

NORTHWICH TOWN COUNCIL

Town Clerk: Chris Shaw

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DATE: 29th 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 4th May 2021 at 6.00pm.**

Yours Sincerely

Chris Shaw

Chris Shaw
Town Clerk

AGENDA

1 Apologies for absence or absence

2 Declaration of interest

Members to declare any interest under the following categories:

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

3 Open Forum

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

4 Signing of the Minutes

Of the Town Council meeting held on 6th April 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 Town Clerk's Report

To consider the Town Clerks Report attached

- 8 Church Walk Paddling Pool**
Report attached
[Decision of the Council requested](#)
- 9 Casual Vacancy**
Report to be given at meeting
[Decision of the Council requested](#)
- 10 Second Interim Report**
JDH Business Services, March 2021 second interim report attached
[Decision of the Council requested](#)
- 11 CW&C Councillor Updates**
To receive updates from members
- 12 Outside Bodies**
To receive an update from any member attending meetings of outside bodies
- 13 Date of next meeting**
The next meeting will be Monday 7th June 2021 at 6.00pm

NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL
HELD ON TUESDAY 6TH APRIL 2021 VIA ZOOM VIDEO CONFERENCING

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. A Gerrard.
Cllr Mrs. J. Illidge Cllr. Mrs. A Lockett
Cllr Mrs. K Cernik .

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

NTC 20/126 APOLOGIES FOR ABSENCE OR ABSENCE

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

NTC 20/127 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. A Gerrard declared an interest in any matters relating to Rudheath Parish Council.

NTC 20/128 OPEN FORUM

The Town Mayor introduced Anne Tunwell who wished to address Members to highlight the charity work undertaken by Homestart Cheshire. Consisting of 70 volunteers. who visit specific families. to assess needs. Mentors go through selection and training process with regular support and supervision. During Covid pandemic have to rely on various means of communication remotely. Have seen increases in Mental Health problems, and Domestic Abuse and calls to Childline. Wants to raise awareness of Homestart across Cheshire in an effort to grow services and recruit volunteers. Want Councils to be aware of their presence. Funding is proving difficult. Cllr B Cernik, is the CW&C Lead for Children and Families and offered to set up meeting with the relevant Officers. Cllr. McNamee asked in relation to current funding - this has been provided by Big Lottery, Children In Need and other smaller charities and Trusts.

Date.....

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Cllr. K. Rimmer
Town Mayor

Homestart Referrals come from Health Visitors, Social Services and sometimes self referrals. Cllr. K Cernik advised of the new organisation, Care Communities, and agreed to mention Homestart into next meeting. Homestart also working closely with Foodbanks particularly since Lockdowns. Cllr. Bowdon wished to thank them for the important work they do and the benefit to so many people. Agreed it is important for co-ordination with other Agencies. Ms. Tunwell was thanked for her informative presentation.

NTC 20/129 SIGNING OF THE MINUTES

The minutes of Town Council Meeting held on Monday 1st March, 2021 be confirmed and approved as a true and accurate record.

Proposed by Cllr B. Cernik, seconded by Cllr Emmett. Minutes to be signed by the Mayor. All in favour.

NTC 20/130 REPORTS OF COMMITTEES

6.1 To note Planning and Environment Committee meeting held on Tuesday 16th March 2021. Noted by Cllr Stott

6.2 To note Finance and General Purposes Committee Meeting held on Tuesday 16th March, 2021. Noted by Cllr Emmett.

NTC20/131 TOWN MAYOR'S COMMUNICATIONS

There were 2 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

NTC20/132 TOWN CLERK'S 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 waste 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, and a follow up meeting planned for Friday next.

Date.....

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Cllr. K. Rimmer
Town Mayor

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 picked several bags of rubbish from this site which was then removed from site by CW&C. Cllr Emmett gave background. regarding volunteers who cleared rubbish on this site.
- Moss Farm – Volunteers from the Rugby Club litter picked and removed over 15 bags of rubbish from this site. Cllr Naylor gave background and advised that the Northwich Junior Superstars carried out the litter pick with parents before their training session. Problems with ASB, Fly tipping and dog fouling which Multi Agencies will have to solve.

