

NORTHWICH TOWN COUNCIL

Town Clerk: Chris Shaw

Council Offices, 78 Church Road, Northwich, Cheshire, CW9 5PB - 01606 41510
www.northwichtowncouncil.gov.uk chrisshaw@northwichtowncouncil.gov.uk



Northwich
town council

DATE: 29th March 2023

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 3rd April 2023 at 6.00 pm.**

Yours Sincerely

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 minute.

4. Signing of the Minutes

Of the Town Council meeting held on Monday 6th March 2023 (minutes attached)
[Members are required to approve the minutes as a true and accurate record](#)

5. Reports of Committees

- 5.1 To note Policy and Operations Committee meeting held on Tuesday 7th March 2023 (minutes attached)
- 5.2 To note Finance & General Purposes Committee meeting held on Monday 20th March 2023 (minutes attached)
- 5.3 To note Planning & Environment Committee meeting held on Tuesday 28th March 2023 (minutes attached)

6. Town Mayor's Communications

List of civic events that the Town Mayor has attended during the last month
[Report attached](#)

7. Town Clerk's Report

To consider the Town Clerks Report
[Report attached](#)

- 8. Amenities Fees for 2023-24**
Members to approve 2023/24 Amenities fees agreed at Finance Meeting
[Decision of the Council requested](#)
- 9. Cemetery Fees 2023-2024**
Members to approve 2023/24 Cemetery Fees agreed at Finance Meeting
[Decision of the Council requested](#)
- 10. Grant Application**
Members to approve Cheshire Search and Rescue payment agreed at Finance Meeting
[Decision of the Council requested](#)
- 11. March 2023 Internal Audit Report**
Members to approve JDH Business Services Second Interim Report
Issues, recommendations and follow ups,
[Decision of the Council requested](#)
- 12. CW&C Councillor Updates**
[To receive updates from Members](#)
- 13. Outside Bodies**
[To receive an update from any member attending meetings of outside bodies](#)
- 14. Date of next meeting**

To Be Confirmed

Part B

[In accordance with Local Government Act Public Admittance to Meetings Act 1960, the following agenda items are to be considered in the absence of Press and Public](#)

- 15. Mayors Outstanding Achievement Award**
To consider awarding the above award.
[Report to be given at the meeting.](#)

NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 6TH MARCH 2023

Present:

Cllr G Emmett

Town Mayor

Councillors:

Cllr Mrs K Cernik
Cllr R Cernik
Cllr A Cooper
Cllr Miss C Fox
Cllr Ms A Gerrard
Cllr S Naylor
Cllr Ms J Thomas

Cllr B Holland
Cllr Mrs J Illidge
Cllr Ms J MacDonald
Cllr M McNamee
Cllr T Melville
Cllr A Stott

Also present: Chris Shaw
Liza Clansey

Town Clerk
Assistant Town Clerk

NTC 22/125 PRESENTATION OF GRANT CHEQUES

The Town Mayor presented the Grant awards to the following successful organisations, they were all delighted to receive the award and explained what they would be spending the grant on in the coming year:

- Cheshire Children's Schools £300
- Community Yarn Bombing £500
- Community Children's Area at the Venue £500
- Festival for the Future 2023 £1500
- Northwich Basketball Club £1000

NTC 22/126 PRESENTATION ON THE FESTIVAL OF THE FUTURE

Poppy Garrett received the Grant award for Festival of the Future and updated members on last year's event and their plans for this year. 2022 was the first year for this event across 4 sites covering everything relating to climate change. This was inspired by local committed community members in Northwich and Cheshire. Northwich is in a unique situation due to the history showing the change from Roman times to today. This year's event will again be a high quality event and lots of fun for everyone to enjoy. The event will start in Chester, moving onto Stretton and finally on the 22nd of July to Northwich. Local businesses will be involved, further funding is still needed.

Date.....

.....

Cllr. G. Emmett Town Mayor

NTC 22/127 APOLOGIES FOR ABSENCE OR ABSENCE

Apologies for absence were received from Cllrs. D. Bowden (LOA), S Bennett, Mrs O Dean, L Siddall, Mrs A Lockett and Ms Waterman.

NTC 22/128 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

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

Cllr. R. Cernik declared an interest in any matters relating to Cheshire West and Chester Council

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. Ms. A. Gerrard declared an interest in any matters relating to Rudheath Parish Council

NTC 22/129 OPEN FORUM

There were no speakers

NTC 22/130 SIGNING OF THE MINUTES

The minutes of the Town Council Meeting held on Monday 6th February 2023 be confirmed and approved as a true and accurate record.

