NORTHWICH TOWN COUNCIL

Town Clerk: Chris Shaw

Council Offices, 78 Church Road, Northwich, Cheshire, CW9 5PB - 01606 41510
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Northwich
town council

DATE: 30th June 2022

To: The Members of Northwich Town Council

Dear Councillor

You are summoned to attend the meeting of the at the **Council Chamber, 78 Church Road, Northwich, CW9 5PB** held on **Monday 4th July 2022 at 6.00pm.**

Yours Sincerely

Chris Shaw
Town Clerk

AGENDA

1. Presentation of Grants

2. Apologies for absence or absence

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

4. 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

5. Signing of the Minutes
Of the Town Council meeting held on Monday 6th June 2022 (minutes attached)
Members are required to approve the minutes as a true and accurate record

6. Reports of Committees
6.1 To note Finance & General Purposes Committee meeting held the Monday 20th June 2022 (minutes attached)
6.2 To note Extraordinary Committee meeting held on Monday 27th June (minutes attached)
6.3 To note Planning & Environment Committee meeting held on Monday 27th June (minutes attached)

7. Town Mayor's Communication
List of civic events that the Town Mayor has attended during the last month (minutes attached)

8. Town Clerk's Report
To consider the Town Clerks Report (attached)

9. **Finance Committee Report – to approve Columbaria Bench costs**
To approve Finance recommendations to increase bench costs
Report attached
Decision of the Council is requested

10. **Extraordinary Meeting Report –AGAR**
AGAR report attached
To note

11. **Extraordinary Meeting Report –Year End Audit**
Year End Audit report attached
To note

12. **Extraordinary Meeting Report –Interim Internal Audit**
Internal Audit report attached
To note

13. **HS2 Petitioning**
To Consider the attached report
Decision of the Council is requested

14. **Northwich Neighbourhood Plan**
To Consider reviewing the Northwich Neighbourhood Plan
Decision of the Council is requested

15. **Krazy Races**
To note the report attached

16. **Drop Crossings in Northwich**
Cllr Olwyn Dean to give a report

17. **Women in Sport**
Cllr Lee Siddall to give a report

18. **Soot Hill Collapse Update**
To note attached correspondence

19. **CW&C Councillor Updates**
To receive updates from Members

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

21. **Date of next meeting**
The next meeting will be Monday 5th September 2022 at 6.00pm.

NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 6th JUNE, 2022

Present:

Cllr G. Emmett - Town Mayor

Councillors:

Cllr. S. Naylor	Cllr. D. Bowden
Cllr. L. Siddall	Cllr. Mrs. J. Illidge
Cllr. Ms. J Thomas	Cllr. M. McNamee
Cllr. A. Cooper	Cllr. A. Stott
Cllr. Mrs. A. Lockett	Cllr. Ms G. Edwards joined the Meeting at 6.30.

Also present:

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

NTC 22/01 PRESENTATION OF PAST MAYOR'S MEDAL

The Town Mayor presented outgoing Town Mayor Cllr. Sam Naylor with a Past Mayor's commemorative medal.

NTC 22/02 APOLOGIES FOR ABSENCE OR ABSENCE

Apologies for absence were received from Cllrs. A Gerrard, R. Cernik, K. Cernik. Cllrs. T Melville and C. Fox did not attend.

NTC 22/03 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.

NTC 22/04 OPEN FORUM

There were no speakers.

Date……………………… ………………………………….
Cllr. G. Emmett Town Mayor

NTC 22/05 SIGNING OF THE MINUTES

The minutes of the Town Council Meeting held on Monday 9th May, 2022 be confirmed and approved as a true and accurate record. Minutes attached.
Proposed by Cllr. Thomas seconded by Cllr. Siddall. Minutes to be signed by the Mayor. All in favour.

NTC 22/06 **REPORTS OF COMMITTEES**

6.1 To note Town and Parish meeting on Friday 6th May 2022. Minutes attached.
Proposed by Cllr. Siddall, seconded by Cllr. Naylor. All in favour.

6.2 To note the Annual General Meeting on Monday 16th May, 2022. Minutes attached. Proposed by Cllr. Siddall, seconded by Cllr. Lockett. All in favour.

6.3 The Finance and General Purposes Committee Meeting was not held on 23rd May, 2022. Meeting was not quorate.

6.4 To note the Planning and Environment discussion meeting held virtually on Thursday 26th May, 2022. Noted by Cllr. Cooper.

NTC 22/07 **TOWN MAYOR'S COMMUNICATIONS**

There were 12 events attended by both Town Mayors during May		
ATTENDED BY	**OUTGOING MAYOR**	**CLLR. SAM NAYLOR**
Thursday 5th May	SJD 6th Form	Year 13 Awards Evening
Friday 6th May	Lord Mayor of Chester	Banquet at Chester Town Hall
Wednesday 11th May	Acorn Meadow Care Home	Open Day event
Thursday 12th May	CW&C	Northwich Jobs Fair Health and Social Care
Saturday 14th May	Care UK	Loading a container for Ukraine
Monday 16th May	Puddle Ducks	Star Teacher Award Nominations
ATTENDED BY	**INCOMING MAYOR**	**CLLR. GRAHAM EMMETT**
21st May	St Helen's Church	St Helen's Day Celebration
21st May	KMTC	Shrek The Musical
Wednesday 25th May	Church Walk School	Community picnic lunch
Thursday 26th May	NTC	Jubilee tree planting at 6 schools
Friday 27th May	Charles Darwin School	Sports Day opening
Saturday 28th May	NTC	Opening of Church Walk Paddling Pool

Updates were given by both Town Mayors on the events they attended.

Date…………………….. **…………………………………..**
Cllr. G. Emmett Town Mayor

NTC 22/08 **TOWN CLERKS REPORT**

Greenbank Station Shelter

The long awaited shelter at Greenbank Rail Station is now open for passengers to use. Northwich Town Council contributed £2000 towards this initiative along with other partners.

Verdin Park

The entrance to Verdin Park now resurfaced and additional drainage installed, the gates now open inwards. The gates will only be open during events in the park and event organisers will take full responsibility for any damage incurred.

