still ongoing. Cllr. Rimmer requested that the Guardian Reporter (present) highlights this matter and the very high cost to Council Tax payers to have these repairs carried out, all due to vandalism.

AED's

Contact has been made with the Community Centre, Winnington Village who agreed an AED could be positioned outside the building. This has now been completed today, with thanks going to Cllr. K Cernik for making the initial contact on our behalf.

Park Benches

All our benches are now being fully refurbished within our parks ready for the summer months.

COVID Recovery

We continue to work with partners on the COVID recovery for the town centre, offering support to community groups and businesses. Working with Northwich BID we are now looking at the following for the town centre.

- Thorough spring clean of the town centre
- Increased cleaning of neglected areas.
- Start to introduce small events on a weekly basis to slowly increase footfall and support local traders.
- Return of the Artisan Markets in May.

Cllr. Rimmer asked what the events will look like, but there are no specific plans as yet.

Town Centre Flooding

NTC continue to offer support to local businesses where needed following the flooding. This has included the loan of pumps, dehumidifiers and barriers.

Following discussions with Highways, sandbags are now stored at our depot. These can be deployed as needed at short notice by our staff.

Town Centre Telephone Box

NTC have purchased the telephone box outside the Penny Black due to it not being viable for BT to keep it in use. There have been several ideas as to its future use. It is going to be brought into use as a floral display to coincide with the in-bloom competition we enter each year. Town Clerk will now obtain costs to have the kiosk refurbished and frames fabricated to hold the planters.

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Cllr. K. Rimmer
Town Mayor

NTC 20/120 COUNCILLOR RESIGNATION

Due to the recent resignation of Cllr. Gavin Erlam, CW&C have been notified of the casual vacancy, which has also been published on our website. If no election is called, Members can decide if they wish to co-opt going forward. The Town Mayor Cllr. Rimmer wished Mr Erlam all the best for the future.

At this point the Assistant Town Clerk advised that funding has been offered from the Edsential for a Playscheme over the week of Easter holidays for Victoria Road School. Church Walk were unable to take up this offer as the school is having work undertaken over the Easter period.

NTC 20/121 FINANCE COMMITTEE RECOMMENDATIONS

Recommendations as follows:-

Office 365 – to award Element Hosting the contract to manage NTC domains and Office 365 accounts at a cost of £2669.15 per annum

AED's – to reposition existing NTC AED's outside to ensure 24/7 accessibility for the community. Total cost of £1950.

Sunflower Friendly Town – to support Northwich BID, Barons Quay and Rotary in making Northwich a Sunflower Town. Financial contribution £500.

These recommendations en-bloc proposed by Cllr. Emmett, seconded by Cllr. Stott. All in favour.

Approved

NTC 20/122 KRAZY RACES

This event was originally planned for 2020. Due to the current uncertainty regarding large scale Events, this has had to be postponed again for this summer. Discussions have taken place with the Events Organiser, and CW&C Events Team and will now be rescheduled for 2022, as the safest option. It is hoped this event will be the biggest and best event the town has ever put on and want as many people as possible to take part and attend.

NTC 20/123 CW&C COUNCILLOR UPDATES

Cllr B Cernik advised regarding the Strategic Outline Business case for Winnington bridge. 3 models considered with cost analysis parallel road structure to be 2 bridges with improvements to road junctions. New bridge will cross the flowing part of R. Weaver and used as a walkway and cycle route. Cost anticipated to be in the region of £20m. CW&C does not have funds at present, so would have to rely on Central Government and other stakeholders. No specific plans in place, and timescale will depend on receiving funding.

Cllr. Naylor reported on the Town Centre Flooding. Meeting to be held (tomorrow) with United Utilities, CW&C, Environment Agency and business owners. Members of the Public will be able to question Council Officers and other Agencies. Acting on behalf of the residents and to establish who is accountable for the situation.

Date.....

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**Cllr. K. Rimmer
Town Mayor**

Cllr. Cooper advised regarding the public open space at the front of the former Market site which businesses are keen to see open for the summer as an events space. Cllr. Naylor added that as with the open space provided for use by the community, any events would need to be approved by CW&C. The Town Clerk will work closely with the Events Team at CW&C. Will provide open space for businesses in that area, and boosting town centre trade.

Mid Cheshire Hospitals are exploring possible move to the Weaver Square site, dependent on costings and how much space available. Would be available for a revamped market or housing.