ATC updated members on the Asset Register – further to Full Council meeting on the 6th of February and the asset register being presented at Finance 20th February 2023. The amended Asset Register was presented to Full Council for approval.

Proposed by Cllr Ms J Thomas
seconded by Cllr Ms C Fox

Minutes to be signed by the Mayor. All in favour.

NTC 22/131 REPORTS OF COMMITTEES

- 7.1 To note the Finance and General Purposes Committee Meeting held on Monday 6th February 2023. Noted by Cllr Graham Emmett and amended as minutes show Cllr G Emmett as present and absent. He was present at the meeting.

Date.....

.....

Cllr. G. Emmett Town Mayor

- 7.2 To note the Planning and Environment Committee Meeting held on Monday 27th February 2023. Noted by Cllr Andrew Cooper and an update was given to members regarding the proposal in the previous planning meeting for the proposed 5G telecoms installation, H3G 20m street pole and additional equipment cabinets. Telecommunications Chester Way, Northwich. The Committee suggests that the cabinets and pole be positioned further back from the pavement to avoid furniture clutter for pavement users. This site is also on the periphery of a Conservation Area. A Cooper has since spoken with Highways who have now opposed the plans and it is looking like this application will be turned down.

Cllr B Cernik updated members on the installation of a 15-metre high slim-line monopole to land near junction of Castle Court and Chester Road Northwich - The Committee objected to the positioning, which is too close to residential properties and suggested applicant looks at other alternatives. Cllr B Cernik said he has spoken with an officer who is backing our objections.

NTC 22/132 TOWN MAYOR'S COMMUNICATIONS

Town Mayor and Deputy Mayor updated members on their month of events

There were 10 events attended by the Town Mayor and Deputy during February		
Thursday 2 nd February	Knutsford T.C.	Charity Pub Quiz
Friday 3 rd February	NTC	Defibrillator install at Castle Private Club. Photocall
Sunday 5 th February	Mayor of Neston	Civic Service
Tuesday 7 th February	Christ Church Barnton	Induction of new Vicar in Charge
Thursday 9 th February	CWAC	Tree planting with volunteers
Wednesday 15 th February	Sir John Deane's 6 th Form College	Little Shop of Horrors production
Thursday 16 th February	North West Ambulance Service	'Talk to Us' event at Memorial Court
21st February	Co-op Northwich event	Fairtrade/Ethical/Sustainable Products Deputy Mayor attended
Friday 24 th February	Storengy	Sustainability launch and tour of the site.
Sunday 26 th February	Congleton Town Mayor	Strictly High Tea Deputy Mayor also attended

Date.....

.....

Cllr. G. Emmett Town Mayor

Northwich Town Centre Toilets (Weaver Square)

From 1st April 2023 Northwich Town Council will no longer be cleansing the Town Centre toilets in Weaver Square. This will now be undertaken by an alternative provider and all enquiries relating to the cleaning of these facilities will now fall under the responsibility of Cheshire West & Chester Council.

Grounds Operative and Town Ranger

We currently have vacancies for Grounds Operatives and a Town Ranger to join our existing teams. These positions have been advertised locally and on INDEED.

Vickersway Park

Vickersway Park shop will open again for the summer season on April 1st with a full range of ice creams, hot and cold drinks and snacks. All our amenities will be open for the community to come and enjoy.

Friendly Bench

The Vickersway Friendly bench will be installed in April after the landscaping of the chosen area has taken place. It is hoped that local groups will use the bench and we have already been in contact with the local Rangers from CW&C about starting some of their walks from there.

Inclusive Roundabout Church Walk Play Area

We have been successful in securing some funding to install an inclusive roundabout in Church Walk play area to replace the existing kit.

Funding has come from Toyota UK through the Oakmere Toyota group, and Northwich Rotary Club with matched funding from NTC. This will be installed for the summer, and we will be inviting Rotary & Oakmere Toyota to an official unveiling of the new equipment.

Verdin Park

Paths in Verdin Park near the allotment area are to be refurbished using members budgets from Cllr B Cernik and Cllrs Mrs K Cernik and NTC.

Burnside Way Play area

New inclusive play panels to be installed funded by Cllr B Cernik, Cllr Mrs K Cernik & NTC, these will be installed in the coming weeks once the panels arrive.

Artisan Market Saturday 11th March 2023

The Northwich Artisan Market will take place on Saturday 11th March following our Strategic Planning Day, this will be the last opportunity before purdah to discuss any concerns with residents.

14.00 – Cllr Ms Jane Thomas & Cllr Graham Emmett

15.00 – Cllr Graham Emmett

Date.....

.....