Many thanks to all that gave their time to the litter picking above and previous litter picks, makes 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 available and in use, COVID measures are still in place and all visitors are asked 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 ameniety 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 refurbishing all our wooden park benches and this project is nearing completion. Massive thank you to John Sloan who has been repairing and re staining all the benches throughout our parks and open spaces. Mayor's letter of thanks will be sent to Mr Sloan.

Date.....

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Cllr. K. Rimmer
Town Mayor

Riverside Path

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

NTC20/133 FINANCE RECOMMENDATIONS

Amenity charges for 2021-22 and Witton and Dane Valley Cemetery charges for 2021-22 will remain unchanged. Proposed by Cllr. Bowden, seconded by Cllr. McNamee. All in favour.

Approved

NTC20/134 WITTON CHURCH COLLAPSED WALL

Report distributed to Members prior to this meeting. TC gave brief additional background. Proposed by Cllr. Gerrard and seconded by Cllr. Illidge to accept Walker's contractors quote to carry out the repairs. All in favour.

Approved

NTC20/135 CHURCH WALK OUTDOOR PADDLING POOL

Report distributed to Members prior to this meeting. TC agreed to report back at next meeting for decision on re-opening. Meanwhile the pool will be subject to routine maintenance. Cllr. Cooper suggested we work in tandem with Congleton Town Council who have a similar facility. Entry process was discussed such as coloured wrist bands for a limited time, and online booking restricted to Northwich residents only

TC suggests the matter is taken to an Amenities sub-committee meeting . Proposed by Cllr.Naylor, seconded by Cllr. Cooper.

Resolved

NTC20/136 FINANCIAL REGULATIONS

ATC explained an amendment that needs to be made within the Council's Financial Regulations, as reported to us by our Internal Auditor. Proposed by Cllr.Gerrard, seconded by Cllr. Bowden, to correct the Regulations. All in favour.

Approved

NTC20/137 NORTHWICH CLEAN TEAM

A report was distributed among Members prior to this meeting. Cllr. Naylor considers this a sensible proposition, and suggested that staff at Victoria House would be more than happy to have their clients to help. Cllr. Emmett explained that with the amount of equipment distributed out to volunteers, funds are depleted due to more demand in relation to littering problems, more response from volunteers, need funds for more kit. Lots of individual litter picking groups now. As one large group they would qualify for funding. Proposed by Cllr.Gerrard, seconded by Cllr. Illidge. All in favour of recommendations.

Resolved

Date.....

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**Cllr. K. Rimmer
Town Mayor**

NTC 20/138 COUNCILLOR RESIGNATION

Cllr. Mrs Linda Nelson has resigned as Town Councillor due to her moving out of the area to live in Wales. Linda had carried out some good work and much effort for the people of Northwich. She will be missed, but members wish Linda the best of luck for the future. Mayor's letter of thanks will be sent on behalf of the Council.

Cllr. K Rimmer left the meeting at 6.50 p.m.

NTC 20/139 BRATTS NORTHWICH

Bratts are closing their store in Northwich established 160 years.

Much discussion among Members took place with Cllr. Illidge saying she was devastated and wondered if there was anything NTC could do to reverse the Owners decision. Members agreed the store will be missed in the town. Cllr. Naylor advised this is not as a result of the recent flooding in Northwich, or due to the effects of COVID lockdowns. The existing store in Nantwich is to remain open. Concerns with the future of the building. It was agreed that Cllr. Illidge will compose a letter as an attempt to persuade the Owners to reconsider and reverse their decision. Proposed by Cllr. Illidge, seconded by Cllr K. Cernik.

Resolved

NTC 20/140 CW&C COUNCILLOR UPDATES

Cllr. Naylor advised that himself and Cllr. Cooper will participate in the newly formed CW&C Flood Risk Action Group. Is also determined to mount campaign against the Incinerator at Lostock.

Existing railhead on site should be used in preference to road transport.

Cllr. K.Cernik also advised of Councillors being allocated to Care Communities throughout the Borough. Big changes ahead in Management of the NHS and could impact services locally.