Cllr. Bowden asked regarding the flood damage to various footpaths close to the 'Blue Bridge'. Cllr. Cooper offered to take up this matter, as is outside the Northwich boundary. Town Clerk will also take up with Environment Agency and Canal and River Trust.

Cllr. Rimmer asked regarding Council Tax. Cllr. Naylor advised that of the 4.99% increase, 3% of this is imposed by Central Government for Adult Social Care. CW&C have worked very hard to protect local services. Cllr Rimmer has had several residents asking will there be cuts to disabled services? Cllr. Cooper added that Adult Social Care (disability services included) is increased by 40%. Cllr Naylor advised that possibly direct payments to Clients to purchase their care packages. Cllr Cooper would need to know specifics or evidence of cuts, with Cllr. Naylor adding that as this is a public meeting and specifics unknown is subject to personal opinion. Cllr. K Cernik added there is no evidence that disabled services are being cut, and cannot answer rumours.

Cllr. Rimmer states BRIO is closed due to lockdown, and therefore no provision for public toilets. Projected that it will be 4/5 years before they will be available in Weaver Square and is not acceptable. It is his intention to contact the Leader of CW&C to see if facilities may be installed even as a temporary measure.

Cllr. K Cernik mentioned that rules are changing in respect of allocated housing based on need. CW&C are currently building houses within the borough.

NTC 20/124 OUTSIDE BODIES

There were no reports from Members.

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NTC 20/125 DATE OF NEXT MEETING

Date of the next Full Council Meeting (Zoom Virtual) will be held on **Tuesday 6th April, 2021** at 6.00pm. Usual details will be sent prior to this meeting. (Please note the date follows Bank Holiday.)

Meeting ended at 7.45 p.m.

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**Cllr. K. Rimmer
Town Mayor**

NORTHWICH TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING
HELD ON TUESDAY 16th MARCH 2021
VIA ZOOM

Members Present

A. Stott
A. Cooper
C. Fox

Also present

Chris Shaw – Town Clerk
Theresa Cash - Council Secretary/Mayor's P.A.

PL 20/46 PRESENTATION OF PROPOSED PLANNING AT TABLEY STREET

Lucy Furber, Planner with Iceni Projects working on behalf of Courts Developments, introduced Peter Disley, Head of Developments at Courts based in Lymm, who are a well-funded private property company with a track record of delivering high quality developments across the North West and North Wales. Mr Disley then gave brief background to his company and proposals.

Courts have acquired a prominent town centre site known as land off Tabley Street, adjacent to the mixed use Barons Quay development.

Courts Developments are proposing to develop the site into a low rise residential development comprising of three storeys with 34 apartments (a mix of 1 and 2 beds). The site will include 22 car parking spaces including a disabled parking space, as well as secure cycle storage for each apartment. There will also be communal garden areas on the ground floor in two locations for residents to use at their leisure. This is in addition to ground floor private terraces and Juliet balconies on the upper floors.

All of the apartments comply with Nationally Described Space Standards and the mix and type of properties will broaden the offer available

The project team have already met with a Senior Planning Officer and Highways Officer at the Council and had a formal pre-application meeting.

A detailed flood risk assessment and drainage strategy will be submitted in support of the application. The site is in flood risk zone 1 and during the recent floods in Northwich, the site was completely unaffected.

Visuals provided had already been distributed to Members prior to this meeting but were again illustrated and discussed. It was also mentioned that external materials used will be matched with Barons Quay buildings. Parking and footpaths were also discussed.

The application is due to be submitted before the end of the month. Questions were then invited from Members.

Cllr. Fox has asked to consider several observations in respect of the plans. Dual aspect, Courtyard gardens, sun projector, parking ratios, disabled access and concerns about differing levels on site, Right of Way to other retail outlets, and the Salvation Army building adjoining the proposed site. Has any marketing evidence been sought as to demand and needs, and sustainability issues?. Replied that there are key considerations but it was thought this was the best balance with built in flexibility. Unsure if units will be placed on open market or rentals. Have engaged with Regeneration Team and want to deliver proposals within time scales. To clarify regarding highways, the site is highly sustainable with limited parking spaces allocated to apartments, public transport being close to the site, but Members expressed concerns this would result in on street parking elsewhere with limited scope. Could spaces on site be increased? On the design comments made, no apartments are north facing, and explained entrance layout. Members felt Courtyard development would be better inward looking, also discussed roof top garden space, part of which on the application will be panelled. There are issues linked to gatherings on roof gardens.