Cllr. G. Emmett Town Mayor

NTC 22/134 SKATEPARK REFURBISHMENT

Following on from our successful application and Spacehive campaign, TC has now met with four suppliers on site to discuss the refurbishment.

Once designs and costs have been submitted TC will hold further consultations with the community give then another chance for input in the final design.

NTC 22/135 HS2 PETITIONING

Cllr A Cooper updated members on the HS2 Petition, we received a response on the petition a few weeks ago. A date has been arranged for the 27th of March to appear before the committee. Other Town and Parish Councils will also meet with HS2. Cllr Cooper would like to invite other neighbouring parish councils to discuss and confer before the meeting. TC to arrange a date.

Cllr B Holland suggested members watched HS2 presentation which is being shown on Monday and Tuesday at 2pm this is a website station.

NTC 22/136 NEW CREMATED REMAINS PLOTS

Witton Cemetery first installed Sanctum 2000 plots back in 2014, this area has proved very popular with residents and all plots have now been sold.

Members agreed to install a further section near to the entrance of Witton Cemetery which will also see the decorative font refurbishment and secured.

Also being installed in the area will be 3 benches with up to 10 memorial plaques on each bench so that loved ones can be remembered.

This area will be completed by the 11th of March and our fees will be updated and approved at the next Finance meeting.

NTC 22/137 WOMAN IN SPORT – EAT WELL, BE ACTIVE

Cllr B Cernik has been in discussion with Ian Ashworth, Director of Public Health, and Mike Watson CEO of Active Cheshire. This part of the Eat Well and The Active Group. They have been working since 2019 in trying to increase the number of girls and young women participating in sport and healthy activities in general. Everyone is totally committed to continuing this work. It will be called Eat Well Be Active and is a regional approach to the general health of young women and girls.

NTC 22/138 CW&C COUNCILLOR UPDATES

Cllr Naylor updated members on Moss Farm Sports Complex. Over the past 4 years work has been carried out to sort the configuration, leases and upgrading of Moss Farm. Cllr Naylor told members of his outrage that the CW&C budget was due to be reduced by 2 million pounds of the 3.5 million budget. At the meeting Cllr Naylor managed to persuade 4 other councillors to abstain from voting which meant this amendment to the budget did not go through. Hopefully over the next year or so the funding will be put into Moss Farm.

Date.....

.....
Cllr. G. Emmett Town Mayor

Cllr B Cernik updated members on a cabinet meeting he attended where a couple of issues that effect Northwich were discussed. The repairs to Soot Hill funding were approved in February. This was over a years worth of investment paid by CW&C. This extensive damage had washed away large amounts of materials under the bridge. CW&C has been committed from the outgo to fund the repairs which stand at 3.6 million pounds. This was ratified at the last meeting. Coming up at tomorrow's meeting is the inclusivity strategy to try and get more children educated with extra educational needs into mainstream learning and The youth investment fund to improve youth clubs and centres. Sadly, Winnington Youth Club does not quality for this, Cllr B Cernik and Mike Amesbury wrote to the Secretary of Estate to ask if the rules could be relaxed but unfortunately for Winnington the terms and conditions are so strict they would not allow it.

Cllr Mrs K Cernik updated members with a shocking report from Health Watch on dentistry. There are areas with no NHS dentists. People extracting their own teeth as they can't get to see a dentist. NHS dentistry has become unaffordable with financial constraints. There are fewer dentists and not enough dentists being trained, new dentists are not tied into the NHS so private sector is where they are going. The Select Committee need to decide if they are going to fund this. Northwich and Winsford are bad areas for getting dental treatment at the moment. The NHS England are doing what they can to get care to the acute cases. CW&C are investing to try and improve preventative dentist work by going into schools and teaching children dental hygiene.

Cllr A Cooper informed members that the Leftwich daffodil project is looking good with Old Hall Road daffodils popping up, they will look spectacular in a few weeks' time.

Cllr A Cooper updated members on the Arriva buses and cancellations of services. A week ago the Council and Mike Amesbury received letters advising of the plans for Arriva to close 2 of their depots, one in Winsford on the 22nd of April. Bus routes will be greatly affected and, in many cases, no longer exist. Cllr Cooper said it was fair to say that Mike Amesbury and the Council were blindsided by this news. The public were also unaware this was going to happen. It affects school transport; 120 pupils will be affected by as soon as Easter. A lot of work has been going on to find other providers that might be interested. Alternative School transport is being looked at and highways team are working hard to find providers for routes. Mike Amesbury and Louise Gittins launched their petitions which has been signed by 6700 in only a week. People feel very strongly about this. Moving forward we do need to reduce costs. Council is working as best they can to salvage this. People rely on these services for work, appointments, town, and hospital appointments. CW&C and Cheshire East last year submitted a bus service improvement plan. This was a 37 million pounds bid that was put into promoting and improving bus services and reducing costs, unfortunately this was unsuccessful. Cllr Fox said that Warrington run their own bus services and they might be able to pick up on some of the services. Cllr Naylor said he feels the only way forward is working with other services and looking at an evolution deal with other boroughs so everyone can link together.