Crossing Points in Northwich

Cllr Siddall wished to address Members about certain areas in Northwich, traffic signalled but not pedestrian friendly. Cllrs. Naylor and Cooper has raised this matter with CW&C requesting a safety audit, and will also be raised with Highways Dept.

Youth Provision

The youth provision initiative in Northwich is now almost organised, activities will include

- Police discos at the Plaza
- Party in The Park (Verdin Park)
- Vickersway Park activity days throughout the summer holidays
- Brio Leisure activities
- Odeon cinema nights

All this activity is being funded and organised by NTC, R&WT, Northwich Police, Northwich BID, EdSential and Barons Quay.

Northwich Beacon Lighting

On Thursday 2nd June the Queen's Jubilee was celebrated by lighting a beacon at Verdin Park, this event was very well attended. The Town Mayor Cllr Graham Emmett lit the beacon supported by the head boy and head girl of Church Walk School.

Verdin Park Music Festival

Saturday 4th June saw the return of the Vedin Park Music Festival which was again very well attended. The event started at 1.00 pm and saw a number of bands play throughout the day and into the evening. The event finished with a firework display at 10.00 pm to celerbrate the Queen's jubilee. A massive thank you to our Town Mayor Cllrs Emmett and Thomas who worked tirelessley on the NTC bar and litter picked with our staff. Also Adam Gerrard from the BID, Cllr Alison Gerrard, Cllr Andrew Cooper and all the volounteers from ONE Northwich.

Date……………………… ………………………………….
Cllr. G. Emmett Town Mayor

Artisan Market

Next market will be Saturday 11th June members attending as follows:-

11.00 am Cllr. G Emmett – Town Mayor

12.00 noon Cllr. M. McNamee

1.00 pm Cllr. Ms. J. Thomas

2.00 pm Cllrs. G Emmett and J. Thomas.

Cllr. Illidge mentioned complaints she has received from members of the public whilst on the Artisan Market last month. These consisted of enquiries regarding the building at the bottom of Castle Hill, this has been a contentious issue over many years. Cllr. Cooper advised that CW&C are aware of this and further discussion took place among members.

Cllr. Naylor also mentioned contact he has had with a member of the Brunner family enquiring as to the future of the Brunner statues. The removal of the statues from Winnington to Pocket Park will be very expensive to move the short distance but is confident we can secure funding.

NTC 22/09 EAR MARKED RESERVES

A full report of Ear Marked Reserves and planned capital; expenditure was distributed to Members prior to this meeting for consideration. Proposed by Cllr. Naylor, seconded by Cllr. Cooper. All in favour.

Approved

NTC 22/10 COUNCILLORS CO-OPTION

Cllr. Naylor spoke as one of the panel members interviewing candidates and was impressed with the quality, they will offer value to the community. Proposed by Cllr. Cooper, seconded by Cllr. Naylor. All in favour to accept five applicants.

Approved.

NTC 22/11 EVENTS

TC gave update. Upcoming events that NTC are involved with, include Krazy Races on 26th June. An all day event with food, drink and activities available at Verdin Park. Racing will take place down Castle Hill. Pina Colada on 20th August.

NTC 22/12 CW&C COUNCILLOR UPDATES

Cllr. Cooper advised CW&C are preparing a bid to Central Government to cover a number of improvements. Expected outcome of the bid is expected by end of the year. Cllrs. Naylor and Cooper are jointly working for a solution to solve the swimming pool problem for Primary Schools since Sir John Deane's have closed permanently their pool. Working with CW&C Public Health, Brio and Vale Royal Schools Partnership. Brio can possibly reconfigure their schedule to accommodate Primary Schools. There is a need for Swimming Teachers and NTC are looking for a suitable Course for Schoolteachers to qualify. With the growth on the Town a long term solution needs to be found.
Cllrs. K Cernik and Cooper have met with Tiny Steps and the Downs Syndrome Group to obtain suitable premises. Cllr. Naylor had a recent trip on the Daniel Adamson Steamboat and had useful discussion with C&RT in respect of dredging the River. Would ideally like to get the Daniel Adamson to Barons Quay.

HS2 - CW&C agree to formally oppose the hybrid Bill. Cllr. Cooper explained the ongoing process.

Date……………………… …………………………………
Cllr. G. Emmett Town Mayor

NTC 22/13 OUTSIDE BODIES

Cllr. Siddall is working with Cllr. R Cernik in respect of the Youth Centre sessions. Trial of 6 weeks.

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NTC 22/14 DATE OF NEXT MEETING

Date of the next Full Council Meeting will be held on Monday 4th July, 2022 at 6.00 pm.

Meeting ended at 6.50 p.m.

Date………………………

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Cllr. G. Emmett   Town Mayor

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THURSDAY 20th JUNE 2022 at 6.30 pm

Members Present	**:**	Cllr T Melville Cllr Miss C Fox Cllr Mrs K Cernik Cllr Ms J Thomas Cllr Ms R Waterman
Also Present	**:**	Chris Shaw – Town Clerk Liza Clansey – Assistant Town Clerk Cath Kirwan – Finance Officer

FIN 22/01 TO APPOINT A CHAIR AND VICE CHAIR FOR THE COMING YEAR

Cllr Ms. C Fox to be Chair of Finance
Proposed Cllr Ms. J Thomas, seconded Cllr T Melville, all in favour

Cllr Mrs. K Cernik to be Vice-Chair
Proposed Cllr Ms. J Thomas, seconded Cllr T Melville, all in favour

Resolved

FIN 22/02 APOLOGIES FOR ABSENCE OR ABSENCE

Apologies received from Cllr S Naylor, Cllr M McNamee, Cllr L Siddall, Cllr G Emmett and Cllr Ms J Macdonald

FIN 22/03 DECLARATIONS OF INTEREST

Declarations of interest were given from Cllr G Emmett relating to Freshwater View and Cllr. Ms. R Waterman relating Changing Lives Together.

FIN 22/04 SIGNING OF THE MINUTES

Minutes of the Finance and General Purposes Committee meeting held on 18th May 2022 and 6th May 2022 noted at Town Council meeting on were approved.