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Date

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Cllr. A. Stott
Chair

Town Clerk asked regarding Council owned Car parks, as had been mentioned residents could obtain permits. These are not available, but clarification that season tickets are offered by 3 car parks.

Cllr Cooper is happy with the principal of a development on this site. His concerns that apartments are small in size, the bin stores at rear would be less unsightly. Pitched roof would be preferable to flat roof shown on plans. These concerns were answered – bin store sited where it is for ease of Refuse collections, due to close proximity to highway. All apartments comply with the National Space Standards.

Cllr. Stott has concerns over parking spaces, and provision for electrical charging points. Suggested fencing around communal areas, and is not in favour of flat roofs.

Cllr Fox pointed out there is no TRO on Tabley Street and developer would need to check for turning head. May not have been addressed. Considers the proposal unimaginative but understands the overall costs. Courtyard space could be considered

Cllr Cooper asked if any compromise on any better scheme, but initial proposals are what we have to deal with. Developer is willing to discuss further. Cllr. Cooper is happy to hold further discussion as he is a member of the Regeneration group for Northwich. Developer advised they have not spoken to any Senior Officials apart from the Case Officer.

Cllr. Fox recommends specific people at CW&C to speak to directly, as feels there are gaps to be filled.

Chair of Planning Committee, Cllr. Stott thanked all participants for their informative presentation.

PL 20/47 APOLOGIES FOR ABSENCE, OR ABSENCE

Apologies received from Cllrs. Nelson and Rimmer. Cllrs. Eastwood, (leave of absence) Bowden, and Rowley did not attend.

PL 20/48 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

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

There were no declarations made.

PL 20/49 SIGNING OF THE MINUTES

The Minutes of the Planning and Environment Committee meeting held on Tuesday 16th February, 2021, and noted at Full Council Meeting of 1st March, 2021, were approved, as a true and accurate record. Proposed by Cllr Cooper seconded by Cllr Stott

All in favour. Minutes to be signed by Cllr. Stott Chair of Committee.

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**Cllr. A. Stott
Chair**

PL 20/50 PLANNING APPLICATIONS

1. 21/00321/FUL
Part single, part two storey extension, dormer window to existing first floor to rear, extending side pitched roof to first floor make gable wall in line with existing side wall and detached garage.
Saint Valery, Heysoms Avenue Northwich CW8 4AE
No objections
2. 21/00421/FUL
Demolition of existing conservatory, single storey rear extension.
47 Cromwell Road Northwich CW8 4BW
No objections
3. 21/00633/CAT
1 x Silver birch: Crown reduce. 1 x Ash: Crown reduce, this tree belongs to next door but has been agreed. 1 x Cherry, fell to ground level. 2 x diseased/dying Sycamore: fell to ground level. 1 x Large mature Sycamore; crown reduce.
72 and 74 The Crescent Northwich CW9 8AD
Refer to Tree Officer
4. 21/00634/TPO
To fell 2 x fire damaged Sycamores to around 8 foot on the woodland embankment to the rear of property. One of which is severely ore decayed than the other. Also there are some large oaks surrounding the said trees which my customer would like some more experienced advice about as there are several woodpecker holes in them.
Land rear of Waverley Cottage, Brockhurst Way Northwich.
Refer to Tree Officer
5. 21/00377/S73
Variation of Condition 2 (Plans) of 19/01851/FUL
20 London Road Northwich CW9 5HD
No objections
6. 21/00696/CAT
1 x Horse Chestnut - re pollard. 1 x Oak – has a large horizontal limb (protrudes over the bridleway) – reduce by approx. 2 metres to suitable pruning points to reduce any wind sailing effect and alleviate some weight from its union and 20% thin of the canopy.
22 The Crescent Northwich CW9 8AD
Refer to Tree Officer
7. 21/00446/FUL
Change of use from (A1/E use) to Betting Shop (sui generis use)
4-6 Leicester Street Northwich CW9 5LA
No objections