Date.....

.....

Cllr. G. Emmett Town Mayor

NTC 22/139 OUTSIDE BODIES

Cllr Emmett updated members on the visit to Storengy, they store a huge amount of gas underground. Very interesting place. They have over 20 salt caverns for storing gas. Both Cllrs Emmett and Naylor attended the site. This is a very high-quality site. A forward thinking company.

Cllr K Cernik updated members on the Care Community which is moving on pace, it is going to be lead more by social prescribing which mean professionals that work in the general practice instead of prescribing medicines or treatment they prescribe social activities such as walking, working with community organisations, gardening, other activities. Health is largely determined by poverty and standard of living. Other areas of priority are to look at social isolation, mental health, specifically children and young adults and dementia. There is another meeting on the 15th March to plan a way forward to launch the dementia friendly town. To help train people so we know how to help and make a difference.

Cllr Mrs A Gerrard informed members Rudheath Parish Council they have managed to get the asset community value for the field for the next 5 years.

NTC 22/140 DATE OF NEXT MEETING

Date of the next Full Council Meeting will be held on Monday 3rd April 2023 at 6.00 pm.

Meeting ended at 7.25 p.m.

Date.....

Cllr. G. Emmett Town Mayor

NORTHWICH TOWN COUNCIL
MEETING OF THE POLICY & OPERATIONS REVIEW COMMITTEE
HELD ON TUESDAY 7TH MARCH

Members Present : Cllr A Cooper (Chair)
Cllr L Siddall (Vice Chair)
Cllr G Emmett
Cllr Ms C Fox
Cllr A Stott

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

PO 23/01 **APOLOGIES FOR ABSENCE**

Apologies for absence were given by Cllr Ms A Lockett, Cllr Ms J Thomas, Cllr Ms R Waterman, Cllr Mrs K Cernik, Cllr B Cernik and Cllr Ms J Illidge

PO 23/02 **DECLARATIONS OF INTEREST**

There were no declarations of interest given.

PO 23/04 **SIGNING OF THE MINUTES**

The Minutes of the Policy and Operations Committee meeting held on the Wednesday 26th July 2019 and to be noted at the meeting of the Town Council held on Monday 3rd April 2023 to be approved and signed by the Chairman.

Proposed by Cllr. G Emmett, all agreed

.....
Date

.....
Cllr A Cooper
Chair

PART B

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

PO 23/05 Staffing Review

The Situation Analysis for Northwich Town Council provided by Pete Cooper was discussed in detail.

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON
MONDAY 20th MARCH 2023 at 6.30 pm

Members Present : Cllr S Naylor
Cllr Ms J Macdonald
Cllr Ms J Thomas
Cllr G Emmett
Cllr M McNamee
Cllr Ms C Fox
Cllr Ms R Waterman

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

FIN22/76 APOLOGIES FOR ABSENCE OR ABSENCE

Apologies were received from Cllr Mrs K Cernik and Cllr L Siddall. Cllr T Melville was not present.

FIN 22/77 DECLARATIONS OF INTEREST

Declarations of interest were given by Cllr Mrs K Cernik in relation to CW&C and Cllr Ms J Macdonald in relation to Northwich Metals.

FIN 22/78 SIGNING OF THE MINUTES

Minutes of the Finance and General Purposes Committee meeting held on 20th of February 2023 and noted at Full Council meeting on Monday 6th of March 2023 were approved.

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

Cllr Ms R Waterman arrived at 6.42pm

FIN 22/79 DETAILED INCOME & EXPENDITURE BY BUDGET

TC, AC & FO answered various members questions relating to budget headings.

- New Mowers – a new mower was bought last year and should last 5 years
- CCTV Rental – this is CCTV in Witton Cemetery

Proposed Cllr Ms J Macdonald, seconded Cllr Ms R Waterman, all agreed

FIN 22/80 BACS DUE FOR PAYMENT

Bacs payments and direct debit figure approved £70,790.79

Proposed by Cllr S Naylor and seconded by Cllr M McNamee, all agreed

.....

Date

.....