NTC 20/141 OUTSIDE BODIES

Cllrs. Emmett and McNamee attended the latest Orsted Liaison Committee meeting. Consultant gave presentation about waste disposal. An Environmental Impact Study focus on air quality. Traffic will make air quality illegal. If LSEP get the go ahead to bring in traffic, there is little space for parking provision given the sizes of vehicles. NTC need to have input into the E.I.S. Cllr. McNamee added that 3 other Parish Councils are involved, namely Rudheath, Lostock Gralam and Lach Dennis who have written to the Secretary of State. NTC should support this as not in anyone's interest. Cllr. Naylor added that this whole situation at Lostock Gralam is crying out for a petition to use the railhead onsite. Cllr. Gerrard advised that Rudheath Parish Council hold their Planning Meeting later this week and will keep NTC updated on the outcome.

NTC 20/142 DATE OF NEXT MEETING

Date of the next Full Council Meeting (Zoom Virtual) will be held on **Tuesday 4th May, 2021** at 6.00pm. Usual details will be sent prior to this meeting. (Please note the date follows Bank Holiday.) Meeting ended at 7.30 p.m.

Date.....

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**Cllr. K. Rimmer
Town Mayor**

PART B

In accordance with the Local Government Act – Public Admission to Meetings Act 1960, the following agenda item is to be considered in the absence of press or public.

Rudheath Cemetery contract charges for 2021-2022

Outside Contracts Rate 2021-2022

Staff Appraisals

Date.....

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**Cllr. K. Rimmer
Town Mayor**

NORTHWICH TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING
HELD ON TUESDAY 20th APRIL 2021
VIA ZOOM

Members Present

A. Stott
A. Cooper
C. Fox
D. Bowden
M. Rowley

Also present

Theresa Cash - Council Secretary/Mayor's P.A.
Cllr. J. Illidge

PL 20/53 APOLOGIES FOR ABSENCE, OR ABSENCE

Apologies received from Cllr. Rimmer. Cllrs. Eastwood, (leave of absence)

PL 20/54 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 20/55 SIGNING OF THE MINUTES

The Minutes of the Planning and Environment Committee meeting held on Tuesday 16th March, 2021, and noted at Full Council Meeting of 6th April, 2021, were approved, as a true and accurate record. Proposed by Cllr Cooper seconded by Cllr Fox.

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

PL 20/56 PLANNING APPLICATIONS

1. 21/00635/FUL
Dropped kerb at front of property
4 Beach Road Hartford Northwich CW8 4BA
We have concerns regarding the approach of traffic off a sharp bend. Several collisions have occurred to the exterior wall over many years. This property is bordered by trees protected by Tree Preservation Orders and it is difficult to see how a vehicle access could be created without affecting these. There is ample parking at the rear of the property.

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Date

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**Cllr. A. Stott
Chair**

2. 21/00983/FUL
Single storey side extension, widening of existing driveway with new front parking bay together with widened pavement cross and dropped kerb.
16 The Crescent, Northwich CW9 8AD
The property extension is out of keeping with other properties with the aims and objectives of a conservation area. We wholeheartedly agree with the objections of the neighbour.
3. 21/00777/FUL
Extension of existing balcony (Retrospective)
17 Riverside Park Northwich CW8 1DS
No objections
4. 21/00975/FUL
Two bay timber building with open log store
7 Vale View, Cranage Lane Northwich CW9 7LX
No objections
5. 21/00987/FUL
Single storey rear extension
78 Carlton Road Northwich CW9 5PG
No objections
6. 21/01027/FUL
Residential development of 4no. 1 bed apartments
Land to rear of 170 London Road Northwich CW9 8AA
The property is considered to be detrimental to residential amenity to No's 5, 6, 170 and 172.
7. 21/01337/CAT
1 x Cherry to rear of property – Fell to 10ft due to close proximity to property and outbuildings and obvious signs of included bark/poor union at basal.
260 London Road Northwich CW9 8AJ
We would request referral to the Tree Officer
8. 21/01338/CAT
1 x Mature Beech- Crown reduce by 25% - crown lift and crown thin. Holly boundary hedge – reduce to previous cuts.
252 London Road Northwich CW9 8AJ
We would request referral to the Tree Officer
9. 21/01097/FUL
Change of use of the ground floor from retail to a Wine Bar
15 Market Street, Northwich CW9 5BD
No objections

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Date

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**Cllr. A. Stott
Chair**

10 21/01118/FUL

Construction of 2 single storey dwellings

Land at 4 Beswicks Road, Northwich CW8 1AP

We consider this application as overdevelopment of the site. Poor residential amenities for current and future residents.