Proposed Cllr Ms. J Thomas, seconded Cllr T Melville, all agreed

FIN 22/05 DETAILED INCOME & EXPENDITURE BY BUDGET

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

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

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Date	**Cllr. Ms. C Fox** **Chair**

FIN 22/06 **BACS DUE FOR PAYMENT**

Bacs payments and direct debit figure approved £70,622.40

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

FIN 22/07 **BANK PAYMENTS TO BE CHECK BY FINANCE**

Members approved evidence for payments from March payments (February 22 invoices)

Northern Trains - £1500.00
North West Asbestos - £648.00

Members picked two suppliers from April 22 payments (March 22 invoices), evidence to be brought to finance meeting in July 2022 and chosen by Cllrs T Melville and Cllr. Ms. C Fox.

Columbaria Company - £420.00
Cheshire Self Drive - £2524.98

Members picked two suppliers from May 22 payments (April 22 invoices), evidence to be brought to finance meeting in July 2022 and chosen by Cllrs T Melville and Cllr. Ms. C Fox.

Cheshire Business Supplies - £109.20
Spark Medical - £2834.70

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

FIN 22/08 **COLUMBARIA – SUPPLIER INCREASE**

Councillors approved Columbaria new price increase for the Buxton Sera Grey granite benches.
The fitting and the delivery price have not changed. These benches are sold to customers at cost.

Proposed by Cllr Ms C Fox and seconded by Cllr Ms J Thomas, all agreed

FIN 22/09 **DATE OF NEXT MEETING**

Date of the next meeting Monday 18th July 2022 at 6.30 pm

There being no further business the Chairman declared the meeting closed at 7.30 pm

………………………. **Date**

……….…..………. **Cllr. Ms. C Fox**
Chair

NORTHWICH TOWN COUNCIL
EXTRAORDINARY MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 27th June 2022

Members Present:	Cllr S Bennett	Cllr A Cooper	Cllr Mrs O Dean
	Cllr Miss G Edwards	Cllr G Emmett	Cllr Miss C Fox
	Ms J Thomas	Cllr B Holland	Cllr Mrs J Illidge
	Cllr Ms J MacDonald	Cllr S Naylor	Cllr L Siddall
	Cllr A Stott	Cllr Ms J Thomas	Cllr Ms R Waterman

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

EXT 22/01 APOLOGIES FOR ABSENCE

Apologies for absence were given by Cllr D Bowden, Cllr Mrs K Cernik, Cllr B Cernik, Cllr Mrs A Gerrard, Cllr A Lockett, Cllr M McNamee, Cllr T Melville and Cllr Ms R Waterman

EXT 22/02 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

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

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Cllr A Cooper and Cllr Miss G Edwards declared an interest in any matters relating to Cheshire West and Chester Council. Cllr Mrs O Dean declared an interest in any matters relating to Rudheath Parish Council

EXT 22/03 SIGNING OF THE MINUTES

Signing of the minutes from the Extraordinary meeting held on 28th June 2021 were approved.

Proposed Cllr Ms J Thomas, seconded by Cllr G Emmett, all agreed

EXT 22/4 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

AC discussed the AGAR figures with members which were approved to be sent off to the External Auditors.

Proposed Cllr A Stott, seconded Cllr Mrs J Illidge, all agreed

EXT 22/5 YEAR END AUDIT – FROM JDH BUSINESS SERVICES

The internal audit from JDH Business Services for 2021/22 issues, recommendations and follow ups were discussed in detail with members.

Proposed Cllr S Naylor, seconded Cllr S Bennett, all agreed

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Date	**Cllr G Emmett** **Vice Chairman**

EXT 22/6 <u>SECOND INTERIUM INTERNAL AUDIT – FROM JDH BUSINESS SERVICES</u>

The second interim audit from JDH Business Services from March 2022 issues, recommendations and follow ups were discussed in detail with members.

Proposed Cllr S Bennett, seconded Cllr Ms J MacDonald, all agreed

There being no further business the Chairman declared the meeting closed at 5.35pm

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Date	**Cllr G Emmett** **Vice Chairman**

NORTHWICH TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING
HELD ON MONDAY 27TH JUNE 2022

Members Present	Cllr A Cooper (Vice Chair) Cllr G Emmett Cllr Ms C Fox Cllr Mrs J Illidge Cllr A Stott (Chair) Cllr B Holland
Also present	Chris Shaw (Town Clerk) Liza Clansey (Assistant Clerk)

PL 22/01 TO APPOINT A CHAIR AND VICE CHAIR

It was proposed by Cllr Mrs J Illidge and seconded by Cllr G Emmett that Cllr A Stott to take up the Appointment of Chair. It was further proposed that Cllr A Cooper be appointed Vice Chair.
Proposed Cllr Mrs J Illidge, seconded Cllr G Emmett, all in favour

PL 22/02 APOLOGIES FOR ABSENCE, OR ABSENCE

Apologies received from Cllr D Bowden, Cllr B Cernik, Cllr T Melville & Cllr Mrs O Dean
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PL 22/03 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 of interest given

PL 22/04 NOTING OF THE DISCUSSION MEETING

Discussion meeting took place virtually on 26th of May, 2022.
No comments were made

PL 22/05 PLANNING APPLICATIONS

1. 22/01283/S73
   Proposed partial removal of furnace bottom ash (FBA) bunding comprising of two bunds of lime bed 4 and the temporary manufacture of clinker blocks (utilising the extracted FBA) and associate works, including removal of lime (calcium carbonate) from lime bed 4 to lime bed 5, provision of a concrete working platform, temporary access routes, drainage, rection of hoardings and landscape restoration – Variation of condition

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

1,2,3,4,5,6,7,8,9,11,15,16,17,20,23,24,42,43 and 46, removal of ecological condition 34,35 and 36 to replace with a single new condition and removal of conditions 10,12,13,34,35,38,40 and 41 of planning permission 18/04735/FUL
Land off Cookes Lane Rudheath Northwich
(This application deferred from last meeting.)

The Committee have concerns in relation to the ecological habitat and unique conditions and do not want to see this lost

2. 22/01921/FUL
Erection of single-storey school building, new vehicular access (reducing existing lay-by) associated parking area alterations (include 4 EV charging spaces) cycle parking/store, construction of a new outdoor (netball/tennis) sports court with 4m high fencing, and associated works.
The County High School, Granville Road Leftwich CW9 8EZ

Committee are supportive of the proposal to expand Leftwich County High School and the inclusion of cycle spaces and electric charging spaces. However, we are concerned that sustainable transport has not been fully explored.