Cllr Ms C Fox
Chair

FIN 22/81 BANK PAYMENTS TO BE CHECKED BY FINANCE

Members approved evidence for payments made in January 23 (December 22 invoices)

A Vlies, Northwich Metals - £540.00
Bounce Back Safety Surfaces - £2856.00

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

Members picked two suppliers from February payments (January invoices), evidence to be brought to finance meeting in April 2023

Northwich BID - £2320.80
Play & Leisure – £2480.76

Proposed by Cllr S Naylor seconded by Cllr M McNamee, all agreed

FIN 22/82 CEMETERY FEES

Northwich Town Council has not increased its Burial fees for 4 years but as we continue to improve the cemetery with new paths, cremation areas and planting we now need to look to increase our fees.

Northwich Town Council burial fees are still cheaper than other cemeteries in the area even with an increase to support ongoing improvements.

The committee have agreed to increase prices due to the rising costs of materials.

Proposed by Cllr G Emmett and seconded by Cllr M McNamee, all agreed

FIN 22/83 GRANT APPLICATION – CHESHIRE SEARCH AND RESCUE

We have received an application for Grants from the fundraising search technician at Cheshire Search & Rescue for PPE to ensure they keep the members safe.

The team is 100% volunteers assisting in the emergency services available 24/7 365 days a year covering all 904 square miles of Cheshire, looking for missing and vulnerable people.

The late Mayor Kevin Rimmer has a balance of £1100.00 in his Mayoral account and the PPE for 28 ELEVE8 Helmets comes to £1000.00.

The Mayor's charity balance could be used to support this vital service in paying for the helmets.

The committee have agreed to the late Mayor's balance of £1100.00 to be given to Cheshire Search and Rescue.

Proposed by Cllr G Emmett and seconded by Cllr M McNamee, all agreed

.....

Date

.....

**Cllr Ms C Fox
Chair**

FIN 22/86 AMENITIES FEES FOR 2023-2024

Current Amenities fees for Vickersway Park, Whalley Road, Verdin Park, Allotments, Chapel, and banner case for 2022-2023.

The committee have agreed to some price increases and majority of fees to remain the same for 2023-2024.

Proposed by Cllr G Emmett and seconded by Cllr M McNamee, all agreed

FIN 22/87 DATE OF NEXT MEETING

Date of the next meeting Monday 17th April 2023 at 6.30pm

There being no further business the Chairman declared the meeting closed at 7.50pm

.....

Date

.....

**Cllr Ms C Fox
Chair**

.....

Date

.....

Cllr Ms C Fox - Chair

NORTHWICH TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING
HELD ON TUESDAY 28TH MARCH 2023

Members Present

Cllr A Stott (Chair)	Cllr. A. Cooper
Cllr. G. Emmett	Cllr. B. Holland
Cllr. S. Bennett	Cllr. R. Cernik
Cllr. Miss C. Fox	

Also present

Mrs. Theresa Cash – Council Secretary/Mayor's P.A.

PL 22/46 APOLOGIES FOR ABSENCE, OR ABSENCE

Apologies received from Cllrs. Bowden, (LOA) and J. Illidge. Cllr. T. Melville did not attend.

PL 22/47 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:

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

Cllr. Cernik declared an interest in any matters relating to Cheshire West and Chester Council.

Cllr Cooper declared an interest in any matters relating to Cheshire West and Chester Council.

PL 22/48 SIGNING OF THE MINUTES

Of the Planning and Environment Committee meeting held on Monday 27th February, 2023 and were noted at the Full Council Meeting held on Monday, 6th March, 2023. Proposed by Cllr. Emmett seconded by Cllr. Holland. All in favour.

PL 22/49 PLANNING APPLICATIONS

1. 23/00466/FUL
Single storey rear extension
31 David Street, Northwich CW8 1HE
No objections
2. 23/00489/FUL
Demolition of conservatory and erection of single storey rear extension, new front window opening and front porch.
5 Westfield Road Northwich CW9 5PQ
No objections
3. 23/00700/FUL
Single storey side and rear extensions
79 Western Way, Northwich CW8 4YJ
No objections

.....
Date

.....
Cllr A Stott - Chair

4. 23/00696/FUL
Proposed industrial building on land currently laid to stone and used for storage/car park.
6 Blueworm Court Winnington Lane Northwich
No objections but observations show that up to recently there were trees on the site, which have now been removed, so would like to see a contribution towards replacement of these. The Council also has a 2 for 1 tree policy in operation.
5. 23/00795/FUL
Single storey front extension
19 Betley Close Northwich CW9 8SG
No objections
6. 23/00880/CAT
(T1) Silver Birch: Crown reduce by 2m to maintain a healthy shape and avoid failure due to being heavily pruned in the past.
282 London Road Northwich CW9 8AJ
No objections subject to the Tree Officer's satisfaction with the proposal
7. 23/00059/FUL
Installation of an external disabled access lift to 1st floor level.
Winnington Park Rugby Club, Burrows Hill Hartford CW8 3AA
No objections

Cllrs. Cooper and Emmett gave a short update on their visit to Westminster yesterday, attending the HS2 Select Committee Meeting. Council members will be fully updated at next Full Council meeting.