PL 20/57 DECISION NOTICES

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

Awaiting decision

2. 21/00421/FUL

Demolition of existing conservatory, single storey rear extension.

47 Cromwell Road Northwich CW8 4BW

Awaiting decision

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

Awaiting decision

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.

Approved

5. 21/00377/S73

Variation of Condition 2 (Plans) of 19/01851/FUL

20 London Road Northwich CW9 5HD

Awaiting decision

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

Awaiting decision

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Date

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**Cllr. A. Stott
Chair**

7. 21/00446/FUL
Change of use from (A1/E use) to Betting Shop (sui generis use)
4-6 Leicester Street Northwich CW9 5LA
Awaiting decision
8. 21/00791/TPO
Various works on various trees including felling.
Brockhurst Hall, Brockhurst Mews Northwich CW9 8SH
Awaiting decision
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
Awaiting decision
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
Awaiting decision
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
Awaiting decision
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
Approved
13. 21/00700/FUL
Two storey and single storey rear extension.
24 Cromwell Road, Northwich CW8 4BN
Awaiting decision

PL 20/58 NEXT MEETING

The date of the next Planning and Environment Committee meeting will take place on Tuesday 18th May, 2021, at 5.30 p.m.

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

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Date

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**Cllr. A. Stott
Chair**

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON
TUESDAY 20th APRIL 2021 VIA ZOOM

Members Present : Cllr T Melville (Chair)
Cllr S Naylor
Cllr G Emmett

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

FIN 20/74 **APOLOGIES FOR ABSENCE OR ABSENCE**

Apologies received from Cllr K Rimmer, Cllr Mrs H Rowlands, Cllr M Rowley

FIN 20/75 **DECLARATIONS OF INTEREST**

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

FIN 20/76 **SIGNING OF THE MINUTES**

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 16th March 2021 and noted at Town Council Monday 6th April 2021 were approved

Proposed: Cllr G Emmett, seconded Cllr S Naylor, all approved

FIN 20/77 **DETAILED INCOME & EXPENDITURE BY BUDGET**

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

The following items were discussed in more detail:

Verdin Park - £75,000 from Veolia with a further £15,000 to come. NTC have matched funded but with income from various grants.

Old Hall Road - £110,000 from Wren and NTC given 10% towards the build. We are hoping to have this finished by summer as it will be a 3-4-week build.

Vickersway Park – 2 members of staff during opening hours due to it being busy with games and serving hot food. The park is doing very well.

Contract work – We have won new contracts over the last few months and have also taken on 3 new members of staff as we were short staffed throughout the Winter. With the new staff members we will now be able to look at spending additional time within the Town centre delivering enhancements to the town. If we do look to take on additional contracts then we will have to consider additional machinery to complete the works. Cllr Naylor had concerns of us getting too big. TC informed members we have most of the Parish Councils, looking after the grass and planting and any significant increase in contracts would be discussed with Council.

Proposed: Cllr G Emmett, seconded Cllr S Naylor, all approved

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Date

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Cllr K Rimmer
Chair

FIN 20/78

BACS DUE FOR PAYMENT

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

Flying Colours Flagmakers Limited – £539.40, costs for Middlewich Town Council bunting
Cheshire Self Drive – £2077.50, vehicle hire
John Harding & Son Ltd – £413.40, Green waste disposable

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

FIN 20/79

BANK PAYMENTS TO BE CHECK BY FINANCE

Members approved evidence for payments from February 2021 payments (January 2020 invoices)

Alan Radband - £2526.70
Cheshire Self Drive – £1692.38

Proposed by Cllr G Emmett and seconded by Cllr S Naylor, all agreed

Members approved evidence for payments from April 2020 (March invoices 2020)