We would have liked to have seen proposals for improving cycling and walking routes either through section 106 money and in particular the crossing of Kingsmead and Dunham Road.

We would recommend consideration of an AM one way system using Fairfield and Elsmere to avoid the congestion with cars and buses

3. 22/01973/P18
Re-construct the southwestern end of the station building to a similar footprint and appearance as the original structure, proposed reconstruction will be of a similar design to the original construction but will reduce the height of the front elevation gable feature.
Northwich Railway Station, Manchester Road Northwich

The Committee are supportive of the rebuild of the station building. However, we would like to see more detail regarding the restoration of the platform canopy as this has not been given.

4. 22/01268/FUL
Installation of electrical operated shutter to the front of shop
115 Witton Street, Northwich CW9 5DY

No comment

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Date **Cllr A Stott**
Chair

5. 22/01678/FUL
   Single storey rear orangery
   111 Marshall Lane Northwich CW8 1LA
   No comment

6. 22/01749/FUL
   To divide dwelling into two flats creating an additional dwelling.
   41 Castle Street Northwich CW8 1EY

   Committee feel this would not be compliant with CW&C Parking standards SPD

PL 22/06 **DECISION NOTICES**

1. 22/01212/FUL
   Single storey extension
   12 Starkey Close Northwich CW8 4SF
   Approved

2. 22/00832/FUL
   Change of use from one dwelling into four flats (3 x 1 bedroom flats and 1 x 2 bedroom flat)
   35 Winnington Lane Northwich CW8 4DE
   Awaiting decision

3. 22/01170/FUL
   Change of use from C2 Residential care home to C3 Residential dwelling.
   143 Chester Road Northwich CW8 4AD
   Awaiting decision

4. 22/00795/FUL
   First floor side extension, single storey side/rear extension
   77 Moss Road Northwich, CW8 4BH
   Awaiting decision

5. 22/01052/FUL
   Erection of new dwellinghouse, use of the existing coach house as ancillary accommodation, landscaping and other associated works.
   Land fronting 160 Chester Road Northwich
   Awaiting decision

6. 22/01009/TPO
   Poplar tree to be cut down and removed due to risky/safety concerns
   59 Gordale Close Northwich CW8 4XT
   Refused.

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Date **Cllr A Stott**
Chair

7. 22/01224/FUL
   External alterations to elevations, creation of an external ‘garden centre’ enclosure and installation of sprinkler tank and pumps.
   Unit 2A, 2B, 2C and 3A Northwich Retail Park, Manchester Road Northwich CW9 5LY
   Awaiting decision

8. 22/01510/CAT
   Felling of 2 x Apple trees and 1 x Sycamore tree
   9 The Crescent Northwich CW9 8AD
   Awaiting decision.

9. 21/04832/FUL **Amendment/Additional Information
   Rear dormer, alterations to windows and doors on existing rear extension.
   242 London Road Northwich CW9 8AQ
   Awaiting decision

10. 22/01272/FUL
    Loft conversion with the construction of front dormers.
    2 Roman Way, Northwich CW8 4EF
    Awaiting decision

11. 22/01283/S73
    Proposed partial removal of furnace bottom ash (FBA) bunding comprising of two bunds of lime bed 4 and the temporary manufacture of clinker blocks (utilising the extracted FBA) and associate works, including removal of lime (calcium carbonate) from lime bed 4 to lime bed 5, provision of a concrete working platform, temporary access routes, drainage, rection of hoardings and landscape restoration – Variation of condition 1,2,3,4,5,6,7,8,9,11,15,16,17,20,23,24,42,43 and 46, removal of ecological condition 34,35 and 36 to replace with a single new condition and removal of conditions 10,12,13,34,35,38,40 and 41 of planning permission 18/04735/FUL
    Land off Cookes Lane Rudheath Northwich
    This application to be deferred to next meeting.

12. 21/01244/FUL AMENDMENT/ADDITIONAL INFORMATION
    Erection of 24 one bedroom apartments in three blocks with car parking and associated external works.
    Land at the junction of Walker Road and Whitby Drive Winnington CW8 4UD
    Awaiting decision

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Date **Cllr A Stott**
Chair

13. 22/01332/FUL
Extension to an existing self-storage facility under B8 use class and associated hardscaping reconfiguration.
Unit 1 to 2 Chester Way Retail Park, Chester Way Northwich
Awaiting decision

PL 22/07 **NEXT MEETING**

The date of the next Planning and Environment Committee meeting will take place on 25th of July at 6.30pm

There being no further business, the meeting closed at 7.20pm

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Date **Cllr A Stott**
Chair

Report to : Full Council

Meeting Date : 4th July 2022

Agenda Item : **7**

Prepared By : Theresa Cash

Subject : Town Mayors Comms

There were 7 events attended by the Town Mayor and Deputy during June		
Thursday 2nd June	HM Lord Lieutenant of Chester	Thanksgiving service for HM The Queen's Jubilee
Thursday 2nd June	N T C	Queen's Jubilee Beacon lighting at Verdin Park
Friday 3rd June	Lostock Lodge Care Home	Jubilee Garden Party
Tuesday 14th June	N T C	Scrutiny for Krazy Races
Tuesday 14th June	High Sheriff of Cheshire	Garden Party
Friday 17th June	146 Sqdn. ATC	Awards Presentation Evening
Sunday 26th June	N T C	Krazy Races Events

Report to : Full Council

Meeting Date : 4th July 2022

Agenda Item : 8

Prepared By : Chris Shaw

Subject : Town Clerks Report

Crossing Points in Northwich

At the last Full Council meeting Cllr Siddall gave a verbal report on various crossing points in Northwich. Following on from the report I have contacted Highways who will be carrying out a safety audit.

Youth Provision

The youth provision initiative in Northwich is still taking place, unfortunately the first disco was cancelled due to low numbers but we will now increase our marketing and push this more in the schools and other outlets. The following activities are still to take place over the coming months.