PL 22/50 NEXT MEETING

The next Meeting will be held on Monday 24th April, 2023 at 6.30 p.m.

There being no further business, the meeting closed at 7.10 pm.

.....
Date

.....
Cllr A Stott - Chair

Report to : Full Council

Meeting Date : 3rd April, 2023

Agenda Item : 6

Prepared By : Theresa Cash

Subject : Town Mayors Communications



There were 5 events attended by the Town Mayor and Deputy during March		
---	--	--

Monday 6 th March	Victoria Road School	Children's assembly
Tuesday 14 th March	Cheshire Police	Mini Police Assentation Evening
Thursday 16 th March	Cheshire Best Kept Station	Awards Presentation
Tuesday 21 st March	Cheshire Police	Mini Police Assentation Awards
Sunday 26 th March	Northwich Rotary Club	Charity Swimathon Deputy Mayor attended

Report to : Full Council

Meeting Date : 3rd April, 2023

Agenda Item : 7

Prepared By : Chris Shaw

Subject : Town Clerks Report



Northwich Skatepark

All the plans for the skatepark have now been received with costs, we will be holding a final consultation event on April 5th from 3.00 pm - 7.00 pm in the Condate room.

After this Council will make the final decision and award the contract for the works to start as soon as possible.

Friendly Bench

The friendly bench will be installed in Vickersway Park from the 4th April.

Bridge Lighting

Town Bridge will be illuminated on Friday 31st March to mark the end of Brain Tumour Awareness month.

Grub Club

The first Grub Club will take place on Thursday 6th April in Barons Quay from 5.00 pm - 10.00 pm

Vickersway Park

Vickersway Park shop has now opened since 1st April for games and refreshments.

Easter Egg Hunt

The annual Easter Egg Hunt will take place in Vickersway Park on 9th April 10.00 am – 4.00 pm

Report to : Full Council

Meeting Date : 3rd April 2023

Agenda Item : 8

Prepared By : Liza Clansey

Subject : Amenities Fees for 2023-2024



Finance approved the following fees for Amenities 2023-24

Agreed amendments 2023-2024 – in red.

Please see Church Walk Padding Pool fees at bottom as these were not taken to Finance.

Vickersway Park Amenity Charges 2022/23 to remain the same for 2023-2024

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

Deposits

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

Whalley Road Football Field Charges 2022-2023 to remain the same for 2023-2024

At the Town Clerks discretion

Hire of Verdin Park Charges from 2022-2023 to increase as shown in red for 2023-2024

Hire of day or part thereof from	£160.00 (from £150)
Deposits returnable	£1000.00 (Town Clerks discretion)

Allotments Charges from 2021-2022 to increase as shown in red for 2023-2024

The rent per annum	£50.00 (from £45.00)
--------------------	----------------------

Chapel Costs as from 2022-2023 to increase as shown in red for 2023-2024

Per day	£120.00 (from £100.00)
Per half a day	£60.00 (from £ 50.00)
Hourly rate for the first two hours (between 9-5)	£30.00 (from £ 20.00)

Hourly rate after first two hours (between 9-5)	£15.00 (from £ 12.50)
Hour rate outside office hours for staff costs (this is in addition to hourly rate no change)	£ 24.50
Tea/Coffee/Biscuits (per head)	£2.00 (from 1.50)

Verdin Park Banner Case as from 2022-2023 to remain the same for 2023-2024

Per day	£30.00 plus VAT
To erect or remove banner	£49.00 plus VAT

Church Walk Paddling Pool – private hire for parties from 2022-2023

Per 1 ½ hour slot – 2021-2022 price	£150.00 (from £100)
Daytime sessions	To remain FOC

Decision of the Council is requested

Report to : Full Council

Meeting Date : 3rd April 2023

Agenda Item : 9

Prepared By : Chris Shaw/Liza Clansey

Subject : Cemetery Fees 2023-24



Background

Finance approved the following price increases for Witton Cemetery and Dane Valley Cemetery.