Blue Arrow - £612.00
Northwich Tyres - £108.00

Proposed by Cllr G Emmett and seconded by Cllr S Naylor, all agreed

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

Cheshire Farm Machinery – 1317.62
Flying Colours - £539.40

FIN 20/80

DATE OF NEXT MEETING

Date of the next meeting Tuesday 18th May 2021 9.30am

There being no further business the Chairman declared the meeting closed at 10.05am

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Date

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Cllr K Rimmer
Chair

Report to : Full Council – via remote Zoom

Meeting Date : 4th May, 2021

Agenda Item : 6

Prepared By : Theresa Cash

Subject : Town Mayors Communications



There was 1 event attended by the Town Mayor during April

Sunday 11 th April	CWAC/Chester Cathedral	Service of Thanksgiving in memory of HRH Prince Philip Duke of Edinburgh

REPORT TO: Full Council
MEETING DATE: 4th May 2021
AGENDA ITEM: 7
PREPARED BY: Chris Shaw
SUBJECT: Town Clerks Report



ASB & Fly Tipping

Following on from the town centre meeting with partners including CW&C, Northwich BID and the Police we have seen a decrease in ASB and fly tipping in Northwich. Local Police officers have increased patrols in the area and CW&C and NTC have increased the litter picking in the town centre.

Verdin Park

The final indents on the gate piers in Verdin park have now been installed so this project is now complete.

Town Centre Cleansing

Northwich Town Council, BID & CW&C have been busy carrying out enhanced cleansing around the town centre. This will continue over the following months to ensure Northwich is looking its best for our community and visitors.

Old Hall Road Play Area

We are awaiting the final funding agreement from WREN for the play area refurbishment and once received then we will be order the play equipment and set a date for the start of the project.

COVID 19 Memorial

We have discussed previously about installing a COVID memorial stone to remember all that have lost there lives and also to honour the key workers that have worked throughout the pandemic.

I have now been approached by Rudheath & Witton who also wish to place a memorial stone within Northwich, we can now look at this project in partnership with R&WT.

After initial meeting Vickersway Park was looked at as the location for the memorial as this area is visited by many residents and is a safe secure location. This is subject to change and we can arrange a further meeting with R&WT to discuss further.

Do members wish to set up a small Sub Group to meet with R&WT and chose a location and design.

Hidden Disabilities Sunflower Training

The link is now available to undertake the hidden disabilities sunflower training and has been sent to all members to undertake if they wish. All NTC staff will undertake the training so they are aware of hidden disabilities within the community and recognise the significance of the sunflower. NTC have supported this initiative with Northwich BID, Barons Quay and the Rotary Clubs to make Northwich a Sunflower Friendly Town.

The scheme will be rolled out across the businesses throughout the town and sunflower lanyards will be available to people that require them.

REPORT TO: Full Council
MEETING DATE: 4th May 2021
AGENDA ITEM: 8
PREPARED BY: Chris Shaw
SUBJECT: Church Walk Paddling Pool



Churcwalk paddling pool is a popular ameniety posistioned in the middle of Northwich and is very well used by local residents and visitors frow further afield. During the Covid 19 pandemic the pool remained closed but with restrictions slowly being released we need to consider the re opening of this facility in the summer.

We have discussed in the past the need to manage the numbers in the pool at any one time as the facility can become extreamly busy during the summer months. Increased numbers puts extreame pressure on our staff that work within the shop and maintain the site, it also increases parking issues for local residents as visitors look for parking spaces as close to the park as possible.

We are working closley with other paddling pool providers to discuss what they will be implementing throughout the summer and sharing ideas and best practise.

Prpopsals to consider could include.

- Reduced capacity to 100 people at any one time
- Timed sessions for visitors
- Morning and afternoon sessions
- Priority given to Northwich residents
- Ticketed sessions booked in advance
- Site will require enhanced cleaning regime
- Additional staff
- Increased COVID secure mesures
- Extended or reduced opening times

All the above will need to be considered to keep our staff and visitors as safe as posible while enjoying this facility.

I would recommend that this be discussed at Amenities Committee with a site visit before discussion and a proposal brought back to Council in June.