- Police discos at the Plaza
- Party in The Park (Verdin Park)
- Vickersway Park activity days throughout the summer holidays
- Brio Leisure activities
- Odeon cinema nights

All this activity is being funded and organised by NTC, R&WT, Northwich Police, Northwich BID, EdSential and Barons Quay.

Church Walk Paddling Pool

Unfortunatley the pool has had to undergo some emergancy repairs in the last few weeks to the surface, this was carried out over 2 days and the pool is now back up and runnining, this repair was carried out by our own staff to reduce downtime on the pool. We have also had to order a new point for the mushroom due to this developing a fault, this is on order and will be installed as soon as we take delivery.

Northwich Events

There is now a comprensive whats on guide for all Northwich Events which can be found on the link below.

https://visitnorthwich.co.uk/northwich-2022-events/

There is also a booklet that has been produced which is currently being delivered too households and can be picked up in various businisses throughout the town while stocks last.

Northwich River Festival

The Northwich River Festival takes plaace on Sat 9th and Sun 10th July, NTC are supporting with staff on the day along with event equipment. After discussions with Northwich BID we thought we could support further with a joint NTC/BID Dragon Boat entry.

Cost would £220 per organisation and we would ask members/staff/busnisses to crew the boat.

Decision of the Council is requested.

Artisan Market

Next market will be Saturday 9th July can members please decide on who will attend.

11.00 am

12.00 noon

1.00 pm

2.00 pm

Report to : Full Council

Meeting Date : 4th July, 2022

Agenda Item : **9**

Prepared By : Liza Clansey

Subject : Finance – to approve Recommendations for Columbaria costs

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Background

NTC provide granite benches to families within both Witton and Dane Valley Cemeteries. The benches are purchased from Columbaria, the charge to NTC for these benches are charged to families at cost.

Finance Committee discussed the increases in cost of Buxton Sera Grey granite benches from Columbaria.

The following costs have increased as follows:

Bench with no recess	£678.00
Bench with one recess	£696.00
Bench with two recesses	£714.00
Bench with three recesses	£731.00

The delivery, fitting of the bench and concrete base (if needed) has not increased.

Finance agreed to our fees being increased to match the charges from Columbia as detailed above.

Decision of the Council requested

Report to : Full Council

Meeting Date : 4th July, 2022

Agenda Item : **10**

Prepared By : Liza Clansey

Subject : AGAR – approved at the Extraordinary Meeting

Background

After each year end NTC complete the Annual Governance and Accountability Return. This must be returned to PKF Littlejohn LLP, they carry out an external audit further to NTC providing documentation and information they request.

Attached is the AGAR which has been completed by NTC and the internal auditor, (notes made by the internal order will become clear on the next report, agenda item 11 & 12).

The documentation requested by PKF Littlejohn will be emailed in the next few weeks.

Once all the information has been checked by PKF Littlejohn they will complete Section 3 of the AGAR and send this back to us for NTC to approve and to display on the website.

The Extraordinary Committee approved the AGAR to be sent to PKF Littlejohn.

Also attached a copy of the Notice of Public Rights and Publications for 2022/22 which has now been displayed on our website.

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022.** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2022
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	NA	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at **31 March 2022** been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.	NA	

Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices,* can be downloaded from **www.nalc.gov.uk or from **www.ada.org.uk**

Annual Internal Audit Report 2021/22

Northwich Town Council

www.northwichtowncouncil.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority. KEY: IA = Internal Audit.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓	except for issues in first interim IA report	
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓	except for issues 1.) and 2.) in second interim report	
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓	except for payroll issues in first interim IA report	
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓	except for issues in year-end IA report.	
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")*	N/A		✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR *(see AGAR Page 1 Guidance Notes).*		✓	see issue 1.) in year end IA report

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 07/01/2022, 14/03/2022, 13/06/2022

Name of person who carried out the internal audit: JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit: [signature] Ltd

Date: 22/06/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Northwich Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed Yes	Agreed No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

	Yes	No	N/A	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			✓	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

27/06/2022

and recorded as minute reference:

EXT 2214

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman [signature]

Clerk [signature]

www.northwichtowncouncil.gov.uk

Section 2 – Accounting Statements 2021/22 for

Northwich Town Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	290,282	381,236	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	530,779	525,776	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	455,992	699,685	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	419,893	472,224	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	475,924	629,222	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	381,236	505,251	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	382,313	496,669	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	1,113,733	1,301.107	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
			✓	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 27/06/2022

I confirm that these Accounting Statements were approved by this authority on this date:

27th June 22

as recorded in minute reference:

EXT 22/4

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Smaller authority name: **Northwich Town Council**

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement 30th June 2022 (a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. **Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:**	
(b) Finance Officer, Assistant Clerk or Town Clerk Northwich Town Council, 78 Church Road, Northwich, CW9 5PB Telephone to make an appointment on 01606 41510 Email to make an appointment to finance@northwichtowncouncil.gov.uk	(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts
commencing on (c) Friday 1st July 2022	(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below
and ending on (d) Thursday 11th August 2022	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	
4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: **PKF Littlejohn LLP (Ref: SBA Team)** **15 Westferry Circus** **Canary Wharf** **London E14 4HD** (sba@pkf-l.com)	
5. This announcement is made by (e) Liza Clansey, Assistant Clerk	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

Report to : Full Council

Meeting Date : 4th July, 2022

Agenda Item : **11**

Prepared By : Liza Clansey

Subject : Year End Audit – approved at Extraordinary Meeting

Background

J D H Business Services carry out NTC internal audits and year end checks.

Attached year end internal audit 2021/22 with J D H Business Services with details of issues raised, recommendations, and our follow up notes.