Northwich Town Council has not increased its Burial fees for 4 years but as we continue to improve the cemetery with new paths, cremation areas and planting we now need to look to increase our fees. Costs for grave digging and the purchase of new vaults have been increased which has an impact on the fees.

As you can see from the examples below Northwich Town Council burial fees are still less than other cemeteries in the area even with an increase to support ongoing improvements.

<i>Cemetery Fees 2023-24</i>				
<i>Services Provided</i>	<i>Cheshire West Cemetery Fees 2022-23</i>	<i>Knutsford Cemetery Fees 2022-23</i>	<i>Witton & Dane Valley 2022-23 Fees</i>	<i>Fees agreed by Finance 2023-24</i>
Exclusive Right of Burial (Resident)	£2251 Including first burial	£1100	£520	£572
Exclusive Right of Burial (Non-Resident)	£4502 Including First burial	—	£1040	£1144
Exclusive Right of Burial Cremated Remains Grave (Resident)	£904 Including first interment	£255	£200	£220
Exclusive Right of Burial Cremated Remains Grave (No-Resident)	-	—	£400	£440
Sanctum Granart Vault (above ground vault) inc 1st interment & inscription in New Area	—	—	£820	£984
Sanctum Granart Vault (above ground vault) 2nd interment and inscription	—	—	£380	£418

Services Provided	Cheshire West Cemetery Fees 2022-23	Knutsford Cemetery Fees 2022-23	Witton & Dane Valley 2022-23 Fees	Fees agreed by Finance 2023-24
Interment Fee (Aged 16 years & under)	No Charge	No Charge	No Charge	No Charge
Interment Fee (Resident 17 years & over)	£1045	£1050	£480	£528
To build a Chamber in a shallow grave	—	—	£550	£605
Interment of Cremated Remains	£291.50	£205	£180	£198
Scattering of Ashes	£120	—	£180	£198
Sanctum 2000 Second interment & Inscrip -inc 1st 80 letters	—	—	£380	£418
Sanctum 2 Vault Second interment & Inscription	—	—	£160	£176
Caskets for Sanctum 2 & Sanctum 2000	—	—	£68.40	£75.24
Casket for Sanctum Granart Vaults	—	—	Awaiting Costs	Awaiting Costs
Engraved brass plaque for Sanctum 2/2000 vault (available from Bells)	—	—	£20	£25
Right to Erect a Headstone (Not exceeding 3.0' in height)	£140	£100	£100	£110
Kerbstones & Border stones not exceeding 6'.6" x3'0" x 3'.0"	£140.50	£100	£100	£110
Any other monument, not exceeding 6'.6" x 3.0' (including slipper)	£140.50	£100	£100	£110
Additional Inscriptions in existing head stones and pots	£36	£50	£35	£55
Sanctum 2000 Additional Letters	—	—	£2.10	£2.31
Sanctum 2000 Individual design or photo	—	—	POA	POA
Use of Chapel for services (chapel use also available for Wake POA)	£125	—	POA	POA

<i>Services Provided</i>	<i>Cheshire West Cemetery Fees 2022-23</i>	<i>Knutsford Cemetery Fees 2022-23</i>	<i>Witton & Dane Valley 2022-23 Fees</i>	<i>Fees agreed by Finance 2023-24</i>
Use of the Chapel for Wake (buffet, drinks, staff, etc.)	£125	—	£160	£176
Searching Register (per grave)	£16	£30	£35	£38.50
Transfer of Ownership/Statutory Declaration	£35	£40	£35	£38.50
Grave Planting (twice yearly)	—	—	£50	£55
Grave Planting with Grave care	—	—	£120	£132
Top Soiling / Turfing (single grave)	—	—	£30	£33

Decision of the Council is requested

Report to : Full Council

Meeting Date : 3rd April 2023

Agenda Item : 10

Prepared By : Liza Clansey

Subject : Grant Application- Cheshire Search and Rescue



We have received an application for Grants from the fundraising search technician at Cheshire Search & Rescue for PPE to ensure they keep the members safe.

The team is 100% volunteers assisting in the emergency services available 24/7 365 days a year covering all 904 square miles of Cheshire, looking for missing and vulnerable people.

The late Mayor Kevin Rimmer has a balance of £1100.00 in his Mayoral account and the PPE for 28 ELEV8 Helmets comes to £1000.00.

Finance agreed the Mayors charity balance of £1100.00 could be used to support this vital service in paying for the helmets.