As discussed at last Full Council works have now begun on routine pool and pump room maintainence to ensure the pool is ready to open when decied it is safe to do so.

Decision of the Council is requested

Chris Shaw

REPORT TO: Full Council
MEETING DATE: 4th May 2021
AGENDA ITEM: 10
PREPARED BY: Liza Clansey
SUBJECT: March 2021 Interim Audit Report

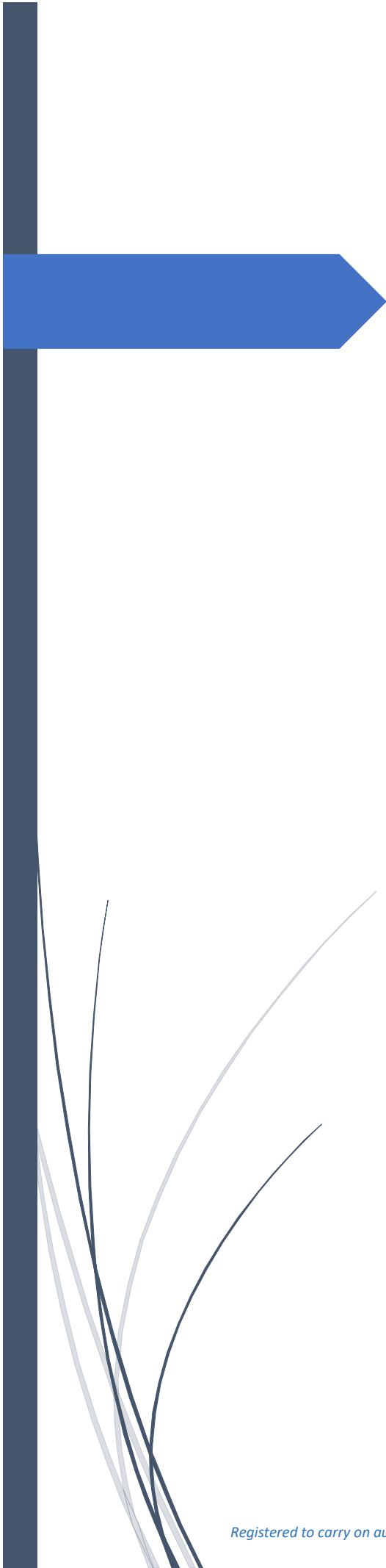


Please find attached Interim Audit Report from JDH Business Services for the six month period up to March 2021.

The issues and recommendations raised will be implemented before the next audit. Some of which have already been dealt with.

Decision of the Council is requested

Liza Clansey



Northwich Town Council

Internal Audit 2020/21

Second 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 on the Annual Return for local councils.

Conclusion

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

JDH Business Services Limited

	ISSUE	RECOMMENDATION	FOLLOW UP
1	Sample testing of payments identified that three quotations had not been secured for a number of contacts in excess of £3000 in accordance with the Financial Regulations (FRs). The reason provided for this was that the regulations had been updated to a figure of £10000 as the new threshold for requiring three quotations. Unfortunately, the update to the Financial Regulations did not amend section 11.1.h which sets the threshold for securing quotations. As a result, the council has not complied with its Financial Regulations for all contracts in excess of £3000.	<i>The council should comply with its Financial Regulations. If the intention is to set a threshold for securing three quotations of £10000 then the FRs should be updated at the next available meeting.</i>	
2	The risk assessment does not address the risks of supplier (procurement) fraud.	<i>The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.</i>	
3	The council is party to a number of contracts with varying lengths and conditions.	<i>The council should establish a contracts register which should be regularly reviewed to identify those contracts where the</i>	

**INTERNAL AUDIT REPORT
NORTHWICH TOWN COUNCIL**

	ISSUE	RECOMMENDATION	FOLLOW UP
		<i>upcoming end date signifies that a tender or quotation process is required, or whether a decision is needed regarding an extension which is provided for in the contract terms.</i>	
2020/21 first interim internal audit			
1	The VAT number of suppliers for material contracts are not verified before entering into the contract.	<i>A VAT fraud prevention check should involve verification of the VAT number and address details of a new major supplier before entering into a material contract.</i>	