The Extraordinary Committee approved the internal audit report

Northwich Town Council

Internal Audit 2021/22

JDH BUSINESS SERVICES LTD

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

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

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

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

JDH Business Services Limited

	ISSUE	RECOMMENDATION	FOLLOW UP
2021/22 Year end internal audit			
1	**Publication Requirements** The Notice of Conclusion of Audit for 2020/21 was not published by the deadline of September 30th 2021. There is a tab on the website that is labelled Notice of Conclusion but the actual underlying document is just the AGAR form. Therefore, we have concluded in the AGAR internal audit certificate that the council did not comply with the publication requirements for the 2020/21 AGAR audit as required by the Accounts and Audit Regulations 2015.	*The council must comply with the Accounts and Audit Regulations 2015.*	**This notice was in our notice board but was scanned into our website late. The correct information is now on our website.** **Extraordinary Committee recommended this was noted on each monthly finance meeting to ensure this would not be late going onto the website this year.**
2	The council did not adequately prepare the documentation to evidence the year end accounts in the balance sheet, as specified in our year end information checklist, resulting in a number of requests for further information.	*Year end procedures must be improved to ensure supporting documentation is prepared to evidence all the entries in the council year-end Balance sheet, both for internal reconciliation purposes as well as the audit process.*	**This information was given to the internal auditor when he requested it.**

	ISSUE	RECOMMENDATION	FOLLOW UP
3	The analysis of staff costs for the AGAR contains code 4043 for £1021 'caskets and urns' which is not a payroll payment, therefore, staff costs are overstated in the 2021/22 AGAR accounts.	*Code 4043 should be allocated to Other Payments in the Rialtas ledger.*	**Miss posting error now corrected.**
4	The year end Balance Sheet contains a significant number of old debtors, and receipts in advance, relating to a racing event that was delayed due to the pandemic.	*The event is being held in 2022/23, however, the ledger needs to be cleared for sponsorships that will no longer be paid and refunds/credits that need to be provided to reflect the correct sponsors/customer base for the 2022/23 event.*	NB This exercise to clear the balance sheet codes for debtors and receipts in advance to ensure only current sponsors/customers for the event in 2022/23 are reflected in the ledger has already been undertaken by Finance staff in 2022/23. **Re Krazy Races, Internal Auditor now satisfied all reports are up to date and in order**

Report to : Full Council

Meeting Date : 4th July, 2022

Agenda Item : **12**

Prepared By : Liza Clansey

Subject : Second Interim Audit – approved at Extraordinary Meeting

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Background

J D H Business Services carry out NTC internal audits.

Attached interim audit showing issues, recommendations, and our follow up notes.

The Extraordinary Committee approved the internal audit report

Northwich Town Council

Internal Audit 2021/22

JDH BUSINESS SERVICES LTD

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

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

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

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

JDH Business Services Limited

	ISSUE	RECOMMENDATION	FOLLOW UP
2021/22 Second Interim Internal Audit			
1	**Contract income** Contract income has been increasing year on year and the year end outturn is estimated to significantly exceed £1 million. Much of the detailed knowledge of the individual SLAs with each customer council is reliant on one officer, the Clerk, in terms of understanding whether the contract income and been completely and accurately delivered and invoiced. We could not identify any contingency planning in case the officer was unavailable for a period. Sample testing of contract income identified an example of where the incorrect amount had been invoiced to the client compared to the agreed SLA. We also noted that there was reliance on the clerk to review the quotations schedule periodically to identify any work done that may not	*The council need to ensure at least two officers have the specialist understanding of contract SLAs, quotations, and invoicing.* *The council should carry out a review to identify whether contract management software would provide a more effective and efficient solution to management of contracts from quotations through to invoicing.* *The council should investigate the incorrect pricing we identified and ensure processes are improved to prevent this recurring. The next invoice to the customer (identified in our sample with the incorrect price charged) should reflect the correction of the pricing error.* *The council should extend as far as possible the straight line twelve month invoicing approach to contracts as this could save significant finance administration time.*	**Three officers understand this procedure** **Town Clerk looking into this** **We have implemented a new monthly contract summary sheet which is completed daily and mirrors the SLA** **We will contact the Town and Parish Councilors and ask if this is something they would be prepared to do**

	ISSUE	RECOMMENDATION	FOLLOW UP
	have been invoiced and that backlogs in invoicing can occur. Due to the complexity of some of the larger SLAs, the actual process of invoicing itself can be time consuming and the difficult task of matching work done with the inputs defined in the SLAs means there is a risk of invoices not completely and accurately reflecting work done/SLA requirements. We noted some straight line 12 month invoicing schedules were in place.		
2	**VAT issues:** Sample testing of Vickersway Park income identified that in May 2021 VAT of 5% was applied to all categories of income as all income was classified as 'hospitality and catering' so the temporary VAT rate reduction due to Covid was applied. However, the income comprises hire of facilities, catering, confectionary and other shop sales so not all of the	 *The council need to review all Vickersway Park income received during the period of reduced VAT rates for 'hospitality and catering' and calculate the correct VAT rates for each category of income with reference to the relevant HMRC VAT guidance. Any subsequent VAT refunds or liabilities need to be corrected in the next VAT return.*	 **We are in process of getting advice regarding this**

	ISSUE	RECOMMENDATION	FOLLOW UP
	income meets the definition of 'hospitality and catering'. We reviewed the VAT applied to a Vickersway income sample in July 2021 and identified that standard rated VAT at 20% had been applied to all income, which contradicts the assumption made in May 2021 that the whole of the income was 'hospitality and catering'. The reduced rate applicable at this date was still 5% until September 30th 2021, then 12.5% until March 31st 2022. (NB. VAT did not revert to the standard 20% for hospitality and catering until after March 31st 2022.) Sample testing of income identified that the s106 CWAC funding had been invoiced with 20% VAT. Clearly s106 funding should not be invoiced with standard rated VAT added .	*The council should ensure that finance officers involved in raising invoices should receive public sector VAT training.*	**Training will be given to officers in the coming months**

Report to : Full Council

Meeting Date : 4th July 2022

Agenda Item : **13**

Prepared By : Cllr Andrew Cooper / Chris Shaw

Subject : HS2

Background

The “High Speed Rail (Crewe – Manchester)” Bill received its second reading in parliament on 20th June 2022.

The next stage of the Bill’s passage through parliament allows petitions against the Bill to be heard by the Select Committee, so long as they are submitted in writing to the Private Bill Office during the period beginning at 9.00 am on 21st June 2022 and ending at 5.00 pm on 4th August 2022. Petitions are expected to be heard around mid-October.

The process as been refined since the earlier phases of HS2 and petitions may now be completed and submitted online, but the petitioners need to be represented in person by themselves or their agents when they appear before the Select Committee.