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Date

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**Cllr. A. Stott
Chair**

8. 21/00791/TPO
Various works on various trees including felling.
Brockhurst Hall, Brockhurst Mews Northwich CW9 8SH
Refer to Tree Officer
9. 21/00523/FUL
Demolition of existing garage, carport and conservatory, erection of single storey side and rear extensions.
18 John Brunner Crescent Northwich CW8 1DH
No objections
10. 21/00560/FUL
Demolition of existing front porch and rear conservatory, erection of a porch canopy. Single storey side and two storey rear extensions. Alterations to windows/doors and rendering application.
Cherry Cottage, 25 Dobells Road Northwich CW9 8DT
No objections
11. 21/00627/OUT
Erection of a two storey dwelling/extension with single storey link to main building - amendment to application 20/01415/OUT
Kimberley House, 136 Chester Road Northwich CW8 4AW
No objections
12. 21/00569/FUL
Change of use from a social club to a retail unit together with the replacement of a flat roof with a pitched roof, the enlargement of the side entrance porch, and the blocking up of windows.
RAF Wings Club, Station Road Northwich CW9 5RB
No objections
13. 21/00700/FUL
Two storey and single storey rear extension.
24 Cromwell Road, Northwich CW8 4BN
Committee have concerns regarding loss of light to neighbours rear garden, and would agree with the neighbours concerns.

PL 20/51 DECISION NOTICES

1. 21/00055/FUL
Residential development for 395 dwellings with associated access, car parking and landscaping.
Land off Hargreaves Road Northwich
Awaiting decision

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Date

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Cllr. A. Stott

2. 21/00106/FUL
Single storey front and side extensions, single storey and two storey rear extension, additional front roof light , alterations to windows.
Benkowa, 18 Lime Avenue, Northwich CW9 8DS
Awaiting decision
3. 20/04657/FUL
New driveway to provide off road parking for 6 vehicles, including repairs to sandstone wall.
149 Chester Road Northwich CW8 4AD
Awaiting decision
4. 21/00200/FUL
Erection of a single storey side extension to form a new lobby entrance.
Edmundson Electrical, Denton Drive Northwich CW9 7LU
Awaiting decision
5. 21/00112/FUL
Two storey extension to side and rear.
128 Shipbrook Road Rudheath Northwich CW9 7HF
Awaiting decision
6. 21/00324/TPO
1 x Oak and 1 x Beech (within the Group G6 of the TPO) - crown reduction and removal of dead wood from both trees to maintain tree health and reduce overhang to properties.
219A London Road Northwich CW9 8AN
Awaiting decision
7. 21/00292/FUL
Single storey rear extension
26 The Crescent Northwich CW9 8AD
Awaiting decision

PL 20/45 NEXT MEETING

The date of the next Planning and Environment Committee meeting via Zoom technology will take place on Tuesday, 20th April, 2021, at 5.30 p.m.

There being no further business, the meeting closed at 6.45 p.m.

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**Cllr. A. Stott
Chair**

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON
TUESDAY 16TH March 2021 VIA ZOOM

Members Present : Cllr Mrs L Nelson (Chair)

Cllr Mr K Rimmer
Cllr Mr T Melville
Cllr Mr S Naylor

Also Present : Chris Shaw – Town Clerk
Liza Clansey – Assistant Town Clerk
Cath Kirwan – Finance Officer

FIN 20/61 **APOLOGIES FOR ABSENCE OR ABSENCE**

Cllr M Rowley was not present. Apologies received from Cllr Ms H Rowlands

FIN 20/62 **DECLARATIONS OF INTEREST**

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

FIN 20/63 **SIGNING OF THE MINUTES**

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 16th February 2021 and noted at Town Council Monday 1st March 2021 were approved

Proposed: Cllr K Rimmer, seconded Cllr Mrs L Nelson, all approved

FIN 20/64 **DETAILED INCOME & EXPENDITURE BY BUDGET**

TC & ATC answered various members' questions relating to budget headings

The following items were discussed in more detail

Green Commute Initiative - £1250.00, this is the Cycle to Work Scheme where staff members pay back over the next 12 months.

Proposed: Cllr K Rimmer, seconded Cllr Mrs L Nelson, all approved

FIN 20/65 **BACS DUE FOR PAYMENT**

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

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Cllr Mrs L Nelson
Chair

Simply Signs – costs for NTC play areas and Helsby Parish Council
Cheshire Self Drive – query regarding possible duplicated invoice, FO now checked and can confirm this is not duplicated
Landscape – Removal of Christmas Trees £684.00 this is rechargeable
Walkers Conservation £8121.60 for vandalised stain glass windows – this is claimed back on insurance.