Decision of the Council requested



Report to : Full Council

Meeting Date : 3rd April 2023

Agenda Item : 11

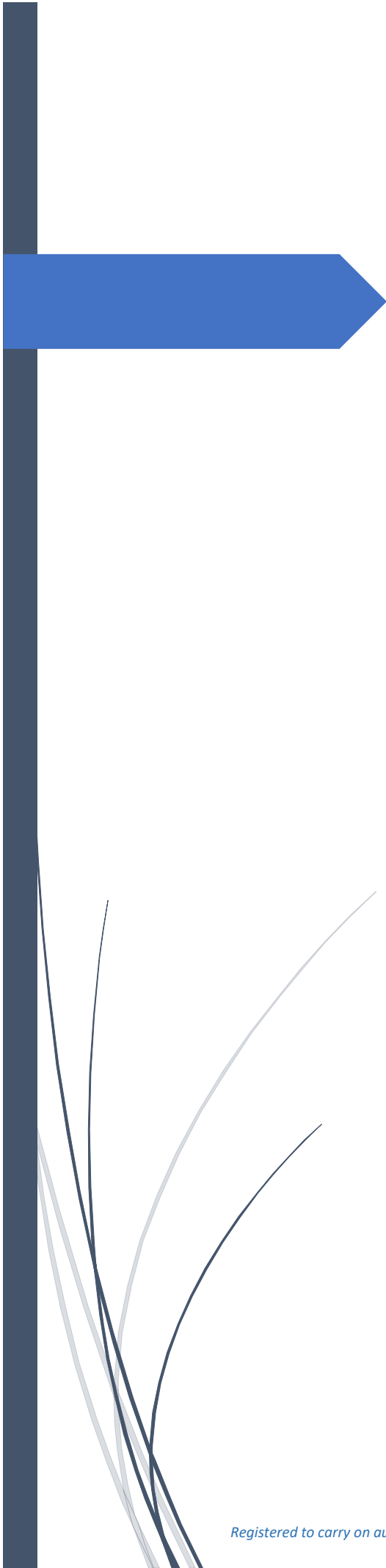
Prepared By : Liza Clansey

Subject : **March 2023 Internal Audit Report**

To approve JDH Business Services Ltd (internal Auditors) second interim report for NTC for 2022/2023 Issues, recommendations and follow ups.

The report highlights strategies and policies that need updating that Peter Cooper also highlighted in his reports.

Decision of the Council is requested



Northwich Town Council

Internal Audit 2022/23

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 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
2022/23 Second interim internal audit			
1	Balances have increased materially from the low levels in 2019, however, there is no established Investment Strategy and Treasury Management strategy in accordance with the LGA 2003.	<i>The council should establish an Investment Strategy and Treasury Management Strategy with reference to the requirements of the Local Government Act 2003.</i>	
2	Annual pay rises are notified to the payroll agent via an email from officers.	<i>The Chair should either email the annual officer pay rise information to the payroll agent, or a scanned letter from the Chair should be sent to the agent confirming the annual officer pay rises.</i>	This will be put in place when there are any future pay rises
3	Review of Policies: - The current procedures for gifts and hospitality requirements at the council are those included in the adopted Code of Conduct which covers members only.	<i>The council gifts and hospitality policies should cover officers as well as members.</i>	

**INTERNAL AUDIT REPORT
NORTHWICH TOWN COUNCIL**

	ISSUE	RECOMMENDATION	FOLLOW UP
	- There is no current expenses policy in place covering officers and members	<i>The council should consider adopting an expenses policy that covers both officers and members.</i>	
4	There is no income collection/debt write off policy to ensure there is an agreed consistent approach to income collection and the procedures to follow with older debts including write offs. Aged debtor reports are not reported to the Finance, Policy and Governance Committee to provide management information about the age profile of debtor balances.	<i>The council should consider establishing an income collection/debt write off policy to ensure a consistent approach to debtors.</i> <i>Management information provided to council could be improved by providing the Rialtas aged debtor report at least annually to the Finance Committee so they can review income risks in terms of whether the levels of older debtors is significant.</i>	
5	Feedback to our interim internal audit questionnaire item regarding Public Contract Regulations indicate no officers had received training in the requirements.	<i>The council need to ensure staff involved in procurement are aware of the requirements of the Public Contracts Regulations 2015 regarding publishing information about contract opportunities and awards, over certain value thresholds, on the Contracts Finder website. In addition, officers need to be aware that the Public Contracts (Amendment) Regulations 2022 came into force on 21 Dec 2022 (refer to Action Note PPN 01/23 Procurement Policy Note –</i>	

**INTERNAL AUDIT REPORT
NORTHWICH TOWN COUNCIL**

	ISSUE	RECOMMENDATION	FOLLOW UP
		<i>update to legal and policy requirements to publish procurement information on Contracts Finder).</i>	