- https://committees.parliament.uk/committee/597/high-speed-rail-crewe-manchester-bill-select-committee-commons/

A petitioner will need to demonstrate that they are “directly and specially affected” by the bill, and the government will have the right to challenge this with the Select Committee. As the route does not run through the Parish of Northwich, it is likely a petition from Northwich Town Council would need to cover the knock-on effects on the Parish.

Petitioning does not necessarily imply opposition, and the process can be used to attempt to have mitigations that the Select Committee can then add into the Bill. The Select Committee cannot negate the Bill, however.

The Government and HS2 Ltd will seek to engage with petitioners in advance of their appearance before the Select Committee to see if agreement can be reached on the issues raised in their petition, to avoid the need for the petitioner to appear before the Select Committee or at least to reduce the issues raised, and that may include agreeing to make changes to the scheme.

Cheshire West and Chester Council has resolved to petition against the Bill and is preparing a comprehensive submission to attempt to mitigate the impact of the railway on Mid Cheshire.

More information on the bill and petitioning process can be found here:

- https://bills.parliament.uk/bills/3094/publications

Costs

Once you have submitted your petition, you must pay a £20 administration fee. Petitions will not be heard by the Committee without the payment of the fee.

Options

There are two options available to the Council:

a) Resolve **not to submit** a petition.
b) Resolve **to submit** a written petition and nominate a member to travel to London to present the Council's case to the Select Committee.

Decision of the Council is requested.

Appendix – Example petition

Objections to the Bill

In the box below, write your objections to the Bill and why your property or other interests are **directly and specially affected**. Please number each paragraph.

Only objections outlined in this petition can be presented when giving evidence to the Committee. You will not be entitled to be heard by the Committee on new matters not included in your written petition.

What do you want to be done in response?

In the box below, tell us what you think should be done in response to your objections to the Bill. You do not have to complete this box if you do not want to.

You can include this information in your response to section 3 'Objections to the Bill' if you prefer. Please number each paragraph.

Report to :	Full Council
Meeting Date :	4th July 2022
Agenda Item :	**14**
Prepared By :	Cllr Andrew Cooper / Chris Shaw
Subject :	Review of Northwich Neighbourhood Plan

Background

The Localism Act 2011 introduced new rights and powers to allow local communities to shape new development by coming together to prepare neighbourhood plans. These plans set out the vision, policies and proposals for the future development of an area. Once made by Cheshire West and Chester Council, the neighbourhood plan forms part of the statutory development plan for the borough and is used in making decisions on planning applications within the neighbourhood plan area.

Northwich Town Council began the process of producing a neighbourhood plan in June 2013. The plan passed a referendum on 21st June 2018 and was "made" by Cheshire West and Chester Council on 4th July 2018.

Whilst the National Planning Policy Framework requires Local Plans to be reviewed every 5 years to remain up to date, there is no statutory requirement for neighbourhood plans to be reviewed. Neighbourhood plans have a specified plan period (in this case up to 2030), but during this plan period policies in a neighbourhood plan may become out of date and less effective.

It is good practice, therefore, to periodically monitor a neighbourhood plan, assess how the plan is performing, and consider if updates are required.

Factors to consider in reviewing plans

The Neighbourhood Planning Toolkit lists several factors to consider when reviewing plans:

- **Effectiveness**
  Consideration of the effectiveness of the existing plan may be assessed through monitoring of planning decisions. Where a neighbourhood plan is not having the desired effect, then this may indicate a need for redrafting of policies or introduction of additional policies.

- **National Legislation and Policy**
  There tends to be frequent amendments to planning legislation and national policy and guidance. These should be monitored. Such changes may have a positive or negative impact on the policies of the neighbourhood plan. National policy may be a 'material consideration' that may justify a departure from certain neighbourhood plan policies.

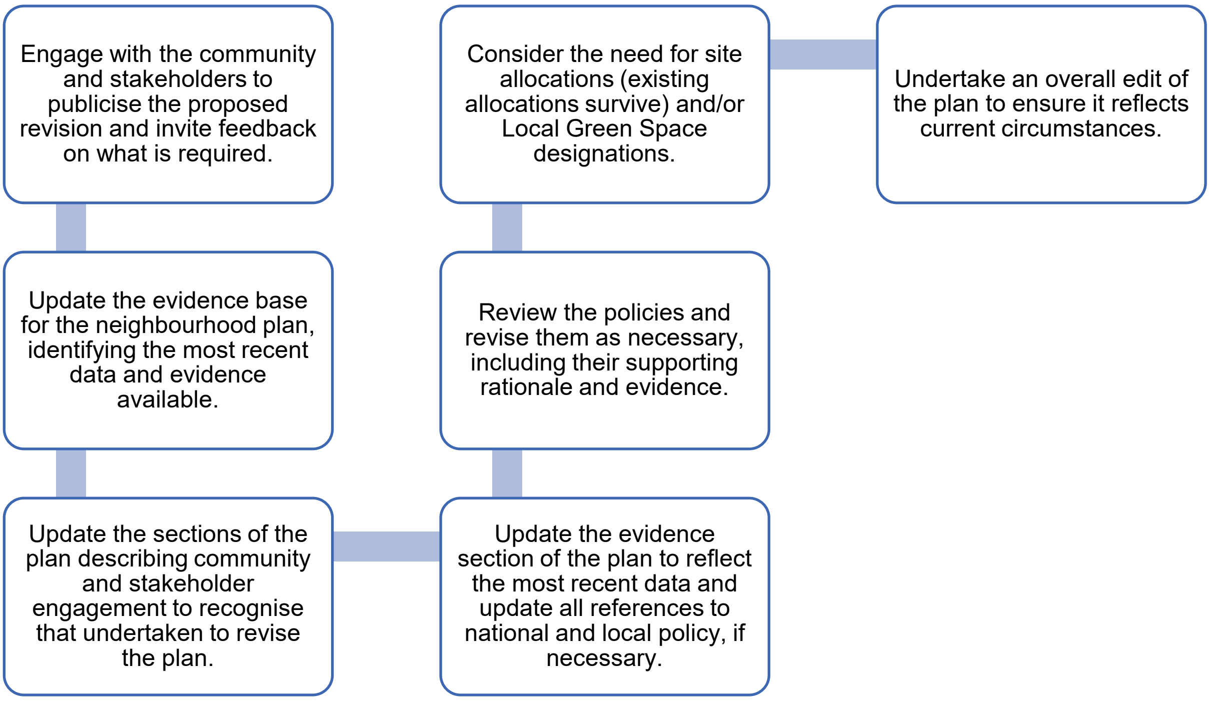
- **Local Policy**
  As with changes to national policy, changes to local policy through revision of the local plan or strategic plan may have an impact on certain neighbourhood plan

policies. Where local plan and neighbourhood plan policies differ on non-strategic matters, the later plan carries more weight. So the impact of adoption of local plan documents after the making of a neighbourhood plan would need to be considered carefully.