Proposed by Cllr K Rimmer, seconded by Cllr Mrs L Nelson, all approved

FIN 20/66 BANK PAYMENTS TO BE CHECK BY FINANCE

Members approved evidence for payments from June 2020 (May 2020 invoices)

BJT Professional Electrical - £762.00
B&S chains - £263.47

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

Members approved evidence for payments from December 2020 payments (November 2020 invoices)

F Morrey & Sons – £675.00
Shorrocks Trichem - £133.06

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

Members picked two suppliers from February payments (January invoices), evidence to be brought to finance meeting in April 2021 and chosen by Cllr K Rimmer

Alan Radband - £2526.70
Cheshire Self Drive – £1692.38

Members picked two suppliers from April 2020 payments (March 2020 invoices), evidence to be brought to finance meeting in April 2021 and chosen by Cllr K Rimmer

Blue Arrow - £612.00
Northwich Tyres - £108.00

FIN 20/67 AMENITY CHARGES FOR 2021/2022

Our annual review for Vickersway Park, Whalley Road, Allotment charges and Chapel fees were reviewed and it was agreed that they will remain the same over the next 12 months

TC informed members that Vickersway Park will start selling toasties in Vickersway Park shop

Proposed by Cllr K Rimmer, seconded by Cllr G Emmett, all approved

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Date

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Cllr Mrs L Nelson
Chair

FIN 20/68

WITTON AND DANEVALLEY CEMETERY FEES FOR 2021-2022

Witton and Danevalley Cemetery Fees were reviewed for 2021/2022 and will stay the same

Proposed by Cllr G Emmett, seconded by Cllr T Melville, all approved

FIN 20/69

OLD HALL ROAD PLAY AREA RERURBISHMENT

Our application for funding has now been reviewed and assessed and we have been allocated a grant of up to £99,335.00 towards costs of our project from WREN. The committee approved payment for £10,678.51 which is a contribution to the play areas refurbishments

Proposed by Cllr K. Rimmer, seconded by Cllr G Emmett, all approved

FIN 20/70

VICKERSWAY & CHURCH WALK SHOP STAFFING

Every year we advertise for new staff at Vickersway and Church Walk.

Due to Covid the last year we did not need to advertise as the shops were open intermittently and we managed with the existing staff.

We are reluctant to advertise for 2021 as we are still unaware of the full situation come this year's opening of the shops.

We are going to open Vickersway shop using existing staff from last year for the coming months and re-assess again when we know what new Covid rules are in place

Proposed by Cllr K Rimmer, seconded by Cllr Mrs L Nelson, all approved

Part B

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

FIN 20/73

CONTRACT RATES FOR 2021-2022

The Contract fees were reviewed for 2021/2022 and it was agreed that they would stay the same for the next 12 months

FIN 20/73

RUDHEATH CEMETERY CONTRACT CHARGES FOR 2021-2022

The Contract fees were reviewed for 2021/2022 and it was agreed that they would stay the same for the next 12 months

Proposed by Cllr K Rimmer, seconded by Cllr Mrs L Nelson, all approved

.....
Date

.....
**Cllr Mrs L Nelson
Chair**

FIN 20/74 DATE OF NEXT MEETING

Date of the next meeting Tuesday 20th April 2021 9.30am

There being no further business the Chairman declared the meeting closed at 10.00am

.....

Date

.....

**Cllr Mrs L Nelson
Chair**

Report to : Full Council – via remote Zoom

Meeting Date : 6th April, 2021

Agenda Item :

Prepared By : Theresa Cash

Subject : Town Mayors Communications



There were no events attended by the Town Mayor during March

22 nd March	Northwich Rotary Club	98 th Charter Celebration
23 rd March	NTC	National Day of Reflection

Report to : Full Council
Meeting Date : Tuesday 6th April 2021
Agenda Item : 7
Prepared By : LC
Subject : Finance recommendations



Finance and General Purposes Committee approved the following recommendations on Tuesday 16th March:

Amenity Charges for 2021-2022

Fees to remain the same for the coming year

Fees attached

Witton & Danevalley Charges for 2021-2022

Fees to remain the same for the coming year

Fees attached

Decision of the Council is requested

Amenities Fees April 2021/March 2022

Vickersway Park, Whalley Road, Allotment charges and chapel fees

Below are our existing fees for 2020/21 to remain the same for 2021/22

Vickersway Park Amenity Charges 2020/21 to remain the same for 2021/22

- Tennis – Adults £2.50 per person per hour
- Tennis – Children £1.00 per person per hour
- Putting – Adults £2.50 per person per hour
- Putting – Children £1.00 per person per hour
- Crazy Golf – Adults £2.50 per person per hour
- Crazy Golf – Children £1.00 per person per hour
- Table Tennis – Adults £2.50 per person per hour
- Table Tennis – Children £1.00 per person per hour
- Bowls – All Classes £2.50 per person per hour
- Family Ticket (based on 2 adults and 2 children) for unlimited use on all activities for one day £25

Deposits

A deposit of £10.00 is to be paid at present for the loan of tennis racquets bowls and jacks. (These deposits are returned when the equipment is handed back to the attendant in a satisfactory condition).

Whalley Road Football Field Charges 2020/21 to remain the same for 2021/22

At the Town Clerks discretion

Hire of Verdin Park Charges from 2020/21 to remain the same for 2021/22

Hire of day or park thereof from £132
Deposits returnable £1000.00 (Town Clerks discretion)

Allotments Charges from 2020/21 to remain the same for 2021/22

The rent per annum £45.00

Chapel Costs as from 2020/21 to remain the same for 2021/22

- Per day £100.00
- Per half a day £ 50.00
- Hourly rate for the first two hours (between 9-5) £ 20.00
- Hourly rate after first two hours (between 9-5) £ 12.50
- Hour rate outside office hours for staff costs (this is in addition to hourly rate) £ 24.50
- Tea/Coffee/Biscuits £ 1.50



Witton and Danevalley Cemetery Fees as from April 2021 to March 2022

Exclusive Rights of Burial (purchase of grave plot)	
Exclusive Right of Burial (Resident)	£520.00
Exclusive Right of Burial (Non-Resident)	£1,040.00
Exclusive Right of Burial (purchase of a cremated remains plot)	
Exclusive Right of Burial Cremated Remains Grave (Resident)	£200.00
Exclusive Right of Burial Cremated Remains Grave (Non-Resident)	£400.00
Exclusive Right of Burial (purchase of a cremated remains vault)	
Sanctum 2 Vault (underground)inc 1st interment and inscription (9.5x5.5x9)	No longer available
Sanctum 2000 Vault (above ground) inc first interment & inscrip (10x6.5x6) inc 1st 80 letters - £1.50 plus VAT each extra letter	£782.00
Sanctum 2000 Vault (above ground) Family inc 1st int & inscrip (10x6.5x6) inc 1st 80 letters - £1.50 plus VAT each extra letter	£1,540.00
Interments (burial to include digging of grave, admin fee and grass drapes)	
Interment Fee (Aged 16 years & under)	No Charge
Interment Fee (Resident 17 years & over)	£450.00
Interment Fee (Non-Resident)	£900.00
To build a Chamber in a shallow grave	£500.00
Interment of Ashes	
Interment of Cremated Remains (Resident)	£180.00
Interment of Cremated Remains (Non-Resident)	£360.00
Scattering of Ashes	£180.00
Sanctum 2000 Second interment & Inscription(1st 80 letters inc)	£380.00
Sanctum 2 Vault Second interment & Inscription (Resident)	£160.00
Sanctum 2 Vault Second interment & inscription (Non-Resident)	£320.00
Caskets for Sanctum 2 & Sanctum 2000 (£57.00 plus VAT = £68.40)	£68.40
Engraved brass plaque for Sanctum 2/2000 vault (available from Bells)	£20.00
Additional Inscriptions, Monuments, Gravestones	
Right to Erect a Headstone (Not exceeding 3.0' in height)	£100.00
Kerbstones & Border stones not exceeding 6'.6" x3'0" x 3'.0"	£100.00
Any other monument, not exceeding 6'.6" x 3.0' (inc slipper)	£100.00
Additional Inscriptions in existing head stones and pots	£50.00
Sanctum 2000 Additional Letters	£2.50 per letter
Sanctum 2000 Individual design or photo	POA
Chapel Use	
Use of Chapel for services (chapel use also available for Wake POA)	£160.00
Use of the Chapel for Wake (buffet, drinks, staff, ect)	POA
Other Services	
Searching Register (per grave)	£30.00
Transfer of Ownership	£35.00
Statutory Declaration	£35.00
Grave Planting & Care	
Grave Planting (twice yearly)	£50.00
Grave Planting with Grave care	£120.00
Top Soiling (single grave)	£30.00
Turfing (single grave)	£30.00

REPORT TO: Full Council
MEETING DATE: 6th April 2021
AGENDA ITEM: 8
PREPARED BY: Chris Shaw
SUBJECT: Town Clerks Report



ASB & Fly Tipping

Over the last few months Northwich has seen an increase in ASB and fly tipping, last weekend saw items thrown from Verdin Park onto the road below which included a park bench, smashed windscreens, damaged panels at parking meters and plants removed from town centre planters and thrown around the town centre.

Fly tipping and littering is increasing in most areas with NTC and CW&C staff removing more than ever from our open spaces, car parks and town centre.

A meeting took place between partners last Thursday and the following recommendations were put in place.

Litter Picking

Over the past week there have been significant areas cleansed by NTC, CW&C, volunteers and partners.

- New Warrington Road – NTC in partnership with CW&C cut back the verge and removed over 30 bags of rubbish leaving this area looking pristine as one of the gateways into the town.



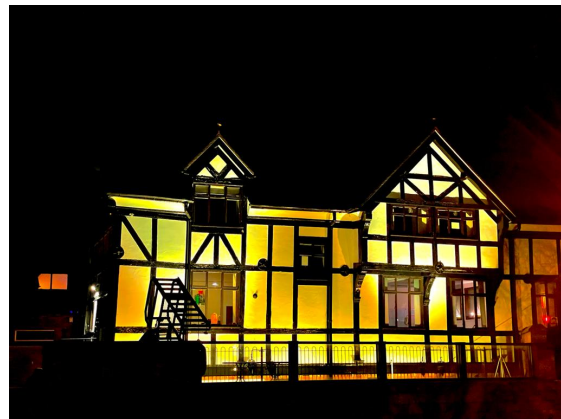
- A556 Layby – Volunteers removed over bags of rubbish from this site which was then removed from site by CW&C. Cllr Graham Emmett to give report.
- Moss Farm – Volunteers from the Rugby Club litter picked and removed over 15 bags of rubbish from this site. Cllr Sam Naylor to give report.

Many thanks to all that gave their time to the litter picking above and previous litter picks, you are making a tremendous difference to the town.

National Day of Reflection

On Tuesday 23rd March, the UK held a National Day of Reflection remembering all that have lost their lives and been affected by COVID. In honour of those that lost their lives the Town Bridge and CRS Consultants were illuminated yellow along with other buildings throughout the Country.

Our Mayor Cllr Kevin Rimmer reflected on the past year with a speech in front of the bridge which was placed on the CW&C social media platforms.



Vickersway Park

The shop in Vickersway park is now open with all amenities open and in use, COVID measures are still in place and we ask all visitors to follow social distancing when visiting any of our sites. The onsite shop will now be selling toasties when open which is something that visitors have been asking about for some time.

Toilets on site are now open with enhanced cleaning in place.

Verdin Park

You can now purchase hot drinks and snacks at Verdin Park while visiting the new play area, this will be for a trial period over the next month. If the amenity proves popular then we will look to keeping the provision on site throughout the summer.

Town Centre Cleansing

Northwich Town Council will be working with CW&C & Northwich BID to carry out an enhanced clean of the town centre before the shops begin to re open. The cleanse will include jet washing, hedge cutting, litter picking, painting, removal of fly tipping from key areas and mechanical sweeping.

Park Benches

Over the last few months we have been referbishing all our wodden park benches and this project is nearing compleation. Massive thankyou to John Sloan who has been repairing and re staining all the benches throughout our parks and open spaces.

May I ask the Mayor to write to John thanking him for the work that he has done for us.



Riverside Path

After contacting C&RT I am told that the Riverside Path on the Weaver will be repaired after the damage caused by the flooding, this work will be carried out in April.

REPORT TO: Full Council
MEETING DATE: 6th April 2021
AGENDA ITEM: 9
PREPARED BY: Chris Shaw
SUBJECT: St Helens Church Wall



Background

St Helens Church in Northwich sits next to Witton Cemetery, the church yard is a closed church yard, so the responsibility of the grounds falls under Northwich Town Council being the Burial Authority.