- **Local Circumstances and Evidence**
  Changing local circumstances could include economic, social or environmental changes. New evidence should be taken into account to identify and assess the impact of local changes.

- **Local opinion**
  Continuing community and stakeholder engagement may highlight local issues or concerns that may influence a decision on whether or not to revise the neighbourhood plan.

The actual process of amending the neighbourhood plan is likely to involve:



Amending a neighbourhood plan – statutory process

Where a neighbourhood plan is proposed to be revised, there are certain options in terms of statutory process, depending on the extent of that revision.

Minor (non-material) updates that would not materially affect policies may be made by CW&C, with consent from NTC. In these circumstances, there is no need to repeat Regulation 14 consultation, examination and the referendum.

If modifications are proposed that **do materially affect the policies** in the neighbourhood plan, the plan would need to go through the later stages of the statutory process, from pre-submission consultation (Regulation 14) onwards, although a referendum may not be required.

An independent examiner would determine whether the modifications proposed change the nature of the plan, and ask NTC whether it wishes to proceed with examination. If so, the examination stage proceeds, followed by a referendum.

Recommendation

It is recommended that:

a) A task group of full council is formed.
b) The task group considers the Northwich Neighbourhood Plan against the “factors to consider in reviewing plans”.
c) The task group reports back to full council with a recommendation on whether to:
    - Take no further action at this time.
    - Make minor (non-material) amendments to the plan.
    - Commence a full review of the plan.

Decision of the Council is requested.

Report to :	Full Council
Meeting Date :	4th July 2022
Agenda Item :	**15**
Prepared By :	Chris Shaw
Subject :	Krazy Races

After a long wait and in partnership with Sarah Belcher Events we finally saw Krazy Races come to Northwich and what a fantastic event it was with the town flocking to the event.

The event was originally planned over two years ago but with the COVID pandemic was cancelled twice, we have had sponsors and teams drop out over this time due to the uncertainty of the event ever taking place but we got there in the end.

The event saw carts race down Castle Hill throughout the day from 10.00 am until 4.30 pm and we also had an event village situated at the top of the park with a fairground, food, bar, children's activities and much more.

The event has been really well received with many positive comments on the day and on social media and it was great to see so many people out at a event together.

If we were to hold the event again we would need more teams to sign up as we did have a few drop out leading up to the event and also additional sponsors, with the amount of people there and a visit from the Real House Wives of Cheshire this is an ideal opportunity to promote your business.

The event could not have taken place with out the continued support of our partners and volunteers who worked tirelessly throughout the day from keeping the site safe to litter picking and directing cars on the carpark.

A big thank you to all NTC staff, Adam Gerrard from Northwich BID, Ian Tordoff from CW&C Events Team, Now Northwich volunteers, Rotarians, NTC Members who were all on site throughout the day.

Below is a few pictures of the day.


asmtech.com


URBAN:GENT

Report to :	Full Council
Meeting Date :	6th June 2022
Agenda Item :	**17**
Prepared By :	CW&C
Subject :	Soot Hill Colapse Update

Please find below an update on the landslip at Soot Hill. We will continue to keep you updated and if you know anyone who would like to be added to our distribution list for these updates, please ask them to get in touch with their email address.

Background

The landslip at Soot Hill took place at the end of December 2021 after a period of intense rainfall. The collapse material damaged an adjacent building and rendered the highway unsafe for use apart from pedestrians and cyclists. Remnants of the collapse were left hanging precariously above the main live electricity cables that service the local area.

Phase one

The first phase of our works is now complete; which has been to safely remove two concrete blocks, weighing five tonnes, away from these cables using two cranes; this was made possible by Scottish Power using eight generators to keep the supply running to the local area, while the power to these cables was switched off. The adjacent building was propped prior to this to provide sufficient protection from any further falling debris.

As there was a real and present danger that these precariously suspended concrete blocks could have fallen it was previously not safe to allow personnel onto the site. Now these works have been progressed a team of engineers has been able to start planning the main repair works for the collapse site.

Latest update

A team of engineers from the Council and the contractor are currently developing designs to repair the collapsed carriageway. Engineering works of this nature are complex and require a number of processes to be in place. 3D Laser Scan surveys (undertaken immediately after the collapse) are being used to create drawings of the site in order to progress the engineering steps required.

Ground investigation work has now started to determine the quality of the ground at the site; this could not be undertaken until the site was safe. It involves drilling 20 metre deep holes into the ground to assess conditions. Once our team of engineers have an understanding of the ground conditions, design work can progress to find a solution.

Please bear in mind that prior to the collapse no drawings existed for the current structure and ground conditions are unknown as the wall was constructed in the 1800s.

Under normal circumstances works of this complexity would take a number of years to plan including, production of drawings, preliminary designs, ground investigations, detailed designs, commissioning a contractor, obtaining prices, preparing detailed programmes and then the ultimate delivery of the works on the ground. The road would usually only then be closed at the actual start the works; however, sadly this is not possible in this case and the road must remain closed for safety reasons.

Dedicated website for updates

A website has been set up to update local residents, businesses, councillors and MPs regarding these important works, as the Council is fully aware how important they are to the whole community. Please find below a link to the bespoke Soot Hill web page – regular progress updates will be uploaded here:

https://www.cheshirewestandchester.gov.uk/residents/transport-and-roads/highways/major-road-schemes/soot-hill.aspx

This email account is not monitored, to report a new service request, please use one of the following methods:

- Via the website
- Via Cheshire West and Chester reporting app

You can also check the status of your report or log another fault using our status checker.