Unfortunately, part of the perimeter wall has collapsed and needs to be rebuilt as it is blocking a path that leads from Church Walk school to Church Road.

Proposed Works

I have contacted three contractors who specialise in stonework and restoration to quote for the works to rebuild the wall which are outlined below.

Walkers – £1590.00 Plus Vat

Stoneguard – £3565.00 Plus Vat

Mather & Ellis – £5392.00 Plus Vat

Recommendation

We have used all three contractors previously and all work to a very high standard, I would recommend that we award the works to Walkers at a cost of £1590.00 plus vat.

Decision of the Council is requested

REPORT TO: Full Council
MEETING DATE: 6th April 2021
AGENDA ITEM: 10
PREPARED BY: Chris Shaw
SUBJECT: Church Walk Paddling Pool



Background

Church Walk paddling Pool was refurbished in 2017 and has proved an extremely popular attraction for Northwich residents and the wider community.

Due to the COVID pandemic the pool did not open in 2020 and we did not carry out any routine maintenance on the pump room, pool surface or surround area.

Proposed Works

With COVID restrictions being lifted and guidelines being updated we could potentially open the pool in July, but this would be at a much-reduced capacity and we would need at least 2 members of staff to manage the facility, this could even have to be increased to 3 depending on numbers being allowed.

I will work with CW&C Events team and discuss what we could potentially deliver in the summer that is safe for our staff and visitors to the pool.

Recommendation

I would recommend that we carry out pump maintenance, clean and paint the pool and I will come back to Council in May with a report on re opening.

Decision of the Council is requested

Report to : Full Council
Meeting Date : Tuesday 6th April 2021
Agenda Item : 11
Prepared By : LC
Subject : Financial Regulations



The Financial Regulations were approved by Full Council for the year 2021/2022.

It has been brought to our attention by the Internal Auditor that item 11H was not amended in accordance to the other regulations giving the Clerk authority to spend below a certain budget, this has now been amended to the correct figure of £10,000 as detailed below and in the attached financial regulations (amendment marked in yellow and red)

11H (page 15)

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.

Decision of the Council is requested

NORTHWICH TOWN COUNCIL
FINANCIAL REGULATIONS

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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 orders¹ 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.
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- 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
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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.
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- 5.3. All invoices for payment shall be examined, verified and certified by the Clerk to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The Clerk shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Finance Committee Meeting.
- 5.5. The Clerk shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.
 - c) Fund transfers within the councils banking arrangements up to the sum of £70,000 provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.
- 5.6. For each financial year the Clerk shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which a duly authorised committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
-

- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
 - 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk shall give instruction that a payment shall be made.
 - 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the Finance Committee.
 - 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member of the council and countersigned by the Clerk, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
 - 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
 - 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Finance Committee at the next convenient meeting.
 - 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
 - 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
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- 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
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- 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;
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- 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
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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
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Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

- 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
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- 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
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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: 6th April 2021
AGENDA ITEM: 12
PREPARED BY: Chris Shaw
SUBJECT: Northwich Clean Team



Background

Around 7 years ago Northwich Town Council set up the Northwich Clean Team to carry out litter picks and cleansing throughout Northwich. The idea is that residents sign up to the Clean Team and receive a litter picker, hi viz vest and some rules which they abide to and they are then covered on our insurance to litter pick in their area or organised group picks.

Current Position

Although the clean team still exists and is being organised by Cllr Graham Emmett who is doing a fantastic job I feel that we should give more support to the initiative. There are also other groups that are carrying out litter picks within the town and further afield and I feel it would be good to bring all these groups together under one umbrella.

The bigger the group the more we can get done in and around our town and with NTC/CW&C/ BID supporting bags of waste can be removed on the same day.

We could also fund additional litter pickers, hi viz vests and bags which members would sign out and when finished return for someone else to use.

Proposal

To arrange a meeting with all partners and litter picking groups to see if this idea is something that they would like to consider going forward.

If not, then the Northwich Clean Team would carry on as part of the wider group of volunteers who litter pick within the town.

Recommendation

To contact all groups to arrange a meeting and come back to Council with a proposal at the next meeting.

Decision of the Council